



BRANDON SCHOOL DIVISION

December 5, 2018

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

TO BE HELD MONDAY, DECEMBER 10, 2018
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, November 26, 2018.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – December 10, 2018.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Questions re Local Voices Campaign (Appendix 'A')
- b) Manitoba Ombudsman re: New Privacy Breach Resources for Public Bodies and Trustees (Appendix 'B')
- c) Memo to Boards re: PIDA Designated Officers (Appendix 'C')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

5.06 Bylaws

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 1/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Support Personnel Labour Management – 3:30 p.m., Tuesday, December 11, 2018, Conference Room.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, December 18, 2018, Boardroom.
- c) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, December 18, 2018, Boardroom.
- d) Education and Community Relations Committee Meeting – 1:00 p.m., Wednesday, December 19, 2018, Boardroom.
- e) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, January 8, 2019, Conference Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 14, 2019, Boardroom.
- g) Upcoming Budget Dates:
 - Budget Presentations – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
 - Budget Deliberations – 9:00 a.m., Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

7.00 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. (Public), NOVEMBER 26, 2018.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray (by phone), Mr. K. Sumner.

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. E. McFadzen, Acting Assistant Superintendent.

REGRETS:

Ms. D. Kejick.

The Chairperson called the meeting to order at 6:05 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) items for In-Camera.

Ms. Bambridge – Ms. Letain

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held November 12, 2018 were circulated.

Mr. Sumner – Ms. Bambridge

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held November 12, 2018 were circulated.

Ms. Fallis – Mr. Bartlette

That the Minutes be approved.

Carried.

Mr. Sumner - Ms. Fallis

That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Issue and answered Trustee questions.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO provided information on a Personnel Matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer provided an update on a Personnel Matter.
- d) The Secretary-Treasurer provided information on a Personnel Matter and received Board direction.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- a) The Secretary-Treasurer provided an update on a Property Matter.

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) The Superintendent/CEO provided information on a Board Operations Matter and received direction from the Board.

- Trustee Inquiries

Mr. Bartlette – Ms. Fallis

That the Committee of the Whole In-Camera do now resolve into Board. (6:53 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information**3.02 Communications For Information**

- a) Mr. Peter Buehler, President, Brandon Teachers' Association, November 9, 2018, sent to Trustee Ross, Board Chairperson, providing information on the annual Learning Information For Teachers (LIFT) day held on Friday, October 19, 2018. Mr. Buehler noted that the LIFT conference is organized by teachers for teachers, and is the only day on the school calendar that is set aside for teachers to choose professional development specifically in their area of interest. LIFT Conference 2018 offered 58 sessions to over 1,200 educators. While most of the sessions were held at Crocus Plains Regional Secondary School, a number of other schools in the Division also hosted sessions. The Brandon Teachers' Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the Brandon School Division that they are able to continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Western Manitoba. Mr. Buehler noted that the LIFT Conference continues to grow and improve and this year two changes were added, which included a partnership with the Portage la Prairie Teachers' Association to host their first ever satellite session, and the implementation of a new registration system allowing educators from across Manitoba to "one stop shop" for the Professional Development that best met their professional learning needs.

Ordered filed.

3.03 Communications For Action**4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the November 26, 2018 Report of Senior Administration:

- Celebrations
 - Brandon School Division Band Student Shine at Provincial Honour Band
 - Geography Teacher of the Month – Michelle Harvey
 - Winter Coat Donation from Knights of Columbus (Brandon Chapter)
- Presentations
 - Intensive Support Administrator II (Tier III) – V. Adams
 - Continuous Improvement at Crocus Plains Regional Secondary School – C. Cobbe, I. Gross
 - Canadian Student Leadership Conference (CSLC) – K. Malazdrewicz, Marith B., Emmanuelle S.

Trustees asked questions for clarification. Trustee Ross thanked the students for attending and for their CSLC presentation.

Ms. Bambridge – Mr. Montague

That the November 26, 2018 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS**5.01 Reports of Committees**

- a) Personnel and Policy Committee Meeting
The written report of the Personnel and Policy Committee meeting held on November 20, 2018 was circulated.

Ms. Bambridge – Mr. Murray
That the Report be received and filed.
Carried.

- b) Education and Community Relations Committee Meeting
The written report of the Education and Community Relations Committee meeting held on November 21, 2018 was circulated.

Trustees asked questions for clarification.

Ms. Fallis – Mr. Sumner
That the Report be received and filed.
Carried.

- c) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on November 22, 2018 was circulated.

Mr. Sumner – Mr. Montague
That the Report be received and filed.
Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) Convention Award Program
- b) Provincial Executive Highlights
- c) Municipal Engagement Resource
- d) Call for Workshop Proposals
- e) E-bulletin – November 21 2018

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

5.06 Bylaws

Mr. Bartlette
By-Law 8/2018

2nd Reading

That By-law 8/2018 being a borrowing by-law in the amount of \$185,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School**Project**

Earl Oxford Middle School	Grooming Room
Earl Oxford Middle School	One Modular Classroom Unit
Harrison School	Steam Heating System Replacement
Meadows School	Foundation waterproofing
Waverly Park School	Roof Replacement

be now read for the second time, having been first read on November 12, 2018.

Carried.

3rd Reading

That the rules be suspended and By-law 8/2018 be now read for a third and final time, and taken as read, finally passed.

Carried.

5.07 Giving of Notice**5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee and Employee Groups - Stakeholder Meeting – 4:30 p.m., Monday, November 26, 2018, Boardroom.
- b) Finance and Facilities Committee and Brandon Chamber of Commerce - Stakeholder Meeting – 12:00 p.m., Tuesday, November 27, 2018, Boardroom.
- c) Finance and Facilities Committee and Parent Councils – Stakeholder Meeting – 7:00 p.m., Thursday, December 6, 2018, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, December 10, 2018, Boardroom.

7.00 ADJOURNMENT

Mr. Murray – Mr. Sumner

That the Board do now adjourn. (7:59 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

December 10, 2018

A. Administrative Information

I. CELEBRATIONS

1. COLLABORATIVE LEARNING TEAM GRANT

The Manitoba Teachers' Society (MTS) has approved a Collaborative Learning Team Grant application for the 2018/2019 school year in the amount of \$4680.66. The study focus is "Literacy – Best Practices in Reading/Writing Instruction". Eight MTS members from Earl Oxford School will participate.

2. KINDNESS STICKS AT KING GEORGE SCHOOL

As part of Pink Shirt Day, Shaw Communications Inc. launched the Shaw Kindness Sticks Grant Program in February 2018, to encourage students across Canada to be creative and think of different ways to promote kindness and respect in schools. King George School's Youth Revolution Group was one of ten selected recipients, and was awarded \$5000.00 to support their 12 Months of Kindness Project.

3. CBC MANITOBA FUTURE 40 FINALIST

Mr. Graydon Cramer, Middle Years Band Teacher, has been named a finalist in CBC Manitoba's Future 40, which showcases some of the brightest young minds and influential change-makers under 40 working to make this province better for future generations.

4. VINCENT MASSEY HIGH SCHOOL FOOTBALL PROGRAM

Mr. Mike Steeves has been awarded the Frank Bryan Coach of the Year Award for the Winnipeg High School Football League (WHSFL). The Vincent Massey High School football coaching staff also won Coaching Staff of the Year Award for the WHSFL.

"Accepting the Challenge"

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from November 20, 2018 to December 4, 2018.

- November 20, 2018 – Continuous Improvement Plan – Divisional Leadership Team meeting
- November 21, 2018 – school visit and meeting with School Leader – J. R. Reid School
- November 21, 2018 – HUB Steering Committee meeting
- November 22, 2018 – meeting with Mr. Mark Frison, President, Assiniboine Community College; and Dr. Steven Robinson, Interim President and Vice-Chancellor, Brandon University
- November 22, 2018 – Brandon Urban Aboriginal Peoples’ Council meeting
- November 23, 2018 – telephone meeting with Mr. Roy Seidler, Roar Leadership Consultants
- November 27, 2018 – Operational Divisional Leadership Team meeting
- November 27, 2018 – Friends of Education Fund Committee meeting
- November 28, 2018 – meeting with Mr. Roy Seidler, Roar Leadership Consultants
- November 29-30, 2018 – Manitoba Schools Boards Association meeting
- November 29, 2018 – telephone meeting with Ms. Lee Cummins
- December 3, 2018 – Manitoba Education and Training meeting re: Provincial Student Information System
- December 4, 2018 – meeting with Brandon Schools Instrumental Music Association (BSIMA)

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	2 total	1 – 5 day 1 – 5 day	Drug and Alcohol Policy Unacceptable Behaviour
High Schools	19 total	10 – 3 day 1 – 3 day 5 – 3 day 2 – 5 day 1 – 5 day	Drug and Alcohol Policy Cyberbullying Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour

IV. INFORMATION ITEMS

V. PRESENTATIONS

1. WESTMAN IMMIGRANT SERVICES, BRANDON SCHOOL DIVISION, AND IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA: SETTLEMENT WORKERS IN SCHOOLS PROGRAM

For Information L. MacDonald, J. Escalara, Dr. Casavant

This partnership will allow Brandon School Division, Westman Immigrant Services, and Immigration, Refugees and Citizenship Canada to work together to better provide services to newcomer families. This presentation will provide more detail about this working relationship.

2. MIDDLE/SENIOR YEARS LITERACY SPECIALIST

For Information C. Nevill

Ms. Cory Nevill, Middle/Senior Years Literacy Specialist, will provide an update on her current work with Brandon School Division.

3. CONTINUOUS IMPROVEMENT AT J. R. REID SCHOOL

For Information S. Lehman, C. Hollier, J. Laluk, C. Biech, K. Hoepfner, J. Anderson

Mr. Shawn Lehman, Principal; Ms. Cathie Hollier, Continuous Improvement Coach; and the following Teachers/Collaborative Teacher Team Facilitators will present on Continuous Improvement initiatives currently in progress at J. R. Reid School: Ms. Joanna Laluk, Ms. Cori Biech, Ms. Kim Hoepfner, and Ms. Jen Anderson.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

Dr. Marc D. Casavant, Superintendent/Chief Executive Officer

December 6, 2018

TO: All Board Chairs; all Superintendents; all Secretary-Treasurers

FROM: MSBA Executive Director Josh Watt

RE: **Follow-up from the MSBA General Meeting, Friday, November 30**

Delegates who attended the association's general meeting last Friday heard our call for your responses to four questions, as follows:

- 1) What are you as a board doing to engage your communities?**
- 2) How can MSBA support you as boards in your work of engaging local communities?**
- 3) What might be some of the local programs, supports or services that your school division has established that serve the unique needs of your community, and that MSBA can profile as part of the *Local Voices, Local Choices* campaign?**
- 4) Who are some of the local community members, groups or organizations from outside of your school community (ie: not students, parents, or staff) who would be in a position to speak to the positive work that your school division has achieved, and who MSBA could profile as part of the *Local Voices, Local Choices* campaign?**

These four questions are being asked, in order to assist MSBA with the further development of the *Local Voices, Local Choices* advocacy campaign. The responses you provide will be invaluable to us, as they will become the driving force and content matter that will be showcased during the upcoming education review itself, by our association.

Thank you in advance to each board that has already contributed responses to these questions in the recent past. As always, we value your feedback and input.

For boards who have not yet responded, we look forward to helping you showcase the work you have already done and to also hear from those who can help speak on behalf of local public education across Manitoba.

If you can please email your responses back to Andrea Kehler by December 14 that would be greatly appreciated. Responses will continue to be accepted. Please email Andrea at akehler@mbschoolboards.ca

We will then work with this information that you send to us, in the next few weeks, to develop content for the *Local Voices, Local Choices* campaign for the new year!

Manitoba Ombudsman releases new privacy breach resources for public bodies and trustees

Dec 4, 2018

Manitoba Ombudsman has developed new privacy breach resources for Manitoba public bodies and trustees, including an online reporting form and new guidance documents.

The Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA) set out requirements for managing personal and personal health information that Manitoba public bodies and trustees must follow. A privacy breach can occur when personal information or personal health information is lost, stolen, improperly accessed or mistakenly disclosed.

When a privacy breach occurs, it is important for public bodies and trustees to take immediate action to respond to the breach. Our practice note, *Key Steps in Responding to Privacy Breaches under FIPPA and PHIA*, is intended help facilitate a rapid response by outlining the actions to take within the following four key steps:

1. Take immediate common sense steps to contain the breach.
2. Evaluate the risks associated with the breach to determine what action is necessary and the urgency of action.
3. Consider notifying the individuals affected by the breach and others, and whether to report the breach to Manitoba Ombudsman.
4. Develop or improve safeguards to prevent future breaches.

Privacy breaches can have significant consequences for affected individuals, including identity theft, physical or mental harm, a damaged reputation, embarrassment, and loss of employment. Our *Privacy Breach Notification Letter Checklist* offers guidance on what to include in a notification letter to affected individuals to provide them with information about the breach and on what steps they could take, including their right to make a privacy complaint to our office.

“Even though reporting a privacy breach to my office is not mandatory under FIPPA and PHIA, we encourage reporting when there may be a risk of harm to affected individuals,” said Acting Ombudsman Marc Cormier. “Our new resources make it easier for public bodies and trustees to report a privacy breach to us. When we know a breach has occurred, we can offer guidance on how to respond to it and we’re also better prepared to handle any complaints that we might receive as a result of it.”

New resources available on the ombudsman’s website include:

- A privacy breach reporting form that allows public bodies and trustees to complete an analysis of the privacy breach and submit the details to Manitoba Ombudsman. The form is available online and as a fillable PDF file.
- A revised practice note, *Key Steps in Responding to Privacy Breaches under FIPPA and PHIA*, which outlines four key steps to consider when responding to a privacy breach.
- A new practice note, *Privacy Breach Notification Letter Checklist*, which provides guidance on notifying affected individuals.

Visit www.ombudsman.mb.ca/info/privacy-breaches.html to access the form and practice notes.

About Manitoba Ombudsman

Under FIPPA and PHIA, Manitoba Ombudsman investigates complaints from people who have concerns about any decision, act or failure to act that relates to their requests for information from public bodies or trustees, or a privacy concern about the way their personal or personal health information has been handled. In addition to the investigation of complaints, FIPPA and PHIA enable the ombudsman to undertake other activities including consultation, advice and comments to public bodies and trustees about access and privacy implications of their programs or practices.

MEMO

December 7, 2018

**TO: Board Chairs
Superintendents
Secretary-Treasurers**

**FROM: Josh Watt
Executive Director**

RE: DESIGNATED OFFICERS – UNDER *THE PUBLIC INTEREST DISCLOSURE ACT (PIDA)*

As part of the Fall Professional Development sessions held Thursday, November 29, 2018, trustees and administrators had the opportunity to hear from Lori Roberts, Manager of Public Interest Disclosure Investigations with the Manitoba Ombudsman's office. Lori's presentation provided an overview of the Whistleblower Protection act as it relates to both management and employees within school divisions.

In an effort to enhance its working relationship with all divisions and districts, the Manitoba Ombudsman's office has requested a divisional listing of the "Designated Officers" under PIDA, to know with whom they can direct inquiries and referrals to. This information will remain in confidence with our association and the Ombudsman's office.

Please complete the information below and return to our organization to the attention of Executive Assistant, Andrea Kehler at akehler@mbschoolboards.ca.

Division/District: _____

Name: _____

Title: _____

Email: _____

Phone: _____

If you have any questions or concerns please don't hesitate to contact me at jwatt@mbschoolboards.ca or 204-594-5162.

JW/ak