



BRANDON SCHOOL DIVISION

January 23, 2013

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

TO BE HELD MONDAY, JANUARY 28, 2013 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, January 14, 2013.
Adopt.
- b) Special Board Meeting, January 21, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Sherry Baker, Resource - Grades 5-8, George Fitton School, speaking to the school's "Project of Heart" initiative.

2.02 Reports of Committees

- | | |
|---|--------------|
| a) Personnel Committee Meeting | L. Ross |
| b) Education Committee Meeting | P. Bartlette |
| c) Other | |
| - Minister of Education's Visit – January 17, 2013. | P. Bartlette |
| - MSBA Region 1 Meeting – Elkhorn – January 21, 2013. | M. Sefton |
| - Premier of Manitoba's Visit – January 22, 2013. | M. Sefton |

2.03 Delegations and Petitions

2.04 Communications for Action

NIL

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 – Riverheights School and Crocus Plains Regional Secondary School.
- b) Learning Support Services Presentation – NIL.
- c) Items from Senior Administration Report-
 - Invite Minister of Children and Youth Opportunities to Committee Meeting – Refer Motions.
 - Nomination for Region 1 Director – Refer Motions.
 - Trustee inquiry – Trustee Sumner – Enrolment data and school capacities in other divisions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

12/2013 That an invitation be extended to the Honourable Kevin Chief, Minister of Children and Youth Opportunities to a meeting following the inaugural meeting of the Brandon School Division's Aboriginal Education Advisory Committee.

13/2013 That the nomination of Trustee Sefton for the position of Director – Region 1, Manitoba School Boards Association is hereby approved.

2.08 Bylaws

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

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) Mr. David Yeo, Director, Manitoba Education, January 7, 2013, noting the 2013/2014 school year will be comprised of 194 days. The project of the school calendar for the next four years is included. Parameters applicable to the 2013-2014 school year, including Christmas Vacation, Spring Break and in-service days are noted. Divisions are asked to complete the form attached once they have established the dates of the days to be used for non-instruction purposes and submit to the Department.
Refer Superintendent's Office.
- b) Robert Rivard, President, Manitoba School Boards Association, January 16, 2013, addressed to the Honourable Stan Struthers, Minister of Finance, encouraging the Government to continue funding education at the rate of provincial economic growth as the futures of the Province's young people are dependent upon the strong public school system that such support engenders. They also ask that the government provide sufficient new funding to school boards to enable them to fully implement the kindergarten to grade 3 class size reduction strategy, announced by the Premier in 2011. Many school boards face significant costs in the upcoming years and are concerned that without a clear and sustainable funding model, the cost of this provincial initiative will ultimately be borne by local taxpayers. Their second request is that school boards once again be allowed to exercise their authority to "determine the number, kind, grade and description of schools to be established and maintained", as outlined in Section 41(1)(p) of *The Public Schools Act*. He notes this authority was curtailed by the passage of Bill 28, *The Strengthening Local Schools Act*, in 2008 which amended *The Public Schools Act* to require both community consensus and ministerial approval in order to close a school. Since the passage of Bill 28, both the government and school

boards have spent millions of dollars to repair and maintain schools that are not required for educational purposes. Expenditures that could have been avoided if school boards had been able to manage the capital resources entrusted to them in a fiscally and educationally appropriate manner. They asked the government to revisit this policy.

Receive and File.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday, February 6, 2013, Board Room.
- b) Public Budget Consultation – 7:00 p.m., Wednesday, February 6, 2013, Earl Oxford School.
- c) Facilities & Transportation Committee Meeting – 11:30 a.m., Thursday, February 7, 2013, Board Room.
- d) Personnel Committee Meeting – 12:00 noon, Monday, February 11, 2013, Board Room.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 11, 2013, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 ADJOURNMENT



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, JANUARY 14, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh (entered at 7:25 p.m.), Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, Mr. K. Sumner.

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

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

REGRETS:

Mr. D. Karnes

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton confirmed there would be a "Trustee only" in-camera session at the end of the meeting.

Superintendent, Dr. Michaels, requested the addition of one personnel item under in-camera discussions.

Mr. Bartlette – Dr. Ross
That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings *(Video Streaming 3 minute mark)*

- a) The Minutes of the Special Board Meeting held December 10, 2012 were circulated.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Regular Board Meeting held December 10, 2012 were circulated.

Mr. Kruck – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

- c) The Minutes of the Special Board Meeting held December 20, 2012 were circulated.

Mr. Bartlette – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

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

- a) The Chairperson noted the recent passing of Division employee Ms. Val Rubenik, on December 26, 2012. Ms. Rubenik was a member of the Division's support staff for a number of years, most recently as the school bus driver for Green Route 5.
- b) The Chairperson recognized four staff members by presenting them with Certificates of Recognition for their achievements:
- Mr. Don Thompson, Teacher, École Secondaire Neelin High School who had been chosen the recipient of the MPETA Regional Award for the Westman Region 2011-2013.
 - Mr. Greg Beckwith, Teacher, Vincent Massey High School who had been chosen Coach of the Year by his coaching peers.
 - Mr. Bruce Bell, Teacher, Meadows School, who had been inducted into the Manitoba Sports Hall of Fame – Class of 2012, for his participation on the U of M Bison Volleyball team – 1978-1980.
 - Mr. Harry Crossin, Teacher, École Secondaire Neelin High School, who had been recognized by CISCO Systems for providing CISCO programming at Neelin for 10 years. Mr. Crossin's Certificate of Recognition was accepted by Mr. Michael Adamski, École Secondaire Neelin High School principal, on Mr. Crossin's behalf.

- c) Consultation Process Review – Ms. M. Wilson, Research & Evaluation Specialist. *(Video Streaming 10 minute mark)*

Ms. Wilson, the Division's Research and Evaluation Specialist, spoke to her report, attached to the Report of Senior Administration, regarding an evaluation of the consultation process with respect to the Growth and Sustainability consultations which had taken place in the fall. Ms. Wilson reviewed in detail the process including the measures of success and the possible indicators that success had or had not been achieved. She concluded her presentation by providing possible ways to improve the consultation process in the future, including: ways of improving sampling; ways to improve participant understanding; and ways to improve communication. The Trustees thanked Ms. Wilson for her detailed report noting it was a valuable piece of information and reference as they move forward.

2.02 Reports of Committees *(Video Streaming 24 minute mark)*

- a) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures & Community Relations Committee meeting held on December 5, 2012 was circulated following the reports of the Personnel Committee and the Finance Committee.

Trustee Kruck requested clarification regarding the presentation on bullying and asked how the Division would go about "speaking the same language". Superintendent, Dr. Michaels, noted a coordination of programs was required as there was currently a variety of initiatives in schools. She confirmed someone was required who could oversee it all and provide continuity in this area throughout the Division.

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

- b) Personnel Committee Minutes

The written report of the Personnel Committee meeting held on December 10, 2012 was circulated.

Dr. Ross – Mr. Snelling
That the Minutes be received and filed.
Carried.

- c) Finance Committee Minutes

The written report of the Finance Committee meeting held on December 10, 2012 was circulated.

Trustee Bartlette requested clarification regarding the Dr. Farthing's comment that the Government was open to private/public partnerships. The Secretary-Treasurer noted Dr. Farthing did not expand on the statement.

Dr. Ross – Mr. Bartlette
That the Minutes be received and filed.
Carried.

d) Facilities and Transportation Committee Minutes

The written report of the Facilities and Transportation Committee meeting held on December 13, 2012 was circulated.

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

The written report of the Facilities and Transportation Committee meeting held on January 3, 2013 was circulated.

Discussions were held regarding the number of portables requested and the need for portables at Earl Oxford School. Associate Superintendent, Mr. Malazdrewicz, noted the request for portables was based on the 20K-3 forecast for Earl Oxford School. Superintendent, Dr. Michaels, provided information regarding a conference call held with Dr. Farthing regarding portables.

Mr. Murray highlighted the school safety audit conducted by both Mr. Brad Langston and the MSBA. He noted the Brandon School Division is safe and the Division is proactive with respect to student safety. Discussions were held regarding upcoming budget items to further address this issue. Trustees requested clarification regarding primary access. Dr. Michaels confirmed primary access was in place at all three high schools and Alexander School. The rest of the schools used primary access on an as needed basis. She confirmed the Division is reviewing this practice and a discussion will take place with principals on January 29th regarding primary access and visitor sign in.

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

e) Education Committee Minutes

The written report of the Education Committee meeting held on December 17, 2012 was circulated.

The Committee Chairperson, Mr. Bartlette, asked the Associate Superintendent to provide an overview on the Grade 7 and 8 Electives Report attached as Appendix "A" to the Committee minutes. Mr. Malazdrewicz reviewed the report and answered Trustee questions for clarification.

Point of Privilege: Trustee Ross inquired as to when the Division might receive the funding announcement. The Secretary-Treasurer confirmed he had been advised the announcement would be released before February 1, 2013.

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

f) Policy Review Committee Minutes

The written report of the Policy Review Committee meeting held on December 19, 2012 was circulated.

Trustee Ross asked if the proposed Child in Care policy would help expedite registering students into school. It was noted the policy would provide clear guidelines regarding the process and thereby expedite matters.

Mr. Kruck – Mr. Murray

That the Minutes be received and filed.

Carried.

g) Other

- Nil

Trustees Kruck and Snelling exited the meeting together and returned separately.

2.03 Delegations and Petitions

2.04 Communications for Action

a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 2, 2013, noting the MSBA will be honouring long service trustees at its March Convention. Member boards are asked to submit the names and addresses of current trustees who have served a minimum of 12, 16, or 20 years as of December 31, 2012. Please forward letters of nomination to Carolyn Duhamel, Executive Director, no later than February 8, 2013.

Referred Business Arising.

2.05 Business Arising (Video Streaming 24 minute mark)

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the MSBA will be honouring long service trustees at its March Convention was discussed. It was noted Trustee Ross was eligible to receive recognition for 20 years of service as a Trustee for the Brandon School Division.

- From Report of Senior Administration (Video Streaming 30 minute mark)

a) School Reports - NIL

b) Learning Support Services Presentation – Physical Education/Health Initiatives – K-12 which support healthy schools - Ralph Clark, Physical Education Specialist.

Mr. Ralph Clark, Physical Education Specialist for the Brandon School Division provided information regarding his responsibilities as the physical education/health education specialist for the Division. He spoke to physical literacy and the importance it has on a student's general overall achievement

and well-being. He noted students who are physically literate “move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.” He works with physical educators to help students develop the knowledge, skills, and attitudes to lead an active and healthy lifestyle now and into the future. Mr. Clark spoke to some of the Division initiatives regarding healthy lifestyles, including the use of Lunch Board kits which consists of five boards: milk and alternatives, drinks, entrees, vegetables and fruits, and grain products. He noted schools use these boards not just for classroom instruction, but community instruction as well by displaying at various school events throughout the school year. Mr. Clark provided information regarding his work with the community to nurture existing relationships while continuing to build new partnerships. He provided a snapshot of the number of participants in the various early and middle year jamborees which took place in the first half of the school year. He also provided information regarding high school athletics and the Division’s involvement with MHSAA.

The trustees thanked Mr. Clark for his presentation. Trustee Murray inquired about early childhood nutrition education for high school students. Mr. Clark noted the topic was addressed as part of the Grade 12 curriculum.

- c) Items from Senior Administration Report
- Rescind Policy 2009 – “Reporting Board Meeting Business” - Referred Motions.
 - Rescind Form 1007.2a – “Outlook Live User Agreement” – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – January, 2013 – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – May, 2013 – Referred Motions.
 - Trustee Indemnities – Administrator Selection Committee – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions (Video Streaming 40 minute mark)

01/2013 Mr. Sumner – Mr. Kruck
That Policy 2009 – “Reporting Board Meeting Business” is hereby rescinded.
Carried.

02/2013 Mr. Kruck – Mr. Sumner
That Form 1007.2(a) – “Outlook Live User Agreement” is here by rescinded.
Carried.

03/2013 Dr. Ross – Mr. Bartlette
That the trip involving twenty (20) grades 10 to 12 high school students from Crocus Plains Regional Secondary School to Tampa Bay, Florida from January 22, 2013 to January 28, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Snelling inquired as to why this approval was so late in coming to the Board. The Associate Superintendent noted it was because of timing as the request came too late to include before Christmas. He also confirmed the school principal had spoken with the staff involved as to the proper protocol for future requests.

Carried.

- 04/2013 Mr. Snelling – Dr. Ross
That the trip involving twenty-five (25) grade 11 and 12 high school Advertising Arts students from Crocus Plains Regional Secondary School to Vancouver, BC be approved in principle and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck requested that future motions also include the date.

Carried.

- 05/2013 Mr. Kruck – Mr. Sumner
That the Trustees participating on the Administrator Selection Committee be paid the appropriate indemnity for meetings of this Committee which were held December 13, 18 and 19, 2012.

Carried. (Trustee Bowslaugh Abstained).

- 06/2013 Mr. Bartlette – Mr. Snelling
That all the current Brookwood Development area be included in the Linden Lanes Catchment area.

The Secretary-Treasurer brought forward a revised friendly amendment to the motion to provide clarification of the boundaries. The mover and seconder agreed to the amendment. Trustee Bowslaugh inquired about the bussing requirements to accommodate this change in catchment. The Associate Superintendent noted the revision works with the resources currently in place.

Friendly amendment:

That the Linden Lanes Catchment area be changed to include all residences located on the south side of Richmond Avenue in the Brookwood Estates, including all of Aurora Crescent; and East of Brookwood Drive, including Southview Drive, Lake view drive and Plateau Drive.

Carried.

- 07/2013 Mr. Bartlette – Mr. Snelling
That the Stickney area between 18th Street and 1st Street be moved from the École New Era School catchment to the Earl Oxford School catchment.

Trustees requested clarification regarding the students affected by the proposed change. Superintendent, Dr. Michaels confirmed that the changes would keep families together and allow for proper programming. The Board Chairperson confirmed the Grade 7 students had been given the option to move or remain at École New Era School for Grade 8.

Trustee Snelling was opposed to the motion and requested the motion be tabled until the Division has heard back from the Government with respect to the number of portables the Division would be receiving.

Mr. Snelling – Mr. Kruck
That Motion 7/2013 be tabled.

Trustee Murray was against tabling the motion as the Board had already held discussions regarding the changes to the École New Era School Catchment. He noted the Board had agreed to move students in that area in order to take the pressure off of École New Era

School. He did not feel discussions on whether or not the Division received portables changed that fact.

Trustee Bartlette asked if the number of school age children living in Massey Manor would impact decisions. The Chairperson ruled the motion currently being discussed was whether or not to table the motion and the impact of Massey Manor did not pertain to the current discussions.

Trustee Kruck supported the motion to table.

Trustee Ross stated a motion to table was not debatable and called for the question.

Defeated: (3 – 4 – 1 Trustee Bowslaugh abstained).

Original Motion:

That the Stickney area between 18th Street and 1st Street be moved from the École New Era School catchment to the Earl Oxford School catchment.

Superintendent, Dr. Michaels, advised the Board delaying the motion will mean the Division cannot open École New Era School with a reduced population in the fall. She confirmed the Division is currently in the process of registering and resourcing for the fall.

Trustee Kruck confirmed he has not supported this decision in the past and still will not be supporting this decision.

Carried: (4 – 3 – 1 Trustee Sumner abstained).

08/2013 Dr. Ross – Mr. Bartlette

That the students residing on Westaway Bay be included in the Riverheights School catchment.

It was noted that motion 08/2013 applied to Grade 7 and 8 students only.

Carried.

09/2013 Dr. Ross – Mr. Snelling

That the Board of Trustees request a meeting with the Minister of Education to discuss facilities and accommodation matters.

Trustees inquired about meeting with the Minister of Education on January 17th as she was already in Brandon at that time. Trustee Sefton stated it may be too short of notice but the Division could ask.

Carried.

10/2013 Mr. Snelling – Mr. Bartlette

That the Brandon School Division request twelve (12) portable classroom units for the 2013-2014 school year from the Public Schools Finance Board.

Trustee Bartlette inquired about the cost of each portable to the Division. The Secretary-Treasurer confirmed the portables are funded by the Public Schools Finance Board; however the Division must cover additional costs such as blinds, SmartBoard, ramps etc. at a cost of \$7,000 per portable.

Carried.

2.08 Bylaws

Mr. Sumner – Mr. Kruck

That By-Law 3/2012 being a borrowing by-law in the amount of \$3,510,700.00 upon the credit of the Division by the issue and sale of a debenture to meet partial costs for construction of the following projects: Betty Gibson Boiler Replacement, Waverly Park Boiler Replacement, Crocus Plains Welding Shop Ventilation Upgrade, Green Acres Roof Replacement, Vincent Massey Emergency Gym Roof Replacement, Neelin Steam Heating System Replacement, Vincent Massey Roof Replacement, Riverview Furnace Replacement, and Valleyview Emergency Roof Replacement, be now read for a second time, having first been read on December 10, 2012.

Carried.

Trustee Snelling asked if there were guidelines as to how much a Division can have in debentures; whether or not it was listed as a liability; and was interest involved. Secretary-Treasurer, Mr. Zabowski, confirmed there does not appear to be guidelines for Divisions, but the Public Schools Finance Board does have guidelines regarding how many debentures they will accept. He confirmed this is money the Division is getting back from the Government.

2.09 Giving of Notice

NIL

2.10 Trustee Inquiries

NIL

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

Superintendent, Dr. Michaels noted the Division's Quarterly Report had been included in the Report of Senior Administration for the Board's information.

Trustee Bartlette inquired about the HALEP programming and the implementation of Stage 2 of the programming. Dr. Michaels confirmed that all schools are to be using the school wide enrichment programming and enrichment clusters by the end of the year.

Senior Administration was directed to send a letter of thanks to the Supervisor of Transportation as recognition of his assistance to Mountainview School Division to address their recent bussing issue.

Mr. Murray – Mr. Snelling

That the January 14, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information *(Video Streaming 2 hour mark)*

- a) Mr. Harold Wiebe, Head Custodian, Earl Oxford School, December 11, 2012, responding to the meeting on November 26, 2012 regarding the Joint Use Agreement between the Brandon School Division and The City of Brandon attended by the majority of Custodians, Mr. Zabowski, Ms. Switzer and Mr. Clark. He notes custodians agree that City run programs

should have use of the Division facilities; however, they have concerns about the Health and Safety aspect of these groups. He notes custodial assistants are not trained to deal with emergencies such as fire alarm, power failure and boiler failure. Concerns regarding vandalism and other security risks are also a concern. In addition, they are also concerned about the loss of wages incurred due to the joint use agreement as many custodians rely upon this overtime as a second income.

Ordered Filed.

- b) Tracey Denbow Peasgood, December 6, 2012, noting she has made two presentations to the Brandon School Division Board of Trustees regarding bussing for Home Economics and Industrial Arts classes. It was her understanding that there was to be a survey initiated by the Brandon School Division Liaison Committee with the parent councils at each of the K-8 Schools. In the minutes from the meeting that took place April 23, 2012 on page 4 it does discuss the outcome to the petition she had submitted. She notes there seems to be a gap in this process as the presidents of the Parent Council groups were unaware of a survey. Trustee Sumner states October 22nd that most parents are happy with the current bussing arrangements. She feels the information collected from Kirkcaldy Heights School did not come to light at the divisional level. Kirkcaldy Heights School did send out a survey to grades 6, 7 and 8 back in May. These surveys show that many parents have an opinion. She asks that the Trustees take the time to read through the enclosed surveys as they do shed some light on some of the concerns parents do have in the transportation of their children. These surveys are available to all trustees to view through the Office of the Secretary-Treasurer.

Ordered Filed.

- c) Peter Narth, Coordinator, Technical Vocation Education Unit, School Programs Division/Instruction, Curriculum and Assessments Branch, Manitoba Education, December 3, 2012, providing details regarding the Division successful Technical Vocational Education – Technical Vocation Equipment Upgrade support as announced on November 1, 2012 by Honourable Nancy Allan, Minister of Education. Funding in the amount of \$12,500 for the Building Construction Program; \$6,000 for the Automotive Technology Program; \$6,000 for the Culinary Arts Program; and \$10,566 for the Welding Program at Crocus Plains Regional Secondary School was approved.

Referred to Secretary-Treasurer's Department.

Trustee Murray noted the disparity in the amount of money received from the Government for Technical Vocation Equipment Upgrades versus the true costs of items. He requested a budget line similar to the aging building fund be established and discussed on budget day to address vocational programming equipment needs. Trustee Bowslaugh requested information on the number of Bill 13 students who are enrolled in Technical Vocational Programming. The Secretary-Treasurer was directed to report back to the Board on these requests at a future date.

- d) John Spacek, Assistant Deputy Minister, Transportation Policy and Motor Carrier Divisions, Manitoba Infrastructure and Transportation, December 14, 2012, responding to Mr. Zabowski's letter of October 29, 2012 regarding the reduction of speed in school zones within the Brandon School Division. He notes in June 2012 the Government passed Bill 13 which is intended to enable local governments to have greater control over making school zones safer through speed reduction while providing a certain level of standardization across Manitoba through regulatory requirements that prescribe the processes to be followed in relation to the designation of school zones and speed reductions within them. The Policy Division of Infrastructure and Transportation is in the process of conducting consultations with key stakeholder groups regarding potential regulatory provisions which will include the parameters of a school zone, the type, size and position of signage, how high-speed roads

will be treated and related matters. Consultations that have taken place to date include the City of Brandon, Manitoba School Board Association, Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, and Manitoba Education's Pupil transportation Unit. The information provided by the Brandon School Division is valuable in identifying the uniqueness of each school's traffic-related concerns and may assist your local council in its decision to develop by-laws reducing speeds in school zones in the future. In the meantime, they have reviewed the information received and will keep it on file for reference.

Ordered Filed.

3.03 Announcements

- a) Education Committee Meeting – 11:30 a.m., Tuesday, January 15, 2013, Neelin High School Off Campus Site.
- b) Workplace Safety & Health Committee Meeting – 1:00 p.m., Wednesday, January 16, 2013, Conference Room.
- c) Minister of Education to visit Crocus Plains Regional Secondary School – 2:00 p.m., Thursday, January 17, 2013.
- d) B.J. Hales Ad-Hoc Committee Meeting – 7:30 a.m., Friday, January 18, 2013, Victoria Inn.
- e) Manitoba School Boards Association – Region 1 Meeting – All Day, Monday, January 21, 2013, Elkhorn Resort.
- f) Special Board Meeting – Preliminary Budget – 7:00 p.m. – Monday, January 21, 2013, Board Room.
- g) Premier of Manitoba to visit Brandon School Division, Tuesday, January 22, 2013, time and place to be announced.
- h) Policy Review Committee Meeting – 11:30 a.m., Wednesday, January 23, 2013, Board Room.
- i) Finance Committee Meeting – 12:00 noon, Monday, January 28, 2013, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 28, 2013, Board Room.

Mr. Kruck – Dr. Ross

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 regarding a personnel item was circulated and discussed. A motion was to be brought forward at the end of the meeting.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) A Board Operations Matter was discussed and directions provided.

- Trustee Inquiries

- b) Trustee Bowslaugh inquired about a Committee operations matter. Direction was provided and a motion is to be brought forward at the next regular meeting of the Board of Trustees.

Mrs. Bowslaugh – Mr. Sumner

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

Carried.

11/2013 Mr. Sumner – Mr. Kruck

That Confidential #2 and the recommendations therein be approved and the recommendations be released to the public upon acceptance of employment.

Carried.

5.00 ADJOURNMENT

Mr. Snelling – Mr. Sumner

That the meeting does now adjourn (10:31 p.m.)

Carried.

The Trustees, together with guest Mr. Jerry Storie, met with the Superintendent of Schools on a personnel matter.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. MONDAY, JANUARY 21, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson (entered at 7:12 p.m.), Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Kruck, Dr. L. Ross (entered at 7:20 p.m.), Mr. M. Snelling, Mr. K. Sumner (entered at 7:10 p.m.)

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

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

REGRETS:

Mr. D. Karnes.

CALL:

The Chairperson called the meeting to order at 7:00 p.m. noting the meeting had been called for the purpose of considering the following:

- a) 2013/2014 Preliminary Budget Discussions.

The Chairperson referred to the Call and welcomed observers to the meeting. He highlighted a number of factors which impact the 2013/2014 Budget, including the following:

- Implementation costs for increasing diversity in all areas to which the Division receives limited to no funding;
- The need for sustainability now and into the future;
- Projected enrollments and capacity issues;
- The need to increase the Accumulated Surplus;
- The lack of funds in the Reserve Accounts.

The Chairperson also confirmed the purpose of the meeting was for information only and there would be no decisions or debate taking place at this time. Mr. Sefton then turned the meeting over to the Secretary-Treasurer.

Mr. K. Zabowski, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2013-2014 Budget deliberations. Through his presentation, he hoped to assist the Board of Trustees in familiarizing themselves with the budget issues in advance of the February 19, 2013 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2013/2014;
- 2) List of Resource Requirements for 2013/2014;
- 3) Capital & Maintenance Budget 2013/2014.

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including: enrollment changes; programs for increasing diversity of student learning needs; Provincial legislation; infrastructure and support for program delivery, Collective Agreement costs, funding and facility sustainability. He also provided detail regarding the budget development process; how the Division compared to the Manitoba Provincial Average using the 2012/2013 Provincial FRAME Budget Report; an analysis review of past budget increases; development of the staffing budget; discussions regarding the accumulated surplus; the reserve accounts; and a summary of the 2013/2014 Capital and Maintenance Budget.

Mr. Zabowski, Secretary-Treasurer presented the Board Member/Committee Resource Requirement Requests totaling \$4,600,900 as follows:

AREA	ITEM(S)	STRATEGIC DIRECTION	COSTS					
			FTE	Staff	Supplies	Others	Total	
	<u>Trustee/Board Committee Resource Requirements</u>							
Business	Community Relations Budget for meeting with public	QL				8,000		8,000
						8,000		8,000
Facilities	Maintenance and upgrades to playgrounds	QSS				5,000		5,000
	Division costs for portable classrooms (linkage, ramps etc.)	QL/QT/QSS				84,000		84,000
						89,000		89,000
Human Resources	Implementation of 20K3 Year 2. (6.7 Teachers, 3 Ancillary Support Teachers)	QT/QL/QSS	9.70	769,200	71,500			840,700
	BSSAP worker for Valleyview school.	QSS/QL	0.50	13,700				13,700
	École New Era - Earl Oxford Transition	QSS/QT/QL	3.00	119,200	15,000	16,300		150,500
			13.20	902,100	86,500	16,300		1,004,900
Supplies	iPad carts/laptops for each floor in schools without elevator (Meadows, O'Kelly)	QL/QSS			22,800			22,800
	Evaluation of Vocational equipment needs.	QL/QSS				5,000		5,000

	Instructional budget - increase by \$5.00/student, current rate of \$15.00/student to \$20.00/student.	QSS			40,200		40,200
	Instructional budget for field trip allocation	QL/QSS			18,000		18,000
	Emergency funding for sports travel teams due to inclement weather.	QSS			10,000		10,000
					91,000	5,000	96,000
	Total Trustee/Board Committee Resource Requirements		13.20	902,100	177,500	118,300	1,197,900

	<u>Senior Administration Resource Requirements</u>						
Business	Secretarial Overload for Senior High Schools.	QSS		9,600			9,600
	Communication and translation budget.	QSS			20,200	8,000	28,200
	Wellness day budget.	QSS		20,000			20,000
	Smart Board maintenance	QSS			10,000		10,000
	Telepresence video conference package.	QSS				8,000	8,000
				29,600	30,200	16,000	75,800
Facilities	Security cameras, mirrors and card access/lock down for schools.					150,000	150,000
						150,000	150,000
Human Resources	Provide remaining schools with Coquitlam Formula.	QSS	2.80	93,600			93,600
	Technical Support Specialist and SharePoint/Database Programmer in MIST Department	QSS	2.00	136,200		6,900	143,100
	Communications & Technology Assistant	QSS	1.00	54,200		1,700	55,900
	Research and Evaluation support	QSS				6,500	6,500
	Full Day/Every Day Kindergarten - George Fitton	QL	4.50	192,500	16,500		209,000
	Divisional Principal for Office of the Superintendent	QL/QT/QSS	1.00	114,900		6,200	121,100
	Job Evaluation Secretary and part-time Sub Booking Clerk	QSS	1.50	84,600			84,600
	Facilities planner (data management).	QSS	1.00	80,000		3,500	83,500
	Reading Recovery Teachers	QL/QT	1.50	118,900			118,900

	Vice-Principals	QSS	3.50	343,000			343,000
	Educational Assistant hours.	QSS		40,000			40,000
	Staff Co-ordinator for Professional Development for Support Staff	QSS	1.00	53,400		3,500	56,900
	Training for MIST Department	QSS			9,000		9,000
	Secretary for Neelin High School Off-Campus program	QSS	1.00	37,900			37,900
	Secretary for École New Era School	QSS	1.00	37,900			37,900
	Educational Assistants assigned to AEP	QSS	15.00	367,500			367,500
	Teachers	QL/QT	7.00	555,100			555,100
	Professional Development for Advanced Placement programs and Divisional Initiatives	QSS/QT/QL				76,600	76,600
	Recruitment of Teachers and Relocation Costs	QSS				26,000	26,000
			43.80	2,309,700	25,500	130,900	2,466,100
Learning Support Services	Teacher Mentorship Initiative	QT				32,000	32,000
	External International Examinations (Advanced Placement/International Baccalaureate)	QL			15,000		15,000
	F1 Competition Participation	QL			33,500		33,500
	School Based Technology	QL/QSS				140,000	140,000
					48,500	172,000	220,500
Supplies	Learning Resources	QL			410,000		410,000
	Middle Years Home Economics, Industrial Arts, Band Support	QL			10,000	4,700	14,700
	Assistive Technology/Occupational Therapy funding	QL/QSS				12,200	12,200
	Science equipment, sound field systems, additional classroom furniture	QL				53,700	53,700
					420,000	70,600	490,600
	Total Senior Administration Resource Requirements		43.80	2,339,300	524,200	539,500	3,403,000
	Total Resource Requirements for 2013/2014		57.00	3,241,400	701,700	657,800	4,600,900

The Secretary-Treasurer concluded his presentation by providing the Board with the next steps in the Budget Process. He noted the Provincial Funding Announcement should be released before February 1st, 2013. He confirmed the Public Budget Forum would take place on February 6, 2013 at Earl Oxford School, followed by the All-Day Budget Meeting on February 19, 2013. The Special Board Meeting scheduled for March 4, 2013 would allow for the public to make presentations to the Board regarding the proposed decisions made at their All-Day Budget meeting. The Board would approve their budget on March 11, 2013 after which the special levy would be forwarded to Municipalities by March 15, 2013.

Trustees thanked the Secretary-Treasurer for his presentation and asked questions for clarification regarding portables; full day/every day kindergarten; calculation of Educational Assistant FTEs; teacher staffing requests and the accumulated surplus.

Mr. Snelling – Mr. Kruck

That the meeting do now adjourn (8:40 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, January 14, 2013 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson), J. Murray (alternate) Dr. Michaels, K. Zabowski,
B. Switzer.

Regrets: D. Karnes, G. Kruck

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 12:15 p.m.

2. APPROVAL OF AGENDA

Dr. Michaels requested an in-camera item on a personnel matter. The agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of December 10, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **CUPE Grievance – JJE Results (In-Camera)**

This item was discussed In-Camera by the Committee.

B) **Article 32 – Preparation Time (In-Camera)**

This item was discussed In-Camera by the Committee. The Superintendent was directed to follow-up with the Brandon Teachers Association President on this item.

C) **ORG Canada Vital Life – Program Evaluation**

The Superintendent spoke to the report and noted that the Division is currently considering the contents of the report. Further discussions regarding this item will take place at a future committee meeting.

D) **Confidential Personnel Matter (In-Camera)**

The Superintendent provided information, in-camera, on a confidential personnel matter.

6. **OPERATIONS INFORMATION**

- Trustees received the documentation regarding Trustee Indminities as information.

7. **NEXT REGULAR COMMITTEE MEETING: Monday, February 11, 2013, 12:00 noon, Board Room.**

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Education Committee Minutes

Tuesday, January 15, 2013, 11:30 a.m.

Upper Deck, Neelin High School Off-Campus Si

Present: P. Bartlette (Chairperson), P. Bowslaugh, M. Snelling
M. Sefton (Alternate), Dr. D. Michaels.

Upper Deck: M. Adamski, Principal, École Secondaire Neelin High School,
V. Adams, Vice-Principal, École Secondaire Neelin High
School, L. Strahl, Executive Assistant, R. Degagne,
Teacher, B. Hamilton, Teacher, R. Feldstead, Teacher.

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 12:00 noon by the Committee Chairperson, Mr. Bartlette.

2. APPROVAL OF AGENDA

The agenda was approved.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from December 17, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Meeting at Off-Campus/Upper Deck

The Committee Chairperson welcomed everyone in attendance to the meeting. Mr. Bartlette confirmed the Manitoba School Boards Association (MSBA) had chosen the Brandon School Division's submission regarding the Upper Deck program as a workshop proposal for the Annual MSBA Convention to take place in March. He noted the purpose of the meeting was to review the program and work together with the Upper Deck staff to prepare a presentation for the March Convention.

Discussions revolved around the purpose of the program; the number of students registered in the program; the high success rate of the program; the importance of administrative time allocated to physically be on site during programming; the support and financial commitment of the Board of Trustees; the importance of choosing the right staff for the program; the importance of technological support; the importance of other resource support such as assigning a social worker to the program.

It was agreed the workshop would be presented in a panel format. The panel would consist of representatives from Sr. Administration, the Board of Trustees, administrative and teaching staff of the Upper Deck program; and possibly student representation. Panel discussions would be interspersed with a video presentation of testimonials from Upper Deck students, parents and staff. It was further agreed it was important to note who the students are in the program and why they have been placed in the program. Highlights would include the importance of the

relationship between teacher and student; the importance of building trust; providing consistency in a student's life; and providing a safe environment for the student. It was further noted that alternative education also means alternative administration/governance. This includes flexibility in the classroom and alternate classroom setting/location.

The Chairperson thanked all presented for their participation. Follow-up would take place through the Office of the Superintendent.

5. OTHER COMMITTEE GOVERNANCE MATTERS

NIL

6. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

NIL

7. OPERATIONS INFORMATION

NIL

8. NEXT REGULAR MEETING: Wednesday, February 20, 2013, 11:30 a.m. Board Room.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

P. Bartlette, Chair

P. Bowslaugh

M. Snelling

M. Sefton (Alternate)



Report of Senior Administration to the Board of Trustees

January 28, 2013

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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 SCHOOLS

Project of Heart – Sherry Baker, Teacher, George Fitton School
Riverheights School – John Minshull, Principal
Crocus Plains Regional Secondary School – Terry Osiowy, Principal

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. MOTION TO INVITE MINISTER OF CHILDREN AND YOUTH OPPORTUNITIES TO COMMITTEE MEETING

For Action..... K. Zabowski

At the Regular Board Meeting on January 14, 2013, Trustee Bowslaugh requested a motion to invite the Minister of Children and Youth Opportunities to a meeting of the Aboriginal Education Advisory Committee. A motion has been included in the agenda for Board consideration.

RECOMMENDATION:

That an invitation be extended to the Honourable Kevin Chief, Minister of Children and Youth Opportunities to a meeting following the inaugural meeting of the Brandon School Division's Aboriginal Education Advisory Committee.

2. NOMINATION FOR REGION 1 DIRECTOR

For Action..... K. Zabowski

At the Manitoba School Boards Association Region 1 Meeting held on Monday, January 21, 2013, Trustee Mark Sefton was nominated from the floor for the position of Director – Region 1. A motion endorsing the nomination of Trustee Sefton as Director – Region 1 has been included in the agenda.

RECOMMENDATION:

That the nomination of Trustee Sefton for the position of Director – Region 1, Manitoba School Boards Association, is hereby approved.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. INQUIRY FROM TRUSTEE SUMNER – DATA ENROLMENT AND SCHOOL CAPACITIES IN OTHER DIVISIONS

For Information..... K. Zabowski

On November 12, 2012, Trustee Sumner brought forth a Trustee inquiry directing Senior Administration to contact neighbouring school divisions for data on enrolment and school capacities for schools located within bussing distance of Brandon School Division. I have contacted Southwest Horizon School Division and Rolling River School Division to obtain the information requested.

Southwest Horizon School Division has two schools within bussing distance of the Brandon School Division; Souris School and Wawanesa School. According to an official at the Southwest Horizon School Division, Wawanesa School is at capacity and would not be able to accommodate additional students. At this point in time, Souris School would have space for about 50 students if they were distributed at the right combinations of grades. However, Souris School is experiencing growth in the enrollment of Kindergarten students and the actual enrolment at September 30, 2012 has significantly exceeded what had been projected. Furthermore, the daycare in town has shown interest in expanding their space for their program in the school. As a result, the official at Southwest Horizon School Division would not be able to commit to available space into the future.

Rolling River School Division has two elementary schools within bussing distance of the City of Brandon; Forrest Elementary and Douglas Elementary. An official at Rolling River School Division has indicated that they have limited capacity in Forrest Elementary but their school in Douglas. Manitoba would have capacity.

Please contact me should you require additional information.

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information..... D. Michaels

SCHOOL VISITS (JANUARY 7 – JANUARY 21, 2013)

- January 10, 2013 – George Fitton School

A. QUALITY LEARNING

QUALITY LEARNING AT EARL OXFORD SCHOOL

Report prepared by Mr. Rick Stallard, Principal, Earl Oxford School

We, at Earl Oxford continue to address and implement numerous Quality Learning opportunities for the current year. Reflected below are our Quality Learning Initiatives in Literacy and highlights of the work being implemented at Earl Oxford School for the 2011 through to 2014 school year cycle:

1. All teachers will focus on the writing traits in terms of conventions and sentence fluency to help the students demonstrate progress with the writing process.
2. Implementation of Fountas and Pinnell diagnostic assessments for reading fluency and comprehension evaluation. This should enable the teachers to gain a more complete picture of the students' reading abilities and deficits.

These programs are supported through the assistance and support of resources such as:

- addition of two full time Literacy Support positions. These have allowed teachers to ensure the neediest students in the school are receiving regular attention at their level;
- implementation of a second Resource Teacher at Earl Oxford School. This has allowed for more collaborative planning with the classroom teachers. It has also allowed for more in depth analysis of student behaviour patterns and learning needs, through a division of Resource Teacher duties;
- assisted assessment of students in Literacy through a partnership with literacy classes at Brandon University. This is an ongoing partnership between Earl Oxford and Brandon University;
- cross grade dialogue and meetings between staff members to focus on results and outcomes. These are important to help in planning for the class as a whole and to target and aid individualized instruction;
- bi-monthly literacy planning meetings to reflect on updated and ongoing data, feedback, and research; and
- time granted to teachers in order to assess student progress.

The above endeavors continue to be supported by, and revolve around the professional development work of:

Faye Brownlie

Students have had the opportunity to incorporate Faye Brownlie writing techniques into their programs. Some of the learning threads included sequencing, poetry, using information from text, literal understanding with unknown vocabulary, squiggles, and response journals.

Faye Brownlie/Judith King

Learning in Safe School – Resource used to create classrooms where all students belong. Organize collaborative planning to help teachers meet the diverse needs of the students.

B. QUALITY TEACHING

QUALITY TEACHING AT LINDEN LANES SCHOOL

Report prepared by Ms. Kathy Brigden, Principal, Linden Lanes School

One of the goal areas in the Linden Lanes School development plan for 2012-2013 focuses on student engagement in learning. Teachers have participated in professional learning to further their understanding of student engagement and achievement. The High Ability Learner Enrichment Program (HALEP) model of planning, co-teaching and enrichment clusters supported the quality teaching in this area. Student feedback was positive as all students from Grades 5 to 8 were involved in differentiated and varied learning experiences.

Balanced literacy, differentiating instruction and student engagement in learning continue to be a focus for Quality Teaching. Teachers have been encouraged to think about the Gradual Release of Responsibility Model (Success for All Learners) and the components of model, guided practice, independent practice and independent application in the planning of units.

The Early Years staff has continued their learning with the assessment of reading through the use of the Fountas and Pinnell Benchmark resource. Teachers completed reading assessments with their students and used this information in programming and instruction during guided reading. Explicit teaching of reading strategies with an emphasis on comprehension continues to be an area of focus.

The Middle Years staff focused on engaging students in the reading process through the use of the reading conference. The teacher librarian established a reading mentorship program for several middle years students. This provided an opportunity for older students to take on leadership roles and engage in conversations about books they were reading with younger students.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ST. AUGUSTINE SCHOOL

Report prepared by Mr. Chris Czarnecki, Principal, St. Augustine School

The focus of this report is our school goal to support the engagement of students in their learning through a School Wide Enrichment model. This year under the leadership of our half time High Ability Learner Enrichment Program (HALEP) teacher, Mrs. Eileen Agar, our school has implemented a school engagement plan that, among other initiatives, includes the use of enrichment clusters for Grades 5 to 8 students. Two sessions of enrichment clusters were planned at the beginning of the year – one was completed in October through December, while another is planned to run in April and May. Students were given a chance to prioritize group themes and were then placed into groups of approximately ten students. Groups were paired with a teacher or staff member facilitator and students brainstormed activities to complete related to their group theme. Group themes included : Philanthropy, Portrait Drawing, Extreme Sports, Ethnic Cooking, Hair's to You, This Land is Your Land, Messing About with Art, Kitchen Nightmares and Sports From Around the World. Students were actively engaged in planning, organizing and completing engaging activities for six 90-minute sessions once per school cycle. The students reported enjoying the cluster activities immensely showing great enthusiasm and excitement prior to and during the cluster activity days! Surveys of student reactions were completed by the HALEP teacher following the completion of the enrichment clusters and a certificate of participation was presented to all students. Information is shared with the Divisional Research and Evaluation Specialist to examine the correlation between participation in the enrichment clusters and overall school engagement. The students look forward to our school's next round of enrichment activities that will take place after Spring Break!

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	5	3, 5	Assaultive Behaviour (3), Unacceptable Behaviour (2)
Neelin	2	3, 5	Unacceptable Behaviour (2)
Vincent Massey	1	5	Drug and Alcohol (1)

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE – DECEMBER 2012

The Brandon School Division Currently has 1388 English as an Additional Language (EAL) Students.

- 11 new registrations for the current school year were received in December 2012;
- 4 students left the Brandon School Division from December 1 – December 31, 2012.

The number of new EAL registrations received to date for the 2012/2013 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
August 2012	3
September 2012	188
October 2012	20
November 2012	18
December 2012	11
Total	240

The current school totals are as follows:

	Current Total	Students who have left the Division	EAL Discontinued (Stage 5+)
Alexander	0		
Betty Gibson	121	3	
Crocus Plains	211	7	
Earl Oxford	50		
George Fitton	102	1	
Green Acres	29		
Harrison	0		
J.R. Reid	27	2	
King George	94	2	
Kirkcaldy Heights	21		
Linden Lanes	25	1	
Meadows	116	5	
Neelin	32		1
New Era	158	11	
O'Kelly	14		
Riverheights	65		6
Riverview	45		

	Current Total	Students who have left the Division	EAL Discontinued (Stage 5+)
Spring Valley	24		4
St. Augustine	41		
Valleyview Centennial	15		2
Vincent Massey	155	6	4
Waverly Park	43	1	
Total	1388	39	17

The number of students who left Brandon School Division from December 1 – 31, 2012 is four (4).

Of the four (4) students that left the Brandon School Division:

- one (1) student was withdrawn from high school; and
- three (3) students moved out of province.

Six (6) students changed catchment areas within the Brandon School Division from December 1 - 31, 2012.

2. COMMUNITY CONNECTIONS

For Information..... D. Michaels

MEETING WITH CHIEF OF POLICE, BRANDON POLICE SERVICE / DECEMBER 17, 2012

On December 17, 2012, Chief Keith Atkinson and I met to discuss the work and support of the Brandon Police Service in Brandon School Division schools. We met regularly throughout the year to discuss such topics as safety and security in our schools, the role of the School Resource Officer, and the impacts of the increased growth of our community.

This was my last meeting with Chief Atkinson prior to his impending retirement. It has been a pleasure and privilege to work with Chief Atkinson.

3. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM ALICIA D'URBANO, DIPLOMA PROGRAMME MANAGER, IB AMERICAS

The following correspondence has been received from Alicia D'Urbano, Diploma Programme manager, IB Americas to Michael Adamski, Principal, École Secondaire Neelin High School:

On behalf of the programme evaluation reading team and IB Americas, I am pleased to inform you that Neelin High School has successfully completed the

Diploma Programme evaluation. As we explained in the self-study report, a team of experienced IB Diploma Programme coordinators and heads of schools from the Americas region conducted the review. They identified commendations, recommendations and matter/s to be addressed.

Thank you for addressing the matter/s successfully. The school is requested to take action on the recommendations as soon as it can. The response to the recommendations will form part of the school's self-study in five years time.

The team was impressed with the quality of reviews conducted throughout the region. Many school communities engaged all stakeholders in the evaluation and produced a thorough analysis of their Diploma Programme implementation. In fact many coordinators appreciated the time for collaboration and reflection to identify strengths and areas in need of improvement.

We send you our warm congratulations and wish you continued success with the Diploma Programme. We hope the process was beneficial and will lead to an even stronger programme implementation. We look forward to reading your next self-study in 2016 and learning about your school's developments and achievements in the coming years.