



BRANDON SCHOOL DIVISION

February 3, 2016

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

TO BE HELD MONDAY, FEBRUARY 8, 2016
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, January 25, 2016.
Adopt.
- b) Special Board Meeting - Preliminary Budget Presentation, February 3, 2016.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations for Information

- a) Cindy Swallow, Valleyview Centennial School teacher, regarding the Coles Book Store Adopt-A-School Program.
- b) Amy Buehler, retired Brandon School Division teacher, presenting on the École New Era School Book Project.

2.02 Reports of Committees

- | | |
|---|--------------|
| a) Policy Review Committee Meeting | P. Bartlette |
| b) Education Committee Meeting
(visit to Alexander School) | S. Bambridge |
| c) Finance Committee Meeting | K. Sumner |

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- a) Ms. Kerri Lynn Gudz, École Harrison parent, regarding the French Immersion Kindergarten Process.

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports:
 - NIL
- b) Learning Support Services Report:
 - NIL
- c) Items from Senior Administration Report:
 - Audit Engagement Letter – Refer Motions.
 - Giving of Notice – Policy 1023 – “Scent Controlled Facilities” – Refer Motions.
 - Giving of Notice – Procedures 1023 – “Scent Controlled Facilities” – Refer Motions.
 - Giving of Notice – Procedures 2019 – Electronic Meetings” – Refer Motions.
 - Aboriginal Youth Conference - School Bus Request – Refer Motions.
 - Prairie Mountain Health Agreements – Refer Motions.
 - Transfer of 2016-2017 Operating Budget to Board of Trustees – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 10/2016 That the Auditor letter regarding the audit engagement for the December 31, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.
- 11/2016 That Policy 1023 – “Scent/Fragrance Free Facilities” is hereby rescinded and replaced with Policy 1023 – “Scent Controlled Facilities”.

- 12/2016 That Procedures 1023 – “Scent Controlled Facilities” is hereby adopted.
- 13/2016 That Policy 2019 – “Electronic Meetings” is hereby rescinded and replaced with Policy 2019 – “Electronic Meetings”.
- 14/2016 That a school bus be provided to the Aboriginal Youth Conference for their Conference on February 20, 2016, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 15/2016 That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of Occupational Therapy services for the 2015-2016 school year be approved in the amount of \$24,435.
- 16/2016 That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services effective September 1, 2015 be approved.
- 17/2016 That Senior Administration transfer the 2016-2017 Operating Budget to the Board of Trustees for the Board’s ownership and final decision making.

2.08 Bylaws

1st Reading

That By-law 1/2016, being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 4/2014 to make changes under “Section 56(3) 2.” to amend the statement regarding meeting absences and resulting loss of indemnity, to align the By-law with Policy 2019 – “Electronic Meetings”, be now read for the first time.

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

- a) Canadian Parents for French, January 22, 2016, addressed to Brandon School Division Trustees and Administration, in response to Motion 5/2016 that was passed on January 11, 2016, presenting points as feedback and for consideration. (Appendix “A”)

Receive and file.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Thursday, February 11, 2016, Conference Room.
- b) Personnel Committee Meeting – 10:00 a.m., Thursday, February 18, 2016, Boardroom.
- c) Policy Review Committee Meeting – 12:00 p.m., Thursday, February 18, 2016, Boardroom.

d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 22, 2016, Boardroom.

e) Upcoming Budget Dates:

- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 10, 2016, Meadows School Gymnasium.
- All Day Budget Meeting – 9:00 a.m., Tuesday, February 16, 2016, Boardroom.
- Special Board Meeting – Public Presentations re: Proposed 2016-2017 Budget – 7:00 p.m., Monday, February 29, 2016, Boardroom.
- Regular Board Meeting – Final Approval of 2016-2017 Budget – 7:00 p.m., Monday, March 7, 2016, Boardroom.

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 25, 2016.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. K. Sumner.

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

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

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he one item for In-Camera.

Dr. Michaels noted she had one Personnel item for In-Camera.

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

Mrs. Bowslaugh – Mr. Kruck
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held January 11, 2016 were circulated.

Ms. Bambridge – Mr. Bartlette
That the Minutes be approved.
Carried.

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

Students and staff from Betty Gibson School were recognized for taking part in the Kid President “SOCKtober” sock drive to provide socks to local shelters in the Westman area. The group collected 768 pairs of socks which were distributed to the less fortunate. The Board of Trustees viewed a video and Trustee Sefton spoke with the teachers and students. The students noted they are very thankful for the help they received to make this project a success and that it feels really good to give and be generous. *“Love changes everything, so fill the world with it.”* – Kid President.

2.02 Reports of Committees

a) Facilities & Transportation Committee Meeting

The written report of the Facilities & Transportation Committee meeting held on December 15, 2015 was circulated.

Trustee Sumner asked questions for clarification regarding the catchment consultation recommendations and the busing of students from the south Brandon and Brookwood developments to Waverly School.

Mr. Malazdrewicz, Assistant Superintendent, responded that students are already being transported from those developments and if they exercise School of Choice, they are entitled to transportation under School of Choice guidelines.

Mr. Buri – Mr. Kruck

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions

Ms. Kerri Lynn Gudz, École Harrison parent, spoke to the Board regarding the French Immersion Kindergarten Registration Process. Ms. Gudz noted she was responding to the Board meeting of January 11, 2016, and specifically the dialogue that took place surrounding Motion 136/2015, regarding the Kindergarten Registration Process, not the decision.

2.04 Communications for Action**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

Trustee Bartlette asked if the Board’s Facility Accessibility concerns will be brought forward at the MSBA Convention in March. Trustee Sefton noted that there were presentations being made at each MSBA Regional Meeting regarding that report specifically and its impact on school boards. Trustee Sefton confirmed this matter will be an information item at the Conference.

- From Report of Senior Administration

a) School Reports:

Green Acres School

Mr. Jaime Lombaert, Principal, Green Acres School, spoke on two areas of the Green Acres school development plan. The first area was on reading, writing and mental math. Mr. Lombaert noted that first term results (on the chart provided) have shown that just under 70% of students at Green Acres School are meeting grade level expectations in reading and writing (Reading 68%, Writing 66%), while 74% of students are meeting grade level expectations in mental math. Some initiatives taking place are:

- Literacy Blocks
- Response to Intervention (RTI)
- Professional Learning Communities (PLCs)

The second area of the Green Acres School Development Plan is based around engagement of students at Green Acres School. Four graphs were provided using data from the Tell Them From Me Survey. The first two graphs were from grade 5/6 students and these graphs showed students who value schooling outcomes and students who are interested and motivated. The last two graphs showed the grade 7/8 students. What they saw as a staff was a drop off in engagement, interest and motivation in the grade 7/8 students.

Personalized Learning Opportunities at Green Acres School include:

- Genius Hour
- School Enrichment Clusters
- Creation of 21st Century Classrooms

Initiatives from Personalized Learning at Green Acres School include:

- Weekly school newscasts
- Creation of an art gallery
- Video game creation

Trustee Bowslaugh asked for clarification on the “replica school” from the Tell Them From Me graphs. Mr. Lombaert responded that a replica school is a school that is similar to your school. The Tell Them From Me data creates that information. Dr. Michaels added that the replica schools are Canadian schools that are similar in nature, context and size and the results are normed across the country so that there is universal basis in Canada to determine the local participation rate. What has been found generally in the School Division over the last number of years is that student engagement and motivation is the lowest participation of students in Canada. This is of concern to many different organizations including the Canadian Association of School Superintendents, and the Canadian Association of Principals. This is being watched very carefully in the Division and there have been numerous discussions with school Principals about the nature of engagement and the indicators of engagement.

Trustee Sefton thanked Mr. Lombaert for attending and for his presentation.

Meadows School

Mr. Dave Lim, Principal, Meadows School, spoke on the goals of Meadows School Development Plan, including working towards 1:1 mobile computing for Meadows students. In September of 2013, the school had 24 laptop computers for 450 students. Today, with all the work that the Board and staff have done, there are now 141 mobile units. The number of desktops has not changed, 4 per

classroom, which totals 92. In 2013 there were 116 computers the students could use in school. Today Meadows has 233, which means 51.3% of students have access now. Every teacher has a laptop. The Tell Them From Me survey has shown every year for the past 3 years that 81, 82 and 83% of students in grades 4-8 have access to their own mobile computing device that they could bring to school.

Mr. Lim shared an article from the Brandon Sun regarding Meadows School winning a Microsoft Canada Teacher Appreciation Recognition prize of a teacher appreciation luncheon and prize package worth \$5,000. Meadows School is now one of the 21 finalists qualified to win the grand prize of 30 Surface Pro 3 devices valued at \$30,000. The medalist winning contest submission was written by Meadows School's HALEP teacher Melissa Lander.

Ms. Lander presented on Computer Coding at Meadows School, highlighting the following:

- The Hour of Code
- Meadows is a year Two Cluster School for personalized learning:
 - Available technology
 - Access to collaborative planning & mentorship
 - Responsible faculty because of a deeper understanding of Personalized Learning
 - Students that understand their role in learning and sharing their knowledge and skills
- Options for all ages & levels
- Engaging options
- What the code looks like
- Secret 21st Century Skills – Students Achieve – Report Card Learning Behaviours
- Important for the future...The Job/Student Gap in Computer Science
- Putting Code into Practice at Meadows
- To learn more: www.code.org

Mr. Sefton thanked Mr. Lim and Ms. Lander for attending and for their presentation.

- b) Learning Support Services Presentation:
- NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

06/2016 Dr. Ross – Mr. Buri
That the Trustees be paid the appropriate indemnity for attending the All-Day Budget Meeting on February 16, 2016.
Carried.

07/2016 Ms. Bambridge – Mr. Buri
That Procedures 1022 “Aboriginal Education Advisory Committee” is hereby rescinded and replaced with Procedures 1022 “Aboriginal Education Advisory Committee”.

Trustee Bowslaugh asked if the word Aboriginal could be defined, so that it is understood that Aboriginal means First Nations, Metis and Inuit. Trustee Sefton suggested this matter be referred to the Policy Review Committee for review. The Policy Review Committee Chair, Trustee Bartlette, made note of this request.
Carried.

08/2016 Mr. Buri – Ms. Bambridge

That the following be implemented to address enrolment growth for the 2016-2017 School Year:

1. Retain Valleyview Centennial School students over the next two years; in Grade 7 and then subsequently in Grade 8;
2. Assign the Bellafields Development to the Meadows School catchment area;
3. Riverheights students from the Patricia Heights and Brookwood developments will be given consideration for School of Choice request to Waverly Park as capacity is available.

Carried.

09/2016 Mrs. Bowslaugh – Mr. Bartlette

That a school bus be provided to the YMCA for their YMCA Summer Camps from July 4, 2016 to August 26, 2016, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

2.08 By-Laws

2.09 Giving of Notice

a) Mr. Bartlette

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 1023 – “Scent/Fragrance Free Facilities” and replace same with Policy 1023 – “Scent Controlled Facilities”.

b) Mr. Bartlette

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to approve Procedures 1023 – “Scent Controlled Facilities”.

c) Mr. Sumner

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 2019 – “Electronic Meetings” and replace same with Policy 2019 – “Electronic Meetings”.

d) Mr. Sumner

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 01/2016 being a by-law to amend By-Law 4/2014 regarding the authorization of payments of indemnities to Trustees.

2.10 Trustee Inquiries

Trustee Kruck asked if there is an anti-bullying and Tell Them From Me report being prepared for the Board this year. Dr. Michaels noted that the information would normally be provided in the Annual Education Results report at the end of the school year. She indicated that if the Board would like this

information earlier it can be provided as it is collected on an ongoing basis. Dr. Michaels added it would be best if the information is provided after the budget process.

Trustee Sumner followed-up on a previously made informal Board commitment, asking if any progress has been made in providing Spring Valley Colony School with choir support. Mr. Malazdrewicz noted that there has been no progress made. This request will be looked at again and he will revisit the details of the conversation and follow up with staff.

Trustee Sumner asked when the Kindergarten Registration information will be posted on the Brandon School Division website. Dr. Michaels responded that this information would be provided momentarily by Mr. Gustafson, Assistant Superintendent.

Trustee Bowslaugh spoke to an article that appeared in the Brandon Sun reporting on head lice, where Manitoba Health stated that there is no medical reason for kids who are infected to stay away from school while getting treatment. She asked that this matter be referred to the Policy Review Committee to develop specific statements for intervention and better support for our students. She also requested support from the rest of the Board to communicate the Board's concerns to Manitoba Health. The Trustees agreed to refer this matter to the Policy Review Committee.

Dr. Michaels referenced Policy 4049 – "Prevention of Communicable Disease-Infection Transmission", and stated that in looking at this matter, it was determined it would be brought to the Policy Review Committee. She noted the question will be, to what degree the Board of Trustees is prepared to follow the Manitoba protocol, or establish its own standard.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

The Secretary-Treasurer spoke on the Kindergarten to Grade 3 Smaller Classes Initiative funding received from Manitoba Education and Advanced Learning on January 15, 2016 and provided a review of the information found in the Report of Senior Administration.

Ms. Becky Switzer, Director of Human Resources, spoke on the February 26, 2016 Support Staff Professional Development sessions that are being provided to all support staff.

Dr. Donna Michaels, Superintendent, spoke on the Kindergarten Registration process for French Immersion and noted that at the January 11, 2016 Board Meeting, the Board directed the Superintendent to prepare a registration process. The process has been conceptualized by Mr. Gustafson, reviewed by Dr. Michaels and by Mr. Brent Ewasiuk, Director of MIST, as far as the software required to implement this process. Mr. Gustafson provided highlights of this process:

- There are three parts to the French Immersion Kindergarten Registration Process:
 - Application to French Immersion Kindergarten programming
 - Guaranteed access for siblings and random selection process
 - Registration at assigned French Immersion School

Trustee Sumner asked questions for clarification.

Dr. Donna Michaels, Superintendent, Mr. Greg Malazdrewicz, and Mr. Mathew Gustafson, Assistant Superintendents, provided highlights on the following items from the January 25, 2016 Report of Senior Administration:

- Academic Preparedness – Linden Lanes School
 - Literacy & Numeracy

- Student Achievements
- Global Citizenship – Spring Valley Colony School
 - Digital Citizenship
 - Pen Pal project with an English as an Additional Language (EAL) class at Vincent Massey High School
 - The Great Canadian Valentine Swap
 - Student Achievements
- Health and Wellbeing – Earl Oxford School
 - Anti-bullying initiatives
 - Incredible Flexible You program
 - Roots of Empathy
 - Grade 7 & 8 Wellness Day

Divisional Initiatives:

- Academic Preparedness – Local Marking Training Session (Semester 1, 2015/2016)
 - English Language Arts – Troy Innes
 - Applied Mathematics – Jason Slator
 - Essential Mathematics – Diane Fontaine
- Administrative and Statistical Information

Dr. Michaels pointed out that four of the elementary schools have found it necessary to suspend students from the schools. Elementary school suspensions are rare and normally these incidents are dealt with through problem solving with the student, the parent and the teacher. What the Division is seeing in some of the students is that their propensity for assaultive behaviour that the Division does not have the resources to attend to.
- EAL Enrolment
- EAL Enrolment – Country of Origin Update as of January 2016

Dr. Ross – Mr. Murray

That the January 25, 2016 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Ms. Karen Gillespie, concerned parent, January 15, 2016, sent to Trustee Sefton, Board Chair and the Board of Trustees, noting growing concerns following the Monday, January 11, 2016 Board Meeting, and the ongoing discussion regarding French Immersion Kindergarten registration. (see Appendix “A”)
Ordered filed.
- b) Mr. James Allum, Minister of Education and Advanced Learning, January 18, 2016, sent to School Board Chairs, announcing \$150 million in new capital funding support for new instructional renewal programs beginning in 2016/17. The projects funded through these programs will help to create more career and life opportunities for young people, improve school accessibility and safety, upgrade educational tools in classrooms, improve the sustainability of schools, and promote the healthy living of students. He notes that an additional \$20 million in new capital funding support for science laboratories will be allocated to new projects requested in the school division’s Five Year Capital Plan. School divisions are invited to submit proposals that meet the criteria for each new instructional renewal

program. The proposals must include an overview of the proposed capital project(s) and the estimated costs. Divisions are asked to submit a proposal providing preliminary details on what they intend to include in their final proposal, including known project scope and estimated costs, to the Public Schools Finance Board prior to February 29, 2016. All final Proposals are to be submitted by June 30, 2016. (see Appendix "B")

Ordered filed.

- c) Ms. Kerri Irvin-Ross, Minister, Family Services, and Mr. James Allum, Minister of Education and Advanced Learning, January 19, 2016, sent to Chairs of School Divisions and Child Care Chairs, noting that the Government of Manitoba recognizes the value of early learning and child care for Manitoba families. Working together with school divisions, over 60 child care centre projects are either underway or have been completed in Manitoba schools since 2008. Family Services and Education and Advanced Learning are now accepting applications for capital funding to support the expansion of child care services with schools. Project proposals will be reviewed and prioritized based on a number of criteria. Applications should be accompanied by a letter of support from the School Board and wherever possible, a letter of support from a Child Care Board. The deadline for applications is June 30, 2016. (see Appendix "C")

Ordered filed.

3.03 Announcements

- a) Education Committee Meeting – 10:00 a.m., Thursday, January 28, 2016, Alexander School.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, January 28, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee Meeting – 12:00 p.m., Thursday, February 4, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 8, 2016, Boardroom.
- e) Upcoming Budget Dates:
- Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 3, 2016, Boardroom.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 10, 2016, Meadows School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 16, 2016, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2016-2017 Budget – 7:00 p.m., Monday, February 29, 2016, Boardroom.
 - Regular Board Meeting – Final Approval of the 2016-2017 Budget – 7:00 p.m., Monday, March 7, 2016, Boardroom.

Mr. Murray – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (8:53 p.m.)

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 presented.
 - b) The Superintendent and Mr. Gustafson, Assistant Superintendent, spoke on a Personnel matter.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) The Secretary-Treasurer provided information on a Board Operations matter.
 - b) Trustee Sefton provided information on a Board Operations Matter.
- Trustee Inquiries
 - c) Trustee Sefton asked questions regarding a Board Operations matter.

Mr. Buri - Ms. Bambridge

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

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Kruck

That the meeting does now adjourn (9:26 p.m.)

Carried.

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. WEDNESDAY, FEBRUARY 3, 2016.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. K. Sumner.

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

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

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) 2016-2017 Preliminary Budget Discussions.

The Chairperson referred to the Call and welcomed observers to the meeting.

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. Denis Labossiere, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2016-2017 Operating Budget. Through his presentation, he hoped to assist the Board of Trustees in understanding the budget issues in advance of the February 16, 2016 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2016-2017;
- 2) Capital & Maintenance Budget 2016-2017.

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2015-2016 Budget impact on the 2016 Special Levy;
- Enrollment changes;

- Programs for increasing diversity of student learning needs;
- Provincial legislation;
- Infrastructure and support for program delivery;
- Collective Agreement costs;
- Uncertainty of funding;
- Facility sustainability; and
- Contingency funds and reserves.

Mr. Labossiere also provided detail regarding the budget development process referencing motion 122/2015 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average using the 2015-2016 Provincial FRAME Budget Report. He provided an analysis review of past budget increases and spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of the accumulated surplus; the capital reserve accounts; and a summary of the 2016-2017 Capital and Maintenance Budget.

He also reviewed a summary of the Preliminary 2016-2017 Operating Budget, the budget and sustainability requests and provided property tax scenarios on an average home assessed at \$251,325.

Following the presentation, Trustees asked questions for clarification regarding the Preliminary Operating Budget pupil/teacher ratio compared to the Provincial average and if the pupil/teacher ratio included non-ratio positions. Mr. Labossiere responded that the Brandon School Division pupil/teacher ratio is 18.0 for Kindergarten to Grade 8, and 19.2 for Grades 9-12, he also indicated that the FRAME report comparison includes all teachers and non-ratio positions. Trustee Ross asked questions for clarification regarding schools that still have sand in their playgrounds.

The Secretary-Treasurer provided the Board with the next steps in the Budget Process. He confirmed the Public Budget Forum would take place on Wednesday, February 10, 2016 at Meadows School Gymnasium, followed by the All-Day Budget Meeting on February 16, 2016. The Special Board Meeting scheduled for February 29, 2016 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 7, 2016 after which the special levy would be forwarded to Municipalities by March 15, 2016.

ADJOURNMENT

Ms. Bambridge – Mr. Buri

That the meeting does now adjourn (7:45 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Thursday, January 21, 2016, 12:00 p.m.
Boardroom, Administration Office

Present: P. Bartlette (Chair), S. Bambridge, K. Sumner,
M. Sefton (Alternate).

Mr. G. Malazdrewicz, Mr. D. Labossiere.

Regrets: Dr. D. M. Michaels.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:11 p.m.

2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 10, 2015 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Policy #1023 – Scent Controlled Facilities – Revise Policy and Draft Procedures

The Committee reviewed and discussed the updates to Policy #1023 - Scent Controlled Facilities that were proposed at the last meeting and agreed to the revised policy as presented.

The Committee reviewed and made minor amendments to the proposed procedures for #1023 – Scent Controlled Facilities.

Trustees asked questions for clarification.

A Giving of Notice will be brought forward at the January 25, 2016 Board Meeting for both the policy and procedures.

B) Policy #2019 – Electronic Meetings

The Committee reviewed the changes to the Policy and asked questions for clarification.

The Committee accepted the changes as presented.

A Giving of Notice will be brought forward at the January 25, 2016 Board Meeting.

C) By-Law 4/2014 – Board Indemnities

The Committee reviewed the amended By-law 4/2014 – Board Indemnities and asked questions for clarification.

The Committee accepted the changes as presented.

A Giving of Notice will be brought forward at the January 25, 2016 Board Meeting.

5. **OTHER COMMITTEE GOVERNANCE MATTERS**

6. **OPERATIONS INFORMATION**

It was noted that the Policy Review Committee meeting on March 17, 2016 conflicts with the MSBA Convention, therefore the Committee changed the meeting date to March 14, 2016 at 12:00 p.m.

7. **NEXT MEETING: Thursday, February 18, 2016, 12:00 p.m., Boardroom**

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

P. Bartlette, Chair

S. Bambridge

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, January 28, 2016, 12:00 p.m.
Boardroom, Administration Office

Present: K. Sumner (Chair), L. Ross, M. Sefton, P. Bowslaugh (Alternate)
Dr. D.M. Michaels, D. Labossiere, E. Jamora

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:20 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held December 17, 2015 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2016-2017 Budget Process

The Secretary-Treasurer, Mr. Denis Labossiere, reviewed the Trustee requests and the Senior Administration Sustainability requests and the costs associated for each request. The Committee asked questions for clarification in regards to the budget requests.

(Trustee Ross exited at 12:35 p.m. and returned at 12:36 p.m.)

The Secretary-Treasurer distributed and reviewed the Capital Reserves document; he noted that the School Bus Reserve is the only reserve that does not require PSFB approval for transfers from the operating fund. The Committee asked questions for clarification.

Mr. Labossiere also distributed and reviewed the Schedule of Revenue and Expenditures for the 2016-2017 Preliminary Budget and noted a deficit of \$1,170,600. The Committee asked questions for clarification regarding pupil/teacher ratios. Dr. Michaels noted that the Board needs to be aware of the incremental increase of those positions that are outside of classrooms such as HALEP, Lit Support, Curriculum, etc.

(Trustee Ross exited at 12:54 p.m. and returned at 12:57 p.m.)

Mr. Labossiere indicated that the value of the average home in Brandon increased by 11.7% through re-assessment. The Committee discussed property tax implications on an average home assessed at \$251,325. Mr. Labossiere will present to the Board of Trustees 4 property tax scenarios in his Budget presentations.

The Secretary-Treasurer reminded the Committee that Budget decisions made this year will impact the 2017 Special Levy.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) BDO Canada LLP – Engagement Letter**

The Secretary-Treasurer reviewed the Auditor Engagement Letter for the Committee. This letter is standard each year and it raised no concerns. It was agreed that a motion would be brought forth to the next Regular Meeting of the Board of Trustees.

Recommendation:

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2015 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B) Confirm Payments of Account (December)

Trustees asked questions for clarification.

The payments of account for the month of December were accepted as circulated.

C) Review Monthly Reports (December)

The reports for the month of December were accepted as circulated.

6. OPERATIONS INFORMATION

- The Secretary-Treasurer reviewed a letter received from the Division Solicitor.
- The Secretary-Treasurer advised the Committee that Crocus Plains Regional Secondary School will be installing two new debit card machines in the cafeteria. He noted that the school's goal is to remove the cash machine from the school by June 2016. He also stated that the debit card machines would not have a "cash back" option nor would the machines accept credit cards.

7. NEXT REGULAR MEETING: Thursday, February 25, 2016, 1:00 p.m., Boardroom.

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bowslaugh (Alternate)

THE BRANDON SCHOOL DIVISION

BYLAW NO. 1/2016

A By-Law of the Board of Trustees of The Brandon School Division for the purpose of amending By-Law 4/2014, to authorize payment of indemnities and mileage to Trustees.

WHEREAS it is deemed necessary to amend Section 56(3) 2. of By-law 4/2014 to amend the indemnity by-law statement, changing the statement regarding meeting absences and resulting loss of indemnity in said section;

NOW THEREFORE the Board of Trustees in session duly assembled enacts as follows:

2. That absence from any regular meeting of the Board over three (3) in any one calendar year shall result in a loss of indemnity of Three Hundred and Fifty (\$350) for each meeting beyond the three (3) meetings, and further provided that, where any absence from a regular meeting of the Board, is indicated by motion authorizing the member to attend a conference or the like or be absent, such absence shall constitute an authorized absence from meetings and does not apply against the three (3) meetings absence as referred herein. Exemptions to the provisions above may be granted by a two-thirds vote by the Board of Trustees on a case by case basis;

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 8th day of February 2016.

SECOND READING: ____ day of ____ 2016

THIRD READING: ____ day of ____ 2016

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 1/2016

Secretary-Treasurer

January 22, 2016

Dear Brandon School Division Trustees and Administration;

In response to Motion #5/2016 that was passed on January 11, 2016 CPF Manitoba, Brandon Chapter, in consultation with CPF Manitoba, has a few points we would like to present as feedback and consideration. As much as we are not in agreement with the Motion, we acknowledge that this is uncharted territory for all of us and have not gone through this new process of registration, all we can do is wait and see how it goes. We would like to keep the door open for review come Fall 2016 and wonder if there is the potential for an amendment to the Motion to stipulate that after a first-time go-around a formal and public review take place? We feel that some of the concerns with the registration not being equitable will still not be addressed with the random lottery registration process. There is the potential for a line-up for the lottery. We feel that given the registration process still being a line-up for St. Augustine's School, as outlined on BSD's website, feel that the policy is not equitable for all "special programs" as outlined in the Motion, nor is the line up for registration in the Linden Lanes morning Kindergarten program.

We also have some questions and concerns that we would like answered and addressed in regards to the process that took place. Other than Trustee Sumner, was there any other formal complaints made to BSD in regards to the registration process?

Mr. Gustafson was tasked with researching registration processes and none of his research was presented publically, nor were any other ideas for consideration. Why? The process and communication surrounding the Waverly catchment area public consultation is being handled differently – why?

With the implementation of the Lottery registration process, the Superintendent will be handling registrations. This seems to be a duplication of job responsibilities and micro-management given that Superintendents and school Staff have separate and different job expectations and responsibilities. What is the message to staff? How is this duplication of responsibilities responsible spending of tax dollars?

We resurrected a Canadian Parents for French Chapter in Brandon to support the increased French Immersion enrollment in the Brandon School Division. Since its inception year, 2010, École Harrison has had to cap its registrations due to physical space restrictions, and has 360 students with a projected 375 for next year. Meanwhile, the French Immersion population at École New Era School has grown from 150 students in September 2010 to 272 students for the 2015-16 school year. In addition, École O'Kelly School's French Immersion population has grown by 25% in the last five years. At the root of all of this dialogue and problem solving is a space issue, which is not going to improve, nor go away with the proven success and increased demand for French Immersion programming.

CPF is dedicated to the promotion and creation of French second-language learning for young Canadians. We look forward to working with you to support and build on the existing French Immersion educational opportunities in BSD.

Thank you,
CPF Manitoba, Brandon Chapter



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

February 8, 2016

A. Business Arising for Board Action

I. Presentations

II. Human Resources

III. Secretary-Treasurer

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| 2. Procedures 1023 – “Scent Controlled Facilities” | 1 |
| 3. Policy 2019 – “Electronic Meetings” | 1 |
| 4. Request for School Busing Services for Aboriginal Youth Conference | 1 |
| 5. Prairie Mountain Health Agreement – Occupational Therapy Services..... | 2 |
| 6. Prairie Mountain Health Agreement – Speech Language Services | 2 |
| 7. Transfer of the 2016-2017 Budget to Trustees | 2 |

IV. Superintendent of Schools

V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

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II. Secretary-Treasurer

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. POLICY 1023 – “SCENT CONTROLLED FACILITIES”

For Action.....D. Labossiere

At the Regular Board Meeting on January 25, 2016, a Giving of Notice was given to rescind Policy 1023 – “Scent/Fragrance Free Facilities” and replace same with Policy 1023 – “Scent Controlled Facilities”. (Appendix A)

A motion to rescind and replace this policy is included in the agenda for Board consideration.

2. PROCEDURES 1023 – “SCENT CONTROLLED FACILITIES”

For Action.....D. Labossiere

At the Regular Board Meeting on January 25, 2016, a Giving of Notice was given to adopt Procedures 1023 – “Scent Controlled Facilities”. (Appendix B)

A motion to adopt these procedures is included in the agenda for Board consideration.

3. POLICY 2019 – “ELECTRONIC MEETINGS”

For Action.....D. Labossiere

At the Regular Board Meeting on January 25, 2016, a Giving of Notice was given to rescind Policy 2019 – “Electronic Meetings” and replace same with Policy 2019 – “Electronic Meetings”. (Appendix C)

A motion to rescind and replace this policy is included in the agenda for Board consideration.

4. REQUEST FOR SCHOOL BUSING SERVICES FOR ABORIGINAL YOUTH CONFERENCE

For Action.....D. Labossiere

On January 27, 2016, we received correspondence from Mr. Barry French, organizer of the Pushing the Limits “Kasikikidenidung” Aboriginal Youth Conference taking place in Brandon on Saturday, February 20, 2016 (Appendix D). Mr. French requests busing services for youth to attend the conference, picking up youth at various schools and community centres from 7:15 a.m. to 8:30 a.m. and dropping off youth from 6:00 p.m. to 7:15 p.m.

RECOMMENDATION:

That a school bus be provided to the Aboriginal Youth Conference for their Conference on February 20, 2016, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

5. PRAIRIE MOUNTAIN HEALTH AGREEMENT – OCCUPATIONAL THERAPY SERVICES

For Action.....D. Labossiere

In the past years the Division received occupational therapy services on an agreement basis through the Prairie Mountain Health. The provision of the occupational therapy services by Prairie Mountain Health staff will be provided through a Service Purchase Agreement (Appendix E). The Agreement has been reviewed and approved by Mr. Greg Malazdrewicz, Assistant Superintendent and myself. The Agreement is effective September 1, 2015 and will be renewed annually unless terminated by either of the parties. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of Occupational Therapy services for the 2015-2016 school year be approved in the amount of \$24,435.

6. PRAIRIE MOUNTAIN HEALTH AGREEMENT – SPEECH LANGUAGE SERVICES

For Action.....D. Labossiere

The Brandon School Division and Prairie Mountain Health have partnered to provide speech language services to Prairie Mountain Health in exchange for transfer of funding received for the provision of such services. (Appendix F). The Agreement has been reviewed and approved by Mr. Greg Malazdrewicz, Assistant Superintendent and myself. The Agreement is effective September 1, 2015 and will be renewed annually unless terminated by either of the parties. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services effective September 1, 2015 be approved.

7. TRANSFER OF THE 2016-2017 BUDGET TO TRUSTEES

For Action.....D. Labossiere

Senior Administration has been working on the preparation of the 2016-2017 Operating Budget since September 28, 2015, when the Board of Trustees provided direction through Motion 122/2015. Senior Administration reports that a budget has been prepared as directed and the 2016-2017 Operating Budget is now ready to be

turned over to the Board of Trustees for their ownership and final decisions. Therefore, the following motion has been included in the Report of Senior Administration transferring the 2016-2017 Operating Budget to the Board of Trustees.

RECOMMENDATION:

That Senior Administration transfer the 2016-2017 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.

IV. SUPERINTENDENT OF SCHOOLS

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. BUS/VEHICLE ACCIDENT

For Information.....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, January 20, 2016. At approximately 5:00 p.m. Bus 40-12, while parking at the School Division Bus Compound was involved in a collision with the centre parking fence. The driver of the school bus damaged the fence and electrical plug in grid when his foot slipped off the brake and onto the accelerator pedal. There were no students on the bus at the time of the accident. There was damage to the bus. The accident was reported to Manitoba Public Insurance. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL VISITS (JANUARY 14 TO JANUARY 27, 2016)*

For Information..... D. Michaels

School Development Plan Reviews

Currently the Superintendent and Assistant Superintendents are meeting with individual principals to review the School Development Plans with respect to the three dimensions of the Strategic Plan related to academic preparedness, global citizenship, and health and wellbeing.

These meetings will continue throughout February. They are very informative and productive meetings in a collaborative manner.

The following School Development Plan meetings have occurred:

- École New Era School – January 18, 2016

School Update Meetings

The following school update meetings were undertaken by Superintendent Michaels during this reporting period:

- January 20, 2016 – Bruce Shamray, Principal, Vincent Massey High School
- January 25, 2016 – Dave Lim, Principal, Meadows School

School Visits

The following school visits were undertaken by Assistant Superintendent Gustafson during this reporting period:

- January 15, 2016 – École Harrison
- January 22, 2016 – Waverly Park School
- January 27, 2016 – St. Augustine School
- January 27, 2016 – ARYP
- January 27, 2016 – Spring Valley Colony School
- January 27, 2016 – Neelin Off-Campus

School Update Meetings

The following school update meetings were undertaken by Assistant Superintendent Malazdrewicz during this reporting period:

- January 21, 2016 – Nancy Hamilton, Principal, Kirkcaldy Heights School
- January 27, 2016 – Nancy Hamilton, Principal, Kirkcaldy Heights School

2. SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT MEADOWS SCHOOL

Report prepared by Mr. Dave Lim, Principal, Meadows School

Student teachers in the Literacy Interventions, Brandon University course, and Meadows School work collaboratively together in the area of student observation and assessment. The Brandon University and Brandon School Division partnership has been in place since the 2011/2012 school year, with five to eight Brandon University students participating each year. This university course has two components for the student teachers; one part is on campus coursework to learn the instructional strategies and specific literacy assessments and the second part is the practicum piece as the student teachers work with students in the school setting. Teachers from Meadows School have also been asked to speak to the class about assessment at the Brandon University Faculty of Education.

At Meadows School, we feel privileged to be part of this great partnership. Each of the student teachers spend ten hours at Meadows School. With a partner, they complete a case study on one student and present this case study to their class. They are participating in practical experiences such as observing Literacy Blocks within the classroom setting, observing the Early Years Literacy Intervention in small groups, observing individual students, observing a variety of assessments and completing a variety of individual assessments with the student assigned to them. Our Meadows School students benefit greatly as they receive one to one teaching of literacy strategies and extra focused instruction and support. They form and build positive relationships with their student teacher and enjoy the one-on-one time. Growth in literacy skills and confidence is often displayed in a short amount of time. Our Meadows School teachers benefit from the very detailed report presented by each student teacher in their case study which includes the background information, assessments administered, interpretation and analysis, ongoing observations and suggestions for implementation. Every year we look forward for this program within our school knowing the benefits that the Meadows School community receives. We would like to see this program expand to involve more students, student teachers and Brandon School Division teachers.

Student Achievements

The theme of student activism is still going strong at Meadows School. Students are understanding that they can make a positive difference in their community and the world in which they live by taking action.

On November 8, 2015, Meadows School students donated over six hundred fifty (650) items of food to the Samaritan House Food Bank as part of our Scare Away Hunger Campaign.

On January 19, 2016, grade 3/4 classmates Olivia McGill, Brynne Hearn and Emerson Hamilton started a Caring Clover Club on their own initiative to help care for the environment and community. The girls created a list of things that we can all do to help care for our earth. Recycling, walking instead of driving, planting trees, picking up litter are some of their excellent suggestions. Currently membership has already grown to thirty five (35) students. Each time a student does something to help the environment, he or she will be rewarded with a sticker to show that one good deed has been completed. New ideas can also be discussed and added to the list during their weekly Tuesday meetings.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT VALLEYVIEW CENTENNIAL SCHOOL

Report prepared by Ms. Sandy Harrison, Principal, Valleyview Centennial School

Hour of Code

Valleyview Centennial School joined in on the largest learning event in history: The Hour of Code, during Computer Science Education Week (December 7 to 13, 2015). More than one hundred million students worldwide have already tried an Hour of Code.

Our students worked with their "Tech Buddies" on a variety of tutorials that are provided on the Hour of Code website. The skills that the students developed while working on their coding tutorials were things such as problem solving skills, following steps, using computer language, ICT skills, digital citizenship, and many others.

Personal Growth

Tell Them From Me (TTFM) Results (grades 4 to 6):

Positive Sense of Belonging - 84%

Value School Outcome - 94%

Interested and Motivated - 80%

Report Card: Learning Behaviors (grades 1 to 6): November 2015 Results

Uses Class Time Effectively - 71%

Participates in Class Effectively - 74%

Works Well with Others - 73%

Ethical Citizenship

Lunch and Learns

For the first term, lunch activities dedicated to Aboriginal Games were offered to our lunch program students. The program was led by Mr. Durston, physical education

teacher, and Mrs. Arksey, BSSAP (Building Student Success with Aboriginal Parents) worker. It included all lunch students. The focus was centered on Aboriginal culture and history. Each month hosted a new topic revolving around aspects such as Indigenous physical challenges, traditional games, and connection to nature. Each lesson consisted of a ten to fifteen minute history discussion on that week's theme.

Valleyview Care Home

Our school has renewed a partnership with Valleyview Care Home. Our students walked over to show off their Halloween costumes by giving a parade on all three floors. The grade 1/2 students went over at Christmas time and sang carols for and with the residents. We are busy planning a Valentine's Day get together! These interactions are very much enjoyed by our students and staff as well as the Care Home residents and staff.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT GEORGE FITTON SCHOOL

Report prepared by Ms. Gail McDonald, Principal, George Fitton School

There are a number of programs running throughout the school that support us in achieving our mission; "At George Fitton we strive to enable each student to achieve intellectual, emotional, social and physical growth."

- Kids in the Know - Students are engaged through interactive activities to help build skills which will increase their personal safety and reduce their risk of victimization online and in the real world.
- Roots of Empathy – students learn by using an infant as the "teacher" to understand their own feelings and the feelings of others. This empathy training will lessen the likelihood of the student becoming physically, psychologically or emotionally hurtful to others through bullying.
- Beyond the Hurt – sponsored by the Canadian Red Cross designed for bullying prevention in youth.
- Assiniboine Community College Police Mentorship Program
- George Fitton Leadership Team
- George Fitton Youth Revolution
- "Project of Heart"
- Student choice / interest clubs/activities – (Breakfast Club, Lunch Club, Lego Club, Gamers Unite, Card Making Club, Book Club, Intramurals, Social Club)

Student Achievements

Kids for Saving Earth (grade 2 students) – for continuing to sustain a green school environment through recycling and being stewards of the earth.

3. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. HEALTH AND WELLBEING

TRANSITIONS OF STUDENTS

Report prepared by Ms. Veronica Adams, Inter-Agency Articulation Specialist

Our School Division has the opportunity to work actively with community partners to facilitate transitions of students as they enter our schools as well as when they leave at graduation. The Healthy Child Manitoba Office has published two support documents that guide our work:

Guidelines for Early Childhood Transition to School for Children with Special Needs (2002). These guidelines are available at:

http://www.gov.mb.ca/healthychild/publications/protocol_cwsn.pdf

Brandon School Division staff collaborates with community partners in the development of a well-established early transitioning process. Brandon's *Transition In Committee's* membership includes school division staff and multi-agency service providers for preschool children. This committee has developed a process for the early identification of preschool children (3 to 5 year olds). Brandon School Division chairs the *Transition In Committee* as per the Terms of Reference.

The early transition process provides parents with information regarding the transition from preschool to school as well as provides opportunity for collaboration among families, community agencies and the school division to plan for supports that the identified students will require as they enter Kindergarten. As of January 2016, fifteen children have been referred through this process and will be entering Kindergarten September 2016. Additional referrals are expected before the end of the school year.

Bridging to Adulthood: A Protocol for Transitioning Students with Exceptional Needs from School to Community (2008)

This protocol provides a framework and timelines and for school division and community partners to plan for students as they leave school. The multi-agency team considers life-long learning, employment/career development, building social networks and inclusion as well as independent living for students graduating.

This protocol continues to be revisited by school division and community partners. Student Support Services has developed a data base of students who may require transitioning support as they leave high school. On February 29, 2016 we have organized an opportunity for high school teams and community partners to review

the provincial protocol as well as discuss and plan how we can continue to strengthen our partnerships to support high school students who require transition planning.

Available on: <http://www.edu.gov.mb.ca/k12/docs/policy/transition/index.html>

4. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	7 total	2 – 5 day 2 – 5 day 1 – 13 day 2 – 15 day	Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour
King George	1 total	1 – 3 day	Unacceptable Behaviour
Neelin	3 total	1 – 3 day 1 – 5 day 1 – 10 day	Unacceptable Behaviour Unacceptable Behaviour Assaultive Behaviour
Vincent Massey	2 total	1 – 5 day 1 – 5 day	Drug and Alcohol Policy Assaultive Behaviour

5. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM ANGIE VEILLEUX, COMMUNITY DEVELOPMENT COORDINATOR, CITY OF BRANDON

The following correspondence has been received from Angie Veilleux, Community Development Coordinator, City of Brandon:

I'm writing today to thank the Brandon School Division for their continued partnership with the City of Brandon, Community Development Department programs. The support of our work and the partnerships we have been able to make have been invaluable to us as we strive to make our programs as accessible as we can to all ages of Brandon's citizens.

The Community Development Department partners with various community groups and local national businesses and organizations to empower citizens of all ages in our city to take lead roles to respect diversity, increase accessibility, provide opportunities for inclusion and to enhance the quality of life in our community. This year alone, the Brandon School Division and Youth Revolution have worked with us on a number of occasions for tree-planting projects and to bring the Royal Winnipeg Ballet Concert Hour to Kirkcaldy Heights School – which is fantastic for both us and the students.

Today though, I would like to draw special attention to the partnership we've developed through our annual Human Rights Day programming. This year's theme of "Truth and Reconciliation" was immeasurably enhanced for both the public and the students through the incredible knowledge and involvement of Angela McGuire Holder, our connection to Youth Revolution; Sherry Baker, Vice Principal at George Fitton School; Delonna Morrisette from King George School and Amie Martin, the Brandon School Division's Aboriginal Education Learning Specialist. We, at the Community Development Department, feel so lucky to have the resources these people brought to the table in our community.

Thank you again for your continued support.



BRANDON SCHOOL DIVISION POLICY

POLICY 1023

SCENT CONTROLLED FACILITIES

ADOPTED:

DEFINITION:

“Scents” - Refers to any product that produces an odour strong enough to be perceived by others. This includes but is not limited to colognes, perfumes, aftershave products, lotions, powders, deodorants, hair products, cleaning products, other personal products and highly scented flowers.

PURPOSE:

The Brandon School Division supports a healthy environment for staff, students, parents, visitors and volunteers. Every effort will be made to limit exposure to strong scents in the environment that cause discomfort or impact the health of sensitive individuals.

The use of scented products and highly scented flowers by Brandon School Division employees, students, parents, visitors and volunteers is discouraged. Use may be prohibited if circumstances warrant. The Brandon School Division will utilize appropriate signage for informing visitors of the scent limitations.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1023

SCENT CONTROLLED FACILITIES

Adopted:

With consideration to the Manitoba Workplace Safety and Health Act and Regulation and the policies that govern the conduct of students, staff and visitors, the following procedures are provided to implement the policy in a safe and respectful manner:

- 1) A student or an employee with concerns about scents or other odours associated with products should contact their Teacher/Supervisor/Principal.
- 2) The Teacher/Supervisor/Principal determines the cause of the concern and the options available.
- 3) If the scent is a result of an individual using a scented and/or fragrant product, the Teacher/Supervisor/Principal discusses the concern and instructs the individual of the need to eliminate using the product.

References: *The Manitoba Workplace Safety and Health Act and Regulation*
 Brandon School Division Policy 1015 - Respectful Workplace
 Brandon School Division Policy 5026 – Harassment
 Brandon School Division Policy 7004 – Student Conduct



"Accepting the Challenge"

BRANDON SCHOOL DIVISION POLICY

POLICY 2019

ELECTRONIC MEETINGS

Adopted:

The Board of Trustees believes that it is important that Trustees attend all Board meetings and Committee meetings. However, there are occasions when Trustees may not be available for a meeting but at which time their presence may be required for a quorum to allow the meeting to proceed.

This policy is in accordance with Section 39.7.1 of *The Public Schools Act* and Regulation 201/2004. Subject to any conditions or limitations provided for under *The Public Schools Act* or the regulation, a member of the school board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of *The Public Schools Act* and will be recorded in attendance for the meeting. Trustees participating in a meeting by electronic means shall notify the Chair of the departure (either temporary or permanent) from the meeting before absenting themselves, in order to ensure a quorum is maintained.

As required by Article 5 of Manitoba Regulation 201/2004, the following persons must be physically present in the meeting room of the Board:

- a) the Chair of the Board or his or her designate;
- b) at least one additional member of the Board;
- c) the Superintendent of Schools/CEO of the Division or his or her designate;
- d) the Secretary-Treasurer or his or her designate.

Every Trustee must be physically present at a Regular Board meeting at least once every three months.

Attendance at the Inaugural meeting and Budget Day Meeting is essential, therefore, electronic participation is not permitted.

Trustees will be allowed to participate electronically a maximum of three (3) times per calendar year for Regular Board meetings. Trustees will be allowed to participate electronically a maximum of three (3) times per calendar year for Regular Committee meetings; this does not apply to Regular Committee meetings that have been rescheduled. If a Trustee wishes to participate in more electronic meetings it must be approved by two-thirds of the Trustees.

A Trustee who wishes to participate in a meeting using electronic means shall make a request to the Chair of the Board or the Secretary-Treasurer. Wherever possible, the Trustee shall endeavour to make that request in writing at least forty-eight (48) hours prior to the commencement of the meeting. Upon receipt of a request from a Trustee to participate by electronic means, the Board shall provide electronic means to permit the Trustee's participation in the meeting.

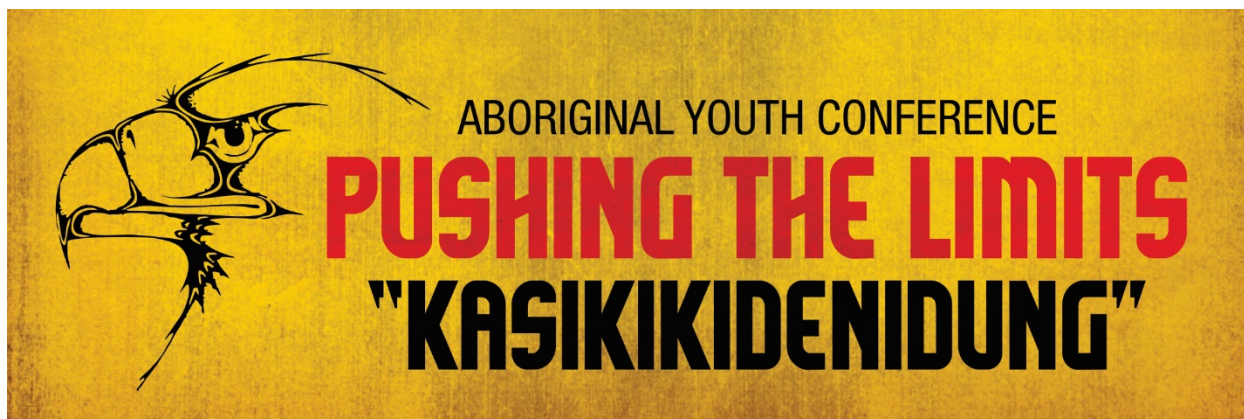
The electronic means shall include: a) teleconferencing, or b) videoconferencing, which will permit the Trustee to hear and be heard by all other participants in the meeting. The electronic means must be provided in such a way that the rules governing the conduct of members set out in sections 36 to 39.8 of *The Public Schools Act*, the Board's Governance By-laws and Code of Ethics are complied with. Further, only Trustees or other members invited by the Board shall participate in any meeting or portion of a meeting that is closed to the public in accordance with *The Public Schools Act* or Board By-laws. A Trustee participating electronically must make sure he or she is in an area respecting these regulations, that the Trustee is not in a public space and that no one else is present in the room.

A Trustee who participates electronically must verbally indicate his or her vote followed by his or her name and if a vote is by secret ballot the Trustee participating electronically can vote my emailing the Secretary-Treasurer with his or her vote.

If technical difficulties arise during connection at the beginning of the meeting, the Board will allow a maximum of five (5) minutes to try and fix the issue. Otherwise if the problem is not resolved, the meeting will continue and the absence will be noted.

The Chair of the Board or Secretary-Treasurer shall cancel the meeting of the Board where the Chair of the Board, or his or her designate; at least one additional member of the Board; the Superintendent of Schools/CEO of the Division, or his or her designate; and the Secretary-Treasurer, or his or her designate, are unable to be physically present at the meeting. Notwithstanding the Trustee's right to participate electronically, a Trustee shall not participate in any meeting whether by electronic means, or in person, where their participation would be inconsistent with sections 36 to 39.8 of *The Public Schools Act*, the Board's Governance By-laws or Code of Ethics.

*References: The Public Schools Act, Section 39.7.1
The Public Schools Act, Regulation 201/2004
Brandon School Division Board Governance Bylaw 3/2014
Brandon School Division Board Indemnities Bylaw 4/2014*



February 20th, 2016 from 830am to 600pm

To Whom It May Concern;

We would like to request the provision of bussing services for youth to attend an all day youth conference at Assiniboine Community College, Victoria Avenue East on February 20th, 2016 as outlined below.

1 bus picking up at Kirkcaldy, North End Community Center, Valleyview,
 Vincent Massey, Meadows, Crocus, Neelin, Betty Gibson, Earl Oxford and New Era
 7:15 AM to 8:30 AM, 6:00 PM to 7:15 PM

kms	80	\$0.99	\$79.20
hrs	4	\$24.49	\$97.94
Total KMs/Wages			<u>\$177.14</u>

We are offering this conference primarily to Aboriginal youth who are, as you are aware, some of the most marginalized members of our community. Unfortunately, we are not in a terribly strong financial position and appreciate your providing this service at an affordable rate. We will therefore be able to offer the youth more in the way of services on the day.

Should you have any questions or require further information, please don't hesitate to contact me.

Kind regards,

Barry French
Barry.french@gov.mb.ca
 (204) 725-3532 ext 2239



SERVICE PURCHASE AGREEMENT

BETWEEN:
PRAIRIE MOUNTAIN HEALTH (called the "Authority")

and

THE BRANDON SCHOOL DIVISION (called the "Division")

WHEREAS the Brandon Children's Therapy Initiative (the "BCTI") is the product of a partnership between Manitoba Health, the Manitoba Department of Education, and the Manitoba Department of Family Services & Consumer Affairs (the "Partners"), for the purpose of providing Occupational Therapy Services to children (the "Services");

AND WHEREAS the Authority has been authorized and empowered by the Partners to contract the Services of BCTI to entities within the Prairie Mountain Health;

AND WHEREAS the Partners have made the Authority responsible for overseeing and managing the finances of the BCTI;

AND WHEREAS the Division wishes to purchase the Services and the Authority wishes to sell the Services to the Division.

Now therefore in consideration of the covenants contained herein, the parties agree to the following:

1. This Agreement comes into effect on September 1, 2015 and will be renewed annually unless terminated by either of the parties on the giving of ninety (90) days notice to the other.
2. The Authority will provide the Services through BCTI to children identified and referred by the Division, up to a maximum of 15 hours per week for the school year ending June 30th.
3. Upon receipt of referral from the Division the BCTI through the Brandon Children's Therapy Team committee will designate the caseloads.
4. In exchange for these Services, the Division will provide payment to the Authority of the salary and benefits costs of the therapist assigned to service the Division by BCTI. The maximum amount will be mutually agreed upon annually, in writing, by both parties. Mileage expenses will be charged for travel done on behalf of the Division at a rate of 43.0¢/km outside the City of Brandon, or \$6.00/trip within the City of Brandon limits.

5. Brandon School Division will submit payment to the Authority on a monthly basis, and shall clearly designate on such payment that the payment is for the Services.
6. The therapists providing services for this contract will be employees of the Prairie Mountain Health, Brandon site and will be governed by the standards of the Authority, including payment of salaries and benefits, Worker's Compensation coverage, liability insurance and professional licensing, etc.
7. The Authority, on its own behalf, and on behalf of BCTI, and the Division agree to maintain confidentiality as per the regulations and policies associated with the Personal Health Information Act.
8. This agreement may be reviewed by the parties at any time and amended with the written agreement of both parties.

Either party may terminate this agreement, at any time by giving 30 days written notice to the other party.

Correspondence with respect to this agreement should be directed towards;

Regional Manager, Therapy Services
Prairie Mountain Health
A1 - 150 McTavish Avenue East
Brandon, MB R7A 2B3

Secretary-Treasurer
Brandon School Division
1031 – 6th Street
Brandon, MB R7A 4K5

Brandon School Division

Per: _____
Secretary-Treasurer
Brandon School Division

Witness: _____

Date: _____

Per: _____
Chairperson
Brandon School Division

Witness: _____

Date: _____

Brandon Children's Therapy Initiative

Per: _____
Penny Gilson, CEO
Prairie Mountain Health

Witness: _____

Date: _____

The following budget reflects the costs related to the purchase of Occupational Therapy for the school year of 2015-2016.

Based on 40 weeks of services, as clinicians start one week prior to school opening.
Occupational Therapy: 72 days x 7.5 hours / day = 540 hours

Total hours to be billed:

Brandon School Division

Salaries	\$19,441.00
Benefits (19.0%)	\$ 3,694.00
Travel	<u>\$ 1,300.00</u>
Total	<u>\$24,435.00</u>



SERVICE PURCHASE AGREEMENT

**BETWEEN:
PRAIRIE MOUNTAIN HEALTH**

**(called the "Authority")
OF THE FIRST PART**

and

THE BRANDON SCHOOL DIVISION

**(called the "Division")
OF THE SECOND PART**

WHEREAS the Authority is a corporation continued under The Regional Health Authorities Act, S.M. 1996 c.53 (the "Act"), which has been empowered to assess health needs, plan the delivery of health services, co-ordinate services with other providers of services and provide funding to other agencies who provide health services within Prairie Mountain Health, in accordance with its approved Regional Health Plan;

AND WHEREAS the Division is willing to provide speech language services for the Authority responsive to the needs of children of the Health Region and the Authority is willing to transfer funding received for the provision of such services;

AND WHEREAS in carrying out the mandate of the Authority, it is the desire of the Authority and the Division to be sensitive to the mission and values of the Division and to any changes to the mission or values of the Division;

AND WHEREAS the parties wish to enter this Agreement to set out the terms, conditions and understandings respecting the agreed upon services, the funding arrangements and other matters relating thereto;

NOW THEREFORE the parties hereto agree as follows:

SECTION 1 - TERM OF THIS AGREEMENT

1.1 This Agreement comes into effect on September 1, 2015 and subject to subsection 3.1 hereof, will be renewed annually unless terminated by either of the parties on the giving of ninety (90) days notice to the other.

SECTION 2 - DEFINITIONS/INTERPRETATION

2.1 In this Agreement the following defined terms have the meanings indicated:

- (a) "Act" has the meaning ascribed thereto in the preamble;
- (b) "Approved Regional Health Plan" means the regional health plan of the Authority approved by the Minister of Health in accordance with the Act;
- (c) "Division" means the Brandon School Division;
- (d) "Fiscal Year" of the Health Authority means the period from April 1st of one year to March 31st of the next ensuing year;
- (e) "Health Region" has the meaning ascribed thereto in preamble;
- (f) "School Year" means the period from July 1st to June 30th inclusive;
- (g) "Services" means the services set forth and described in Schedule "A" hereto.

2.2 Whenever the singular or masculine is used in this Agreement, it shall be interpreted as including the plural, feminine or neuter wherever the context so requires.

2.3 Any reference to a statute in this Agreement shall be deemed to include a reference to the regulations made pursuant to such statute, together with all amendments made to such statute in force from time to time, and to any statute or regulation supplementing or superseding the referenced statute or the regulations made pursuant thereto, as amended from time to time.

2.4 The terms "this Agreement", "hereof", "therein", "hereunder" and similar expressions refer, for greater certainty, to this Agreement and not to any particular article, section, subsection, clause, sub clause, paragraph or subparagraph hereof.

2.5 Each and every term, condition and provision of this Agreement shall be severable one from the other, and if any term, condition or provision hereof is at any time declared by a court of competent jurisdiction to be void, invalid or unenforceable, the same shall not extend to invalidate, make void or make unenforceable, any other term, condition or provision of this Agreement.

2.6 The preamble and schedules are integral parts of this Agreement.

2.7 The table of contents, headings and division of this Agreement into sections, subsections, clauses and any lower divisions are for convenience only, and shall not affect the construction or interpretation of this Agreement.

SECTION 3 - SCHEDULES/ENTIRE AGREEMENT

- 3.1 (a) The following schedules are attached hereto and form part of this Agreement:
- Schedule "A" - Description of Services
 - Schedule "B" - Funding
 - Schedule "C" - Records and Reporting Requirements
- (b) The parties acknowledge and agree that the schedules referred to in Subsection 3.1(a) hereof shall be reviewed periodically by the Authority and, where necessary or appropriate, be amended from time to time to reflect changes in circumstances and if so amended, the amended schedule shall be attached to and form part of this Agreement in replacement of the schedule attached hereto prior to such amendment.
- 3.2 This document and any attached Schedules from time to time contain the entire Agreement between the parties and there are no undertakings, representations or promises, expressed or implied, other than those contained in this Agreement.

SECTION 4 - ALLOCATION OF HEALTH SERVICES AND RESOURCES WITHIN THE HEALTH REGION/REGIONAL INITIATIVES

- 4.1 In accordance with the Act, the Authority is responsible to provide for the delivery and administer health services within the Health Region, including the allocation of resources among other service providers in the Health Region, in accordance with the approved Regional Health Plan of the Authority.

SECTION 5 - SERVICES TO BE PROVIDED

- 5.1 The Division agrees to provide the Services set out in Schedule "A".
- 5.2 The Division shall provide the Services in a manner consistent with the "model of delivery" established through a collaborative process between the parties.
- 5.3 The Division will assist the Authority as required in developing and monitoring quality improvement initiatives to ensure that clients receive quality care and that the Authority receives cost-effective services to meet applicable standards in force from time to time.

SECTION 6 - FUNDING

- 6.1 The Authority shall provide funding to the Division for the Services in accordance with the rates, amounts, terms and conditions as outlined in Schedule "B", as such Schedule "B" may be amended from time to time pursuant to subsection 3.1 (b) hereof.
- 6.2 The Authority shall not be responsible, unless mutually agreed by the parties, for past or future:
- (a) deficits of the Division in providing the Services; and

- (b) debt service charges for any debt incurred resulting from operating deficits.
- 6.3 The Authority shall not be responsible for the costs incurred by the Division in providing any services, other than those set forth in Schedule "A", unless expressly approved in writing by the Authority.
- 6.4 The Division shall not budget for a related deficit, however, if the potential for an operating deficit arises, the Division shall notify the Authority without delay.

SECTION 7 - AUTHORITY NOT LIABLE FOR INJURY, ETC. TO SCHOOL DIVISION

- 7.1 The Authority shall not be liable for any injury to any officers, employees, or agents of the Division, or of any other persons retained under contract by the Division to provide services for the Division or for any damage to or loss of property of the Division, or of any officers, employees, or agents of the Division, or of any persons retained under contract by the Division to perform services for the Division, caused by or in any way related to the performance of this Agreement by the Division.
- 7.2 Subsection 7.1 does not apply if the injury, damage or loss was caused by the wrongful or negligent act of an officer or employee of the Authority while acting within the scope of his or her employment.

SECTION 8 - INDEMNIFICATION BY DIVISION

- 8.1 The Authority's responsibility under this Agreement is limited solely to making payments for the Services in accordance with the terms and conditions set out herein.
- 8.2 The Division shall use due care in the performance of its obligations and undertakings under this Agreement to ensure that no person is injured, no property is damaged or lost and no rights are infringed.
- 8.3 Without limiting the generality of the foregoing, the Authority shall not be liable for:
 - (a) any actions of the Division, its officers, employees, or agents or of other persons retained under contract by the Division.
 - (b) any failure on the part of the Division to comply with applicable laws, including employment laws;
 - (c) any failure on the part of the Division to make any necessary deductions or remittances;
 - (d) any injury to persons (including death), damage or loss to property or

infringement of rights caused by, or related to the performance of this Agreement or the breach of any term or condition of this Agreement by the Division, or the officers or employees or agents of the Division or other persons retained under contract by the Division;

- (e) any claim, demand, action and costs whatsoever that may arise directly or indirectly out of any omission or wrongful act of the Division, or of the officers, employees, or agents of the Division or of other persons retained under contract by the Division;
- (f) any liabilities of the Division incurred or arising before the execution of this Agreement, whether disclosed or undisclosed to the other party;

8.4 The Division hereby indemnifies and saves harmless the Authority and its officers, employees, agents and subcontractors from and against all claims, liabilities and demands arising directly or indirectly from any of the events or things specified in Subsection 8.3 including the full costs of defending against any such claims, liabilities and demands and such indemnification shall survive the expiry or terminating of this Agreement.

SECTION 9 - SAFEGUARDING AND CONFIDENTIALITY OF INFORMATION

9.1 The parties shall ensure that any officers, employees, agents or other persons retained under contract to perform services for either party who obtain access to information of a highly confidential and sensitive nature:

- (a) shall treat as strictly confidential all information, data, documents or materials acquired, or incidental to, the performance of this Agreement;
- (b) shall not disclose, or permit to be disclosed, to any person, corporation or organization, such information, data, documents or materials except in accordance with the Act and any other applicable laws or statutes and except to persons who require such information for the purposes of performing the tasks and duties required of them in the normal and ordinary course; and
- (c) shall comply with all applicable laws and statutes, including but not limited to *The Personal Health Information Act* and regulations thereunder.

SECTION 10 – INSURANCE

10.1 The Division shall purchase and maintain:

- (a) throughout the term of this Agreement, commercial general liability, professional liability and errors and omissions/directors and officers liability insurance against claims for personal and bodily injury, death or damage to property of others, arising out of any of the operations of the Division under this Agreement, or as a result of any of the acts or

omissions of the Division, or any officers or employees.

- (b) throughout the term of this Agreement; and for a minimum of 24 months following termination of this Agreement if coverage is made on a claims-made basis, errors and omissions or professional liability insurance, directors and officers insurance, crime insurance and environmental impairment insurance as would be maintained by a prudent operator of a similar agency.
- 10.2 The Authority represents and warrants to the Division that it carries liability insurance in the minimum amount of \$5,000,000.00 which covers its employees, directors and officers, and ensures the Authority against claims for personal and bodily injury and death or damage to property of others.
- 10.3 The Division represents and warrants to the Authority that it carries liability insurance in the minimum amount of \$5,000,000.00 which covers its employees, directors and officers, and ensures the Division against claims for personal and bodily injury and death or damage to property of others.
- 10.4 The Authority and the Division agree that each party may request of the other that they confirm that valid insurance is in place, such confirmation to be by way of a copy of the Certificate of the insurance or confirmation from a signing officer in writing that insurance is in place and stating the maximum liability amount payable under said insurance. Such confirmation shall be provided within 60 days of request by the party.

SECTION 11 - RECORDS AND REPORTING REQUIREMENTS

- 11.1 The Division shall keep full and proper books and records related to the provision of the Services.
- 11.2 The Division shall provide the Authority with reports and financial statements (including audited financial statements) as outlined in Schedule "C" hereto.
- 11.3 The Authority may inspect, copy and at its own cost audit the accounts and records of the Division relating to this Agreement and in accordance with Section 29 of the Act. The Division shall provide any clarification reasonably requested by the Authority with respect to these accounts or records or the Services, and shall cooperate fully in any inspection or audit.

SECTION 12 - EVALUATION, AUDIT AND REVIEW

- 12.1 The Authority and the Division shall cooperate for the purpose of providing for the evaluation, audit and review of the services provided by the Division. At mutually agreeable times, the Authority may assess the operation and performance of the services, and the Division agrees to grant to the Authority access to any records, documents or things relating to the provision of the services and produce copies of same for examination, at the Authority's expense. The Authority may appoint

an auditor or consultant to undertake such evaluations and will provide to the Division the name of that individual or individuals.

- 12.2 Notwithstanding the foregoing, the Division is responsible for monitoring its achievement of standards as agreed to by the Authority and the Division.

SECTION 13 - NON-COMPLIANCE AND DEFAULT

- 13.1 The Authority shall have the right, if:

- (a) the Services are not delivered by the Division in accordance with applicable standards; or
- (b) the Division has failed in any material respect to comply with any term or condition of this Agreement;

by notice to the Division to declare the Division to be in default under this Agreement and upon such notice being given to the Division, the Division shall have 30 days to remedy the default.

- 13.2 For the purpose of this Section, "one school term" shall mean, as the case may be:

- (a) The fall term – beginning with the commencement of school in the fall and ending on December 31st inclusive;
- (b) The spring term – commencing January 1st and ending June 30th, inclusive.

- 13.3 If the Division fails to remedy a default in accordance with Subsection 13.1, the Authority may, in its sole discretion:

- (a) withhold payments payable to the Division pursuant to this Agreement, until such time as the Division remedies the default; and/or;
- (b) terminate this Agreement within 90 days of notice to the Division.

SECTION 14 – AMENDMENTS

- 14.1 The provision of this Agreement may be amended or modified only by mutual agreement of the parties in writing.

SECTION 15 - WAIVER OF AGREEMENT

- 15.1 A term or condition of this Agreement may only be waived or modified by written consent of both parties. Forbearance or indulgence by either party in any regard shall not constitute a waiver of the term or condition to be performed, and either

party may invoke any remedy available under this Agreement or by law despite such forbearance or indulgence.

SECTION 16 - RELATIONSHIP BETWEEN THE AUTHORITY AND THE DIVISION

- 16.1 This Agreement does not create the relationship of employer and employee of principal and agent between the Authority and the Division or any officer, employee, agent or subcontractor of the Division.
- 16.2 The Division shall not incur any expenses or debts on behalf of or make any commitment for the Authority, without the prior authorization in writing of the Authority.

SECTION 17 - DISPUTE RESOLUTION

- 17.1 In the event that there shall be a dispute or disagreement arising out of or relating to the interpretation of this Agreement the parties shall make their best efforts to solve the dispute or disagreement within a reasonable time through discussions between appropriate representatives of each party.

SECTION 18 – NOTICES

- 18.1 Any notice, direction, or other instrument required or desired to be given here under shall be given in writing and except as otherwise expressly provided for herein may be hand delivered personally or may be sent by prepaid registered post addressed to:

(a) the Authority at: 192 1st Avenue West Box 579
Souris, Manitoba R0K 2C0

(b) Division at: 1031 – 6th Street
Brandon, Manitoba R7A 4K5

and any notice, direction or other instrument aforesaid if hand delivered shall be deemed to have been given or made at the time of delivery, and if mailed by prepaid registered post shall be deemed to have been effectively given or made on the third business day next following the day on which it was mailed, and any party hereto may change its address for the purposes of this Subsection 18.1 by giving notice of such change of address to other party hereto in the manner provided for in this Subsection 18.1.

SECTION 19 – ASSIGNMENT

- 19.1 The Division shall not assign or transfer any of its rights or obligations under this Agreement without the express written approval of the Authority but in any case no assignment or transfer of this Agreement shall relieve the Division of any obligations under this Agreement except to the extent that they are properly performed by the Division's permitted assigns.

19.2 This Agreement shall be binding upon the successors and permitted assigns of the Division and the Authority.

SECTION 20 – GENERAL

20.1 Subsections 6.2 and 6.3, Section 7, 8, 9 and 10 shall survive the expiry or terminating of this Agreement.

20.2 Time shall be of the essence of this Agreement.

20.3 This Agreement shall be interpreted, performed and enforced in accordance with the laws of the Province of Manitoba.

This Agreement has been executed by the Authority and by the Division by their duly authorized officers on the date hereinbefore set forth.

FOR THE AUTHORITY

Per

Date

CEO PRAIRIE MOUNTAIN HEALTH

FOR THE DIVISION

Per

Date

SECRETARY-TREASURER

- 10 -

Per

Date

CHAIRPERSON



SCHEDULE “A” DESCRIPTION OF SERVICES

The Preschool Speech Program is to provide speech and language services to preschool children and their families by way of a community based partnership between Prairie Mountain Health and the Brandon School Division resulting in enhanced efficiency, access and quality service to preschool children and to facilitate continuity and transition to the public school system.

OBJECTIVES:

- 1) To decrease the need for long term educational supports through early intervention.
- 2) To increase the number of preschool children receiving required speech/language services enhancing school readiness.
- 3) To decrease the waiting period for preschool speech/language service provision.
- 4) To increase service options available related to preschool speech/language needs.
- 5) To improve communication skills within the target population.
- 6) To enhance community awareness of communication disorders and services available through this community based partnership.

DELIVERY MODEL/SERVICES:

- The program will be provided through the equivalent of up to 1.5 equivalent full-time Speech/Language Pathologists on a purchased service basis from the Brandon School Division.
- The Speech/Language Pathologists and their services will be community/school based, creating a consistent service delivery in the home and community via families and preschool service providers (day cares, nursery schools, etc.).
- The model will include direct service in the form of assessments, supply of materials, and demonstration therapy.
- Speech/Language Pathologists will assess the needs and model activities that parents and preschool service providers can utilize to remediate the communication disorder.
- The model will include a monitoring process in order to measure outcomes.

- The model will include intake and therapeutic services.
- The program will collaborate with parents, Public Health, Education, day cares, nursery schools, Children's Disabilities Services, Occupational Therapy, Physiotherapy, Society for Manitobans with Disabilities, Child and Family Services, Preschool Aural Rehabilitation Program, Regional Therapy Services at the Brandon Regional Health Centre, and community based parent information services.
- Referrals for direct therapy will be directed to the Therapy Services Children's Therapy Program with Prairie Mountain Health or an alternative site/program identified by parents as preferred.



**SCHEDULE “B”
FUNDING**

1. Prairie Mountain Health shall provide equal monthly payments to the Brandon School Division in an amount that is equivalent to the annual costs to provide the services set out in Schedule “A” according to current Manitoba Association of Health Care Professionals (MAHCP or MGEU Technical Professional) salaries for Speech Language Pathologists. The total amount extended to Brandon School Division for said salaries shall not exceed the funding provided to Prairie Mountain Health from Manitoba Health.
2. Unless otherwise approved in writing by the Authority, the Division shall use the funding to recover costs associated with the following expenditures for provision of services outlined in Schedule “A” of this agreement:
 - Speech Language Pathologist salaries in accordance with the MAHCP/MGEU PT Collective Agreement up to 1.5 EFT and associated employee benefit costs, including car allowance in accordance with the Brandon School Division Collective Agreement;
 - testing and support materials designed for preschool service provision;
 - ongoing professional development costs (to a maximum of \$300/EFT) through a shared arrangement with the Division; and
 - computer technology to support speech language clinical services.
3. The Brandon School Division will provide in kind costs for office space, telephone, interpreter services, and clerical services.
4. In the event that Manitoba Health (or other funding sources) alters funding allocations, the Authority and the Division agree to enter into discussions respecting program enhancements or adjustments.



**SCHEDULE “C”
RECORDS AND REPORTING REQUIREMENTS**

1. The Division shall submit to the Authority reports in relation to the Preschool Speech Program, in a mutually agreed format and frequency.
2. Four times per year, the Division shall provide the Authority with an accounting record of expenditures related to salary and benefits paid out of the funding provided pursuant to this Agreement for the Speech Language Pathologists positions. Said accounting will be for the periods of January 1st – March 31st, April 1st – June 30th, July 1st-September 30th, and October 1st- December 31st. September and shall be provided no later than 60 days following the end of said periods.
3. Every month the Division shall provide the Authority with the number of attendance days. (The calendar days during which primary service activities are provided face to face or by video conference on an individual or a group basis for longer than five minutes. One attendance day should be recorded for each client seen. If the same client is seen twice in one day, only one attendance day should be recorded.)
4. At the request of the Authority, the Division shall provide without limitation:
 - (a) information as specified by the Authority to determine whether services are being provided in an efficient and appropriate manner (through Children’s Therapy Initiative reports);
 - (b) information and reports as specified by the Authority to assist in assessing how the needs of the community and Region are being met by the Division (through Children’s Therapy Initiative reports);
 - (c) documentation respecting the management and assessed needs of the clients as specified by the Authority through personnel assigned to the Preschool Speech Program.
5. The Division shall submit to the Authority any other financial, statistical, quality improvement, and such other reports as the Authority may request in the time and with the context as mutually agreed to between the Parties.