



BRANDON SCHOOL DIVISION

April 5, 2017

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

TO BE HELD MONDAY, APRIL 10, 2017
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) Board Meeting, March 20, 2017.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- | | |
|--|--------------|
| a) Facilities and Transportation Committee Meeting | G. Kruck |
| b) Finance Committee Meeting | M. Sefton |
| c) Policy Review Committee Meetings | P. Bartlette |
| • April 3, 2017 | |
| • April 5, 2017 | |
| d) Joint Meeting with City of Brandon | K. Sumner |

2.03 Delegations and Petitions (max. 10 minutes)

- a) Mr. Frank Arndt, President, myITsource.

2.04 Communications for Action

- a) Correspondence from Mr. Malcolm Oldcorn, Organizer, Division-wide Middle Years Oratorical Event, dated March 20, 2017, requesting support for the Division-wide Middle Year's Oratorical Event. This year's event takes place on May 10, 2017 in the Lorne Watson Recital Hall at Brandon University. A copy of last year's program and a breakdown of expenses are included. (Appendix 'A')

Refer Motions.

- b) Mr. Jamie Rose, President, CUPE Local 737, dated April 3, 2017, sent to the Brandon School Division Senior Administration and Board of Trustees, regarding concerns pertaining to Collective Agreement Article 20.01 and Crocus Plains Custodian Services. Mr. Rose notes that he would like to see documentation where he has agreed to allow the City of Brandon to bus the Division's Home Ec and Shop students. Mr. Rose is concerned about the safety of students riding the City bus and would like to see CUPE members driving the Home Ec and Shop students for the start of the 2017-2018 school year.

Mr. Rose indicated that an extension of the Custodial Services at Crocus Plains Regional Secondary School took place before the previous contract was complete. He adds that these services are usually put out for tender so other companies have an opportunity to bid on the contract. Mr. Rose provided concerns he received after communicating with CUPE members hired to clean at Vincent Massey High School.

Mr. Rose thanked the Division for taking the time to review his concerns. He looks forward to meeting with Senior Administration and Trustees and asks that they take a tour of Vincent Massey High School and Crocus Plains Regional Secondary School and talk to the employees regarding these issues. (Appendix 'B')

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- a) Navan Forsythe

- From Board Agenda

- a) Mr. Jamie Rose, President, CUPE Local 737, dated April 3, 2017, sent to the Brandon School Division Senior Administration and Board of Trustees, regarding concerns pertaining to Collective Agreement Article 20.01 and Crocus Plains Custodian Services.

- MSBA Matters

- a) eBulletin – March 22, 2017 (Appendix 'C')
- b) eBulletin – April 5, 2017 (Appendix 'D')
- c) Memo - Pension Plan Contribution Schedule Changes for 2019 (Appendix 'E')

- From Report of Senior Administration

- Assiniboine Community College Comprehensive Health Care Aide Program
– Memorandum of Understanding - Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 45/2017 That the Five-Year Capital Plan 2018/19 to 2022/23 be approved for submission to the Public Schools Finance Board.
- 46/2017 That a school bus be provided to the 2017 Canadian Legion Youth Track and Field Championships from August 9 to 15, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 47/2017 That support for the Division Wide Oratorical Event for Middle Years in the amount of \$500 be approved.
- 48/2017 That in preparing the 2018-2019 and future budgets, the budget process will be amended to require all requests from Trustees for budget additions or reductions be made to the Office of the Secretary-Treasurer by October 31st, and that individual Trustee requests shall then be integrated with Senior Administrative requests in the final list of preliminary budget and sustainability requests only after being reviewed and endorsed by an appropriate committee of the Board. An exception to this process would be during an election year, where the deadline for the budget requests would be December 15th of that year.
- 49/2017 That the proposed budget dates for the 2018-2019 budget deliberations be as follows, subject to receiving the Provincial funding announcement by February 2, 2018:
- | | |
|------------------------------|---|
| Monday, February 12, 2018 | Board Meeting–Preliminary Budget Presentation |
| Wednesday, February 14, 2018 | Public Budget Consultation Forum |
| Tuesday, February 20, 2018 | Budget Deliberations |
| Monday, February 26, 2018 | Board Meeting–Public Presentations |
| Monday, March 12, 2018 | Board Meeting–Final Budget Approval |
- 50/2017 That the following tuition fees be approved for the 2017-2018 year:
- | | |
|------------------------------|----------|
| Transfer Fee | \$ 1,300 |
| Residual Fee | \$ 5,585 |
| Non-Resident (First Nations) | \$11,900 |
| International Student Fees | \$11,900 |
- 51/2017 That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2017-2018 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

2.08 Bylaws

By-Law 3/2017

2nd Reading:

That By-law 3/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend the statement regarding Regular Board Meetings and the Regular Board Meeting Agenda format, be now read for the second time, having been first read on March 20, 2017.

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) Western Manitoba Science Fair (WMSF) participants, sent to the Brandon School Division, thanking the Division for its generous support of the 2017 WMSF.

Receive and file.

3.03 Announcements

- a) School Division/Parent/Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, April 12, 2017, Boardroom.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, April 17, 2017, Boardroom.
- c) Finance Committee Meeting – 12:00 p.m., Wednesday, April 19, 2017, Boardroom.
- d) Divisional Futures and Community Relations Committee Meeting – 12:00 p.m., Monday, April 24, 2017, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 24, 2017, 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, MARCH 20, 2017.

PRESENT:

Mr. K. Sumner, 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. M. Sefton.

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

The Chairperson called the meeting to order with a traditional heritage acknowledgement 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 had one late motion from the Facilities and Transportation Committee and one Personnel item for In-Camera.

The Superintendent noted he had one Personnel item for In-Camera.

Trustee Bowslaugh noted she had two items for In-Camera.

Mr. Buri – Dr. Ross

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held March 6, 2017 were circulated.

Mr. Kruck - Mrs. Bowslaugh

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held March 6, 2017 were circulated.

Mr. Bartlette - Mr. Kruck
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on March 9, 2017 was circulated.

Trustee Sefton suggested that when considering feedback on the effectiveness of advertising for job postings, it may be worthwhile for the Committee to partner with the Faculty of Education at Brandon University and survey University students.

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

- b) Trustee Evaluation Ad-Hoc Committee Meeting

The written report of the Trustee Evaluation Ad-Hoc Committee meeting held on March 13, 2017 was circulated.

Trustee Bartlette asked questions for clarification regarding leaving the criteria determinations for the 360 mid-term evaluation to the next elected Board.

Trustee Bambridge noted that this is due to no criteria being established at this time for the Board's self-evaluation, due to the changes to the governance model, and the upcoming policy manual review.

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

- c) Education Committee Meeting

The written report of the Education Committee meeting held on March 14, 2017 was circulated.

Trustee Bartlette asked if parents have access to vocational course information. Mr. Gustafson, Assistant Superintendent, responded that the Crocus Plains course handbook outlines the vocational courses and is available to parents.

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

d) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on March 14, 2017 was circulated.

Ms. Bambridge – Mr. Buri

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions (max. 10 minutes)

Navan Forsythe spoke to the Board of Trustees about the LGBTQ+ community and presented a PowerPoint on *Recommendations to Create An Affirming Space for Sexual and Gender Minorities*, which highlighted the following:

- Reasoning – Discrimination against members of the LGBTQ+ community is prevalent in both covert and overt forms throughout Canadian schools
- LGBTQ+ Students Need to Feel Safer
- LGBTQ+ Students Need Supportive Teachers
- What steps can we take? Short Term:
 - Ally training can be provided to all administrative staff, counsellors and gym teacher
 - The creation of a program allowing high school GSA students to set up and mentor LGBTQ+ support groups in middle schools
 - The allocation of funds for LGBTQ+ educational resources to be found at all schools
 - The addition of homophobia and transphobia to the student conduct policy
- What can we do? Long Term:
 - The creation of inclusive washrooms and change rooms in all BSD schools
 - The creation of a separate Division-wide policy concerning these recommendations
 - Continue contact between the school Board and GSA's in order to ensure the best possible environment for LGBTQ+ students
- A Separate Policy Reduces LGBTQ+ Self-Harm and Suicide Rates
- A Separate Policy Protects All Students
- A Separate Policy Encourages Training and Resource Development for Educators
- What if LGBTQ+ Students get "targeted" because of the policy?

These recommendations will bring the school Division closer to its goal of making school a safe and accepting environment for everyone.

Trustees thanked Navan for his presentation noting they appreciated the quality of the data provided and the workable suggestions. Dr. Casavant thanked Navan for attending the meeting and added that Jason from the Sexuality Education Resource Centre (SERC) Manitoba also spoke with Principals earlier in the school year.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- From Report of Senior Administration

- Scholarship Committee Appointments – Referred Motions.
- Scholarship Agreements – Referred Motions.

Mr. Labossiere spoke on the upcoming motions for Trustee Scholarship Committee appointments and the two new scholarship agreements.

2.06 Public Inquiries (max. 15 minutes)

Ms. Barb Gribben, Treasurer, Local CUPE 737, asked if Trustees were aware that CUPE can provide job evaluation consulting to the Brandon School Division at no cost. She noted that CUPE would send someone out from their national office to Brandon with no travel expenses.

Trustee Ross responded that the Board is aware of this.

Ms. Gribben asked for the approximate travel expense involved.

Trustee Ross responded that there is no estimate at this time as the Committee has not met with the consultant at this point, and is unsure how many trips would be required. Trustee Ross added that the consultant would be coming from Winnipeg.

2.07 Motions

35/2017 Mr. Bartlette – Mrs. Bowslaugh

That Trustees Sumner and Bowslaugh be approved to serve as members of the Scholarship Committee for 2016/2017.

Carried.

36/2017 Mr. Sefton – Mr. Bartlette

That the following scholarship agreements:

- The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada
- Brandon Friendship Centre/Prairie Mountain Health Scholarship
- Parker Bruederlin Health Care Aide Scholarship
- Marita Dowsett Scholarship
- Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship
- Scholarship in Memory of Jason Hargreaves

be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

On behalf of the Board, Dr. Ross thanked the community partners who so generously provide scholarships to Division graduating students.

37/2017 Mr. Bartlette – Mrs. Bowslaugh

That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from École secondaire Neelin High School in the amount of \$500, to be known as “La Bourse Boisjoli” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

38/2017 Mrs. Bowslaugh - Mr. Bartlette

That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from one of the three high schools within the Brandon School Division in the amount of \$500, to be known as the "New Era Scholarship" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

39/2017 Dr. Ross – Mr. Buri

That the proposal from Curt Penner – HR Systems Consulting in the amount of \$57,000 (plus applicable taxes and travel expenses) for job evaluation consultancy services be accepted.

Trustees asked questions for clarification regarding the three (3) phases of the evaluation and estimated time to complete the work.

Trustee Kruck noted that with the information provided by CUPE during Public Inquiries, he stated there must be a reason that this proposal was chosen instead of CUPE and asked for elaboration on that decision.

Mr. Labossiere responded that the proposal is for support staff which includes out-of-scope and CUPE staff members.

Trustee Bowslaugh noted she is concerned and asked if there is a possibility that the CUPE evaluation would be the same level of results, and if the out-of-scope and CUPE staff evaluations could be split.

Mr. Labossiere indicated that the results the Division is expecting from Mr. Penner is to evaluate the current system and assist the Division with a Request For Proposal (RFP) for a job evaluation software solution and is not sure that having two different consultants would do justice for the Division.

Trustee Sefton thanked Ms. Gribben for the information provided, adding that it's very important for each organization to receive independent advice and to develop the processes they believe are important for their organization.

Carried.

40/2017 Mr. Sefton – Mr. Bartlette

That the Board adopt a new committee structure with the following three (3) committees:

- Finance and Facilities (to replace the existing Finance Committee and the Facilities and Transportation Committee)
- Education and Community Relations (to replace the existing Education Committee and the Divisional Futures and Community Relations Committee)
- Personnel and Policy (to replace the existing Personnel Committee and the Policy Review Committee)

to replace the existing committee structure, effective September 1, 2017.

Carried.

41/2017 Ms. Bambridge – Mr. Murray

On an annual basis, the Superintendent will report on progress that has been made towards the Board Governance Goals, before June 1, with a comprehensive 360 evaluation performed at the end of the first year of employment and at the end of year two (2) of the Board's term.

Trustees noted that the wording of Motion 41/2017 was confusing and brought forward the following:

AMENDED MOTION:

41/2017 Ms. Bambridge – Mr. Murray

On an annual bases, the Superintendent will report on progress that has been made towards the Board Governance Goals prior to June 1st. A comprehensive 360 evaluation will be performed at the end of the first year of the Superintendent's employment and also at the end of year two (2) of the Board's term.

Carried.

WITHDRAWN:

Original Motion 42/2017:

Mr. Buri – Mr. Murray

That the Board initiate the process of engaging a consultant to perform a performance review based on Policy 6001, on the Superintendent of Schools on his first year of employment.

After discussion regarding the Superintendent performance review, the motion was withdrawn by the mover, Trustee Buri.

42/2017 Ms. Bambridge – Mr. Murray

That the proposal from Judy White in the amount of \$8,500 (plus applicable taxes) for the process of revising the Brandon School Division Policy Manual be accepted.

Trustees asked questions for clarifications.

Carried.

43/2017 Mrs. Bowslaugh – Mr. Bartlette

That the Division purchase four (4) propane powered school buses for the 2017-2018 school year in the amount of \$592,567.48 (including taxes).

Carried.

2.08 Bylaws

By-Law 2/2017

Mr. Murray

2nd Reading:

That By-law 2/2017 being a borrowing by-law in the amount of \$600,500.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Vincent Massey High School	Steam Heating System Replacement
Betty Gibson School	Roof Replacement
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition

be now read for the second time, having been first read on March 6, 2017.

Carried.

3rd Reading:

That the rules be suspended and By-Law 2/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

By-Law 3/2017

Dr. Ross

1st Reading:

That By-law 3/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend the statement regarding Regular Board Meetings and the Regular Board Meeting Agenda format, be now read for the first time.

Carried.

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the March 6, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Alexander School Used as an Emergency Shelter Location – March 7 & 8, 2017
 - Western Manitoba Science Fair – March 14, 2017
- Information Items
 - Manitoba Education and Training Correspondence
 - 2017-2018 Early Years Enhancement Grant
 - Suspension Report – Semester One – 2016-2017
- Presentations
 - Continuous Improvement Plan
 - Professional Development Calendar

Trustee Sefton thanked everyone for all their hard work on the Continuous Improvement Plan. He noted concern regarding the survey results, specifically the high impact, low support portion. Trustee Sefton added that he would hate to see obstacles before the plan is in place and for the work of everyone to be compromised by having to fight the battles over the half days.

Trustee Kruck indicated he was very impressed with the presentation especially the evaluation ingrained in it and spoke on the survey results. He added that he supported the cost savings with a move to half day PD's.

Trustee Murray was very impressed with the presentation and noted how incredible it is to see such a dynamic and dedicated group of people who are dedicated to the students in the Division. This is one of the most definitive plans he has seen and it is a plan of action that everyone can get behind.

Trustee Murray also noted concerns regarding the survey results and believes it cannot be started from the position of the survey results.

Trustee Bambridge asked if childcare providers in Brandon were included in the survey. Mr. Gustafson responded that the committee brainstormed groups they would need to include in the conversation, including licensed and private daycares, and organizations that provide opportunities for students, such as the City of Brandon, the YMCA, and Brandon University. They have not been approached at this point as the Committee wanted to engage parents first and bring that information to the Board.

Trustee Bambridge noted that she believes that would be an important conversation to have before a vote on this calendar. She also asked about a gradual implementation. Dr. Casavant responded that there is a combination of both full and half days in the proposed calendar, adding that there is a need to have regular contact and in order to advance student achievement it is felt that with regular contact the Division can stay on top of best practices.

Trustee Bambridge indicated that she agrees with the principle and the practice, but believes that the next step needs to be taken in talking to the child care workers and gathering as much information as possible.

Trustee Buri spoke in support of the proposed new calendar format.

Trustee Bowslaugh stated she was impressed with the information provided and asked questions for clarification.

Dr. Casavant noted he was hearing resoundingly from the leaders in the Boardroom that the proposed new calendar reflects the needs of what is needed in the Brandon School Division for students.

Ms. Marnie Wilson, Research & Evaluation Services Specialist, responded to questions regarding the level of survey response required to have any degree of validity. She noted that 9.74% response rate is low, however when looking at the number itself, the Division is still hearing from 893, but overall it is not representative.

Trustees spoke for and against the proposed new calendar format and asked questions for clarification.

Dr. Ross – Mr. Murray

That the March 20, 2017 Report of Senior Administration be received and filed.

Carried.

44/2017 Mrs. Bowslaugh – Mr. Bartlette

That the School Calendar for the 2017-2018 school year be established, as per the proposed Model B.

Carried.

POINT OF PRIVILEGE

Trustee Bowslaugh spoke on attending the Western Manitoba Science Fair on March 14, 2017, and noted that a student from St. Augustine School was awarded Best In Fair and will go to the Canada wide science fair. She added that one of the staff at Alexander School, Jeff Freiheit, was awarded the Christie's Office Plus Award for initiating a very thorough science fair at Alexander School.

3.02 Communications for Information**3.03 Announcements**

- a) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, March 20, 2017, Boardroom.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, March 23, 2017, Boardroom.
- c) Policy Review Committee Meeting – 11:30 a.m., Monday, April 3, 2017, Boardroom.
- d) Brandon School Division and City of Brandon Joint Meeting – 6:00 p.m., Tuesday, April 4, 2017, Riverbank Discovery Centre.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 10, 2017, Boardroom.

Mr. Buri – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (9:48p.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 provided information on a Personnel Matter and received direction from the Board.
 - c) The Secretary-Treasurer provided an update on a Personnel Matter
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sumner provided information on five (5) Board Operations matters and received feedback from the Board.
 - b) Trustee Bowslaugh discussed two Board Operations matters with Trustees.
- Trustee Inquiries

Mr. Buri – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (10:44 p.m.)

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Kruck

That the Board do now adjourn. (10:45 p.m.)

Carried.

Chairperson

Secretary-Treasurer

2017-2018 SCHOOL CALENDAR

..... M. Gustafson

A new school calendar for the 2017-2018 school year is being proposed.

- A committee was formed to examine the factors impacting the school calendar.
- Committee membership included representatives from Principals (High School and K-8), Brandon Teachers Association, and CUPE
- The committee considered provincial exams, semester balance, parent teacher interviews, professional development needs, parent concerns, and legislative and provincial requirements
- The 2017/2018 school calendar proposal was e-mailed to Principals, the CUPE representative and the Brandon Teachers Association representative
- The 2017/2018 school calendar proposal was e-mailed to Brandon School Division families with a link to the survey
- Families without an e-mail on file received an automated phone message directing them to the school for information and to complete a paper survey
- Both the e-mail and phone messages were sent to the primary contact for each student
- Feedback was gathered from the Brandon School Division info e-mail and schools
- Dr. Casavant, Superintendent and Mr. Gustafson, Assistant Superintendent, met with the Brandon Chamber of Commerce to discuss the proposal
- *Results of the survey*
- 7168 Families received the survey via e-mail
- 784 Electronic surveys were completed for a 10.94 % response rate
- 2003 Families received phone calls directing them to the school
- 109 Paper surveys were completed for a 5.44 % response rate
- 9.74 % overall response rate



BRANDON SCHOOL DIVISION

2017-2018 SCHOOL CALENDAR PROPOSAL

Brandon School Division would like your feedback on its proposed school calendar for 2017-2018. The traditional school calendar has been in place for many years. There are a number of factors that impact the calendar.

Legislative and Provincial Requirements

- The calendar must provide 55 hours for designated professional development/administration days combined
- The calendar must have 2 parent teacher interview times for both K-8 and 9-12 schools. The parent teacher interviews should be close to midpoints of school terms (K-8 and 9-12 terms differ).
- The calendar must use 1 day for province wide professional development.

Continuous Improvement Framework

Manitoba Education and Advance Learning introduced the Framework for Continuous Improvement in the spring of 2016, requiring school divisions to:

- embed accountability in their planning and reporting to ensure high levels of academic achievement in literacy and numeracy for all students
- examine and analyze disaggregated student achievement data, provided by the Department, to better understand trends and patterns to inform instruction and develop appropriate supports for all students
- assess, monitor and report their progress in relation to divisionally identified targets and the provincial context

The purpose of the Framework is to:

- increase the overall capacity and capability of the K-12 education system
- close the achievement gap and ensure high levels of achievement in numeracy and literacy for all students
- enhance instructional leadership capacity

Parental Concerns with Existing Calendar

Parents have raised the following concerns:

- There are too many days where K-8 and 9-12 students do not attend school on the same day
- The use of substitutes in class to free teachers for professional development

Opportunity to Align with Legislation and Continuous Improvement Framework

Continuous Improvement requires a professional development model that provides more regular professional development opportunities while maintaining all of the instructional hours for students and decreasing the need for substitutes.

“Accepting the Challenge”

A committee reviewed alternative school calendars in Manitoba and Canada to help inform their work. The committee proposed a new model that was designed to address the professional development needs, meeting all of the legislative and provincial requirements while creating more impactful professional development experiences focusing on improving student achievement.

Accordingly, we are proposing the following adjustment by changing 3 full days to 6 half days. The proposed model is compared to the traditional calendar below.

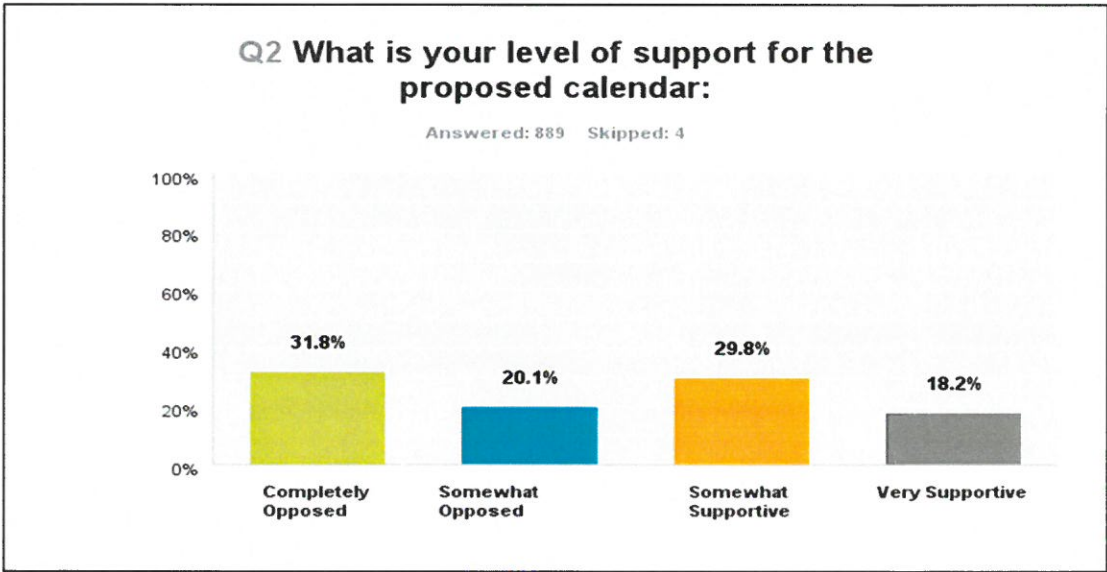
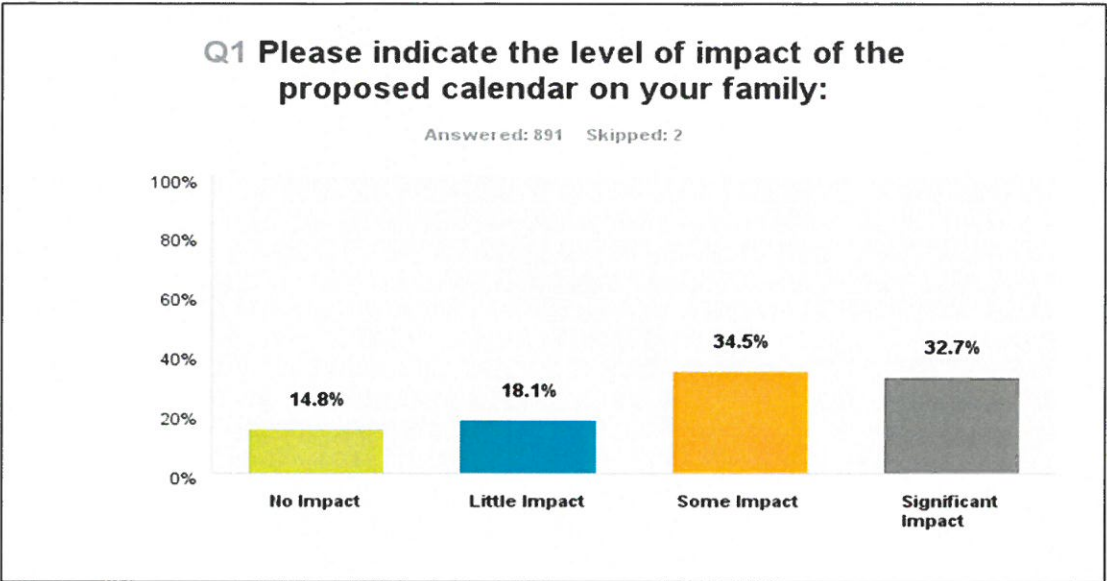
Model A (Traditional)	Model B (Proposed)
Total of 55 hours designated for professional development/administration	Total of 55 hours designated for professional development/administration
Maintains the number of days where K-8 and 9-12 days do not align 4 full days where K-8 and 9-12 days do not align	Reduces the number of days where K-8 and 9-12 days do not align 2 full days where K-8 and 9-12 days do not align
	Creates 3 additional professional development times reducing substitute costs by \$104, 000
Busses don't run on 6 days	Busses don't run on 4 days resulting in \$18, 000 in additional transportation costs
8 full days of child care required	5-full days and 6-½ days of child care required

Model A (Traditional)		Model B (Proposed)	
K-8	9-12	K-8	9-12
September 6, 2017 – 1 st Day of Classes			
September 27 (All Day)	September 27 (All Day)	September 27 (All Day)	September 27 (All Day)
October 20 (All Day)	October 20 (All Day)	October 20 (All Day)	October 20 (All Day)
November 2 (All Day)		November 2 (1/2 Day)	November 2 (1/2 Day)
November 17 (All Day – PTI)	November 17 (All Day – PTI)	November 17 (All Day – PTI)	November 17 (All Day – PTI)
		December 6 (1/2 Day)	December 6 (1/2 Day)
February 14 (All Day)	February 14 (All Day)	February 14 (1/2 Day)	February 14 (1/2 Day)
March 8 (All Day)		March 8 (All Day)	
March 16 (All Day – PTI)	March 16 (All Day)	March 16 (All Day – PTI)	March 16 (All Day)
	April 13 (All Day – PTI)		April 13 (All Day – PTI)
		April 25 (1/2 Day)	April 25 (1/2 Day)
May 30 (All Day)	May 30 (All Day)	May 30 (1/2 Day)	May 30 (1/2 Day)
		June 21 (1/2 Day)	June 21 (1/2 Day)
June 28, 2017 – Last Day of Classes			

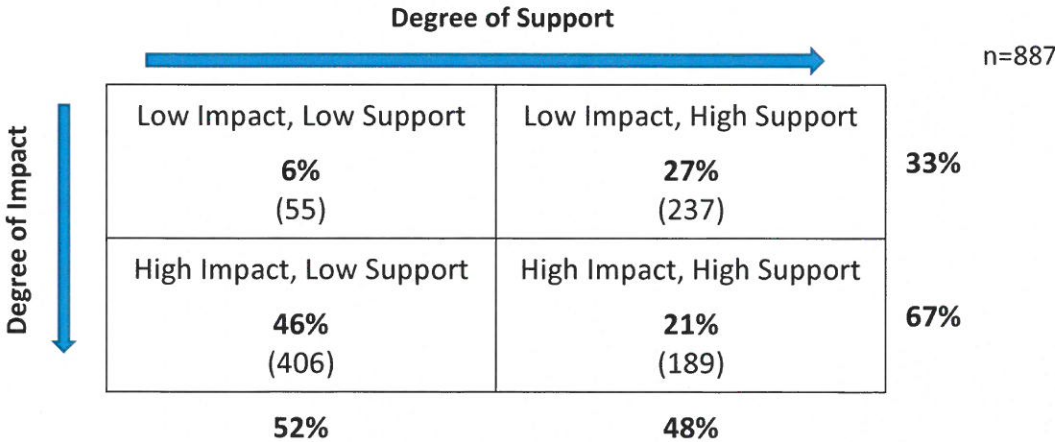
**Brandon School Division values your feedback on the proposed calendar.
Deadline to submit your response is: Friday, March 17, 2017 at 4:00 pm.**

Thank you!

Summary of 2017-2018 School Calendar Proposal Survey Responses



Matrix of Impact and Support





BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, March 20, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Kruck (Chair) G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:32 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of January 16, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) **School Bus Purchase**

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to this item, and indicated the Division is replacing two (2) wheelchair buses, and two (2) regular schools buses. Mr. Labossiere noted that four (4) of the school bus surveillance camera systems ordered from Gatekeeper to be installed in all Division buses will be held back and installed on the new buses. Mr. Labossiere provided last year's and this year's bus prices for comparison. He noted that regular bus prices decreased by 10.2% for propane buses, from \$153,323 in 2016 to \$137,633 in 2017. Wheelchair bus costs decreased by 12.5% for propane buses, from \$181,370 in 2016 to \$158,651 in 2017. Mr. Labossiere added that a regular propane bus is \$985 more than a diesel bus and the price of a propane wheelchair bus is \$12,310 more than a diesel wheelchair bus. Due to diesel engine issues and replacement costs, the prices for diesel engines includes the 10 year extended warranty but the prices for propane buses do not include extended warranty.

The buses will be purchased through the Bus Reserve. Trustees asked questions for clarification. Based on the deadline provided by the Pupil Transportation Unit for ordering, the Committee agreed to the recommendation being brought forward at the March 20, 2017 Regular Board meeting as a late motion.

Recommendation:

That the Division purchase four (4) propane powered school buses for the 2017-2018 school year in the amount of \$592,567.48 (including taxes).

B) **Five-Year Capital Plan – 2018-2019 to 2022-2023**

Mr. Labossiere and Mr. Mel Clark, Director of Facilities and Transportation, reviewed the Five-Year Capital Plan 2018-2019 to 2022-2023. Discussions were held regarding the summary of requests and the Committee asked questions for clarification. Mr. Clark and Mr. Labossiere, indicated that as the new school in southeast Brandon has not been approved by the new provincial government, it was put back on the 5-

Year Capital Plan as the Division's top priority in 2018-2019. Trustees asked questions for clarification regarding a possible DSFM school in Brandon and the priority level of items in the Capital Plan.

The top five capital requests for the Division are:

1. New school in southeast corner of Brandon
2. New gym at Valleyview Centennial School
3. Renovate the old gym space into a learning common room and grooming room at Green Acres School
4. Culinary Arts practical classroom at Crocus Plains Regional Secondary School
5. Two (2) permanent classroom additions at Linden Lanes School

The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2018/19 to 2022/23 motion to the Regular Board Meeting to be held on Monday, April 10, 2017.

Recommendation:

That the Five-Year Capital Plan 2018/19 to 2022/23 be approved for submission to the Public Schools Finance Board.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Bus Request – 2017 Canadian Legion Youth Track and Field Championships

Trustee Kruck asked questions for clarification.

The Committee agreed with the recommendation as submitted.

Recommendation:

That a school bus be provided to the 2017 Canadian Legion Youth Track and Field Championships from August 9 to 15, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

B) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the March 14, 2017 WPS&H Committee meeting minutes,

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Green Acres Heating System & Ventilator Replacement
 - New Era Grooming Room
- The Secretary-Treasurer provided an update on the following project:
 - Meadows School Foundation Waterproofing
- Mr. Clark provided information on current roofing projects in the Division. Trustees asked questions for clarification.

7. NEXT REGULAR MEETING: Monday, April 17, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 12.13 p.m.

Facilities and Transportation Committee Meeting Minutes, March 20, 2017

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: March 14, 2017 Date of next meeting: May 9, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Mark Sefton Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x x	Absent x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x 	 x x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: M. Clark, called the meeting to order at 1:35 p.m.	➤ The agenda for January 10, 2017 was accepted without additions/deletions.	
	A. Minutes: January 10, 2017	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of January 10, 2017 were adopted as circulated. ➤ Moved by P. Buehler – Erik Been, Accepted and Filed.	
2017/01/10	B. Outstanding Issues: 1. Incident Report, October to December 31, 2016 – Update – Update – D. Armstrong (Attachment #1)	➤ D. Armstrong referred to Attachment #1. The Committee agreed the protocol should be forwarded to all School Principals and Administrators. A discussion took place regarding the process of reporting incidents at schools, ex. who reports, who is informed, school practices and signage usage (reminder).	Protocol to be forwarded to School Principals and Administrators – Update, M. Smoke-Budach
2016/10/17	2. Hearing Assessments Update – D. Armstrong (Attachment #2)	➤ D. Armstrong informed the Committee of a follow-up hearing assessment that took place on January 23 & 24, 2017 at the Administration Office. In total, 152 employees were tested for the 2016-2017 school year. D. Armstrong confirmed, employee files do reflect hearing tests each year (completed/not completed). He also mentioned a plan to vary testing locations over the Division to maximize the total number of employees tested (2017-2018 school year).	
	C. Review of Selected Site Inspection Reports: (Attachment #3)	➤ K-8 Schools: Betty Gibson (Nov 11/16), École Harrison (Nov 30/16), Linden Lanes (Oct 26/16) & Riverview (Dec 14/16) ➤ High Schools: Vincent Massey/École secondaire Neelin HS (Jan 17/17). ➤ <i>D. Armstrong reviewed the current site inspection reports.</i> ➤ Previous, K-8 Schools: Alexander (Oct 26/16), Green Acres (Nov 30/16), Kirkcaldy Heights (Oct 11/16) & Riverheights (Oct 14/16). ➤ Previous, High Schools: Crocus Plains RSS (Oct 20/16). ➤ <i>The Committee was guided to the BSD Portal to review previous inspections.</i>	

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Peter Buehler

Signature _____ Signature _____

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca



Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		The importance of having inspection reports completed, signed and returned in a timely manner was discussed. As per the priority index, on the work site safety inspection report, 2-3 weeks should be sufficient time to complete the required corrective action. The Committee agreed, School Representatives should be responsible for follow-up and sign off, not the school custodians. M. Clark advised the Committee of a custodian meeting, March 15, 2017 where the responsibilities associated with the inspection reports would be explained.	
	D. Correspondence: 1. Safe Work Manitoba, 2017 Brandon & Dauphin Workshops. (Walk-in)	➤ D. Armstrong informed the Committee of workshops offered through SAFE Work Manitoba.	
	E. New Business: 1. Incident Report, January 1, 2017 to February 28, 2017 – D. Armstrong	➤ D. Armstrong referred to the BSD Portal where the Incident Report spreadsheet was posted. The Committee reviewed each location individually.	
	2. Right to Know – J. Rose	➤ Deferred to New Business, May 9, 2017.	
	3. Incident Investigation Training for site supervisors – P. Buehler	➤ P. Buehler corrected the item title to read "Serious Incident Investigation Training for Site Supervisors". The protocol for investigating a serious incident was discussed. The protocol states the Central Committee will investigate incidents involving K-8 schools, while on-site teams will investigate incidents that occur at the High Schools. The Committee discussed the professional and efficient manner in which the Central Committee responded to an incident that occurred in the 2015-2016 school year. M. Clark also advised, the MSBA and the MTS initiate yearly updates that are sent out in regards to this topic.	

Other Business: Confirmation of Next Meeting: May 9, 2017

Adjournment: P. Buehler – E. Been – The meeting was adjourned at 2:10 p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark

(x) Print Name of Worker Co-Chair Peter Buehler

Signature _____

Signature _____



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, March 23, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner
D. Labossiere, E. Jamora

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 12:10 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of February 28, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2017-2018 Budget Process

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the 2017-2018 Budget Process, noting the strengths and challenges with the current process and possible amendments for future budgets. He indicated that Motion 88/2016 whereby individual Trustee budget requests were reviewed and endorsed by a Committee of the Board, worked well. The process allowed sufficient time for the Committee to discuss and endorse the requests, and it also reduced the workload of costing budget requests. Mr. Labossiere suggested that the Board continue with this format and build it into the budget process. The Committee agreed the amended process for individual Trustee requests worked well and will be recommending that future budget processes be amended with this change.

Mr. Labossiere noted some challenges during the budget process including the late Provincial funding announcement, the late A1-Revised funding for 2016-2017 and the late EIS reports from the Province, which led to shorter timelines for the Division to prepare budget documents.

Mr. Labossiere spoke on the Special Budget meeting dates and indicated that although there were some Special Budget meeting dates cancelled, the revised Budget meetings worked well when combined with Regular Board meetings. Trustees spoke in favour of this change for future years dependent on the Provincial funding announcement. Mr. Labossiere also spoke on the budget survey and the stakeholder questions.

Mr. Labossiere reviewed Policy 3001 – “Budget Deadlines and Schedules” and the issues with the policy. The Committee is recommending to the Policy Review Committee that this policy be eliminated, as the policy should be an administrative procedure.

Discussion took place regarding feedback from the Public Consultation, and the different timelines and options available for the consultation format. The Committee agreed that there is still value in the Public Budget Consultation.

The Committee discussed the All Day Budget meeting format and agreed to make changes to the format such as having the In-Camera session prior to the meeting.

The Committee discussed providing comparisons to Divisions of similar size (such as St. James and Seven Oaks School Divisions) in future budget presentations as this would provide a better comparison than to the Provincial average.

Due to lack of time, the Committee agreed to discuss Stakeholder groups at the April meeting.

Recommendation:

That in preparing the 2018-2019 and future budgets, the budget process will be amended to require all requests from Trustees for budget additions or reductions be made to the Office of the Secretary-Treasurer by October 31st, and that individual Trustee requests shall then be integrated with Senior Administrative requests in the final list of preliminary budget and sustainability requests only after being reviewed and endorsed by an appropriate committee of the Board. An exception to this process would be during an election year, where the deadline for the budget requests would be December 15th of that year.

Recommendation:

That the proposed budget dates for the 2018-2019 budget deliberations be as follows, subject to receiving the provincial Funding Announcement by February 2, 2018:

Monday, February 12, 2018	Board Meeting – Preliminary Budget Presentation
Wednesday, February 14, 2018	Public Budget Consultation Forum
Tuesday, February 20, 2018	Budget Deliberations
Monday, February 26, 2018	Board Meeting – Public Presentations
Monday, March 12, 2018	Board Meeting – Final Budget Approval

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Banking Services

Mr. Labossiere reviewed the School Fund Banking Analysis for the Division schools and the Metro School Divisions banking summary. Mr. Labossiere noted that Division schools are currently using different banks and credit unions for their school funds and discussed the advantages of having the schools under the Division umbrella at CIBC, which include no service charges, the ability to print online statements and the ability to access all school bank accounts in the summer and perform reconciliations in preparation for the Division's annual audit. The process for changing school signing authority would be streamlined and the Office of the Secretary-Treasurer would be able to assist schools with trouble shooting and access to their accounts.

The Committee agreed with the recommendation of transferring the school funds for all Division schools to the Division's financial institute. Further, the Committee agreed to the Division entering into a five (5) year agreement with CIBC effective July 1, 2017.

B. Tuition Fees – 2017-2018 School Year

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the Metro School Divisions Residual Fee Rates for 2017-2018. Mr. Labossiere noted that there is now a \$250 non-refundable application fee for International students.

The Committee agreed to the recommendation as presented.

Recommendation:

That the following tuition fees be approved for the 2017-2018 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,585
Non-Resident (First Nations)	\$11,900
International Student Fees	\$11,900

C. Confirm Payments of Account

The payments of account for the month of February were accepted as circulated. Trustees asked questions for clarification.

D. Review Monthly Reports

The monthly reports for the month of February were accepted as circulated. Mr. Labossiere reviewed the reports and answered Trustee questions.

6. OPERATIONS INFORMATION

Due to scheduling conflicts, the Thursday, April 20, 2017 meeting was rescheduled to Wednesday, April 19, 2017, 12:00 p.m.

7. NEXT REGULAR MEETING: Wednesday, April 19, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 1:42 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Monday, April 3, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: S. Bambridge (Chair), P. Bartlette, K. Sumner (arrived at 12:05 p.m.)
M. Casavant

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 11:37 a.m.

2. APPROVAL OF AGENDA

Dr. Casavant added one item to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 14, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Board/Superintendent Evaluation

The Committee discussed the informal conversation that is to take place regarding the Superintendent evaluation. Trustee Bartlette provided suggestions for topics of discussion. The topics and the date for this conversation will be presented and reviewed by the Board during the In-Camera portion of the April 10, 2017 Board meeting.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) RRP – Policy Manual Review

The Committee discussed the upcoming Policy Manual Review. It was agreed the approach should be proactive as the review involves governance work and it was felt that there are areas that may be missing from the Policy Manual.

The Committee decided that it would like to schedule another meeting as soon as possible regarding the next steps/timelines. This meeting will include conversations with Judy White.

B) RFP - Feedback

The Committee reviewed and discussed requests for feedback received from two of the consultants who submitted RFPs for the Policy Manual Review.

It was agreed that a letter would be sent to each consultant with the reasoning behind the Committee's decision.

C) Policies - Names/Job Descriptions

Dr. Casavant spoke on policies that include staff members' names and job descriptions. He noted that Human Resources will have a job description on file for each person, and he is not sure if a policy is required. It was decided that once all the pieces are gathered, the Committee will be asked for direction and a recommendation on how to proceed.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, May 1, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 12:32 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, April 5, 2017 – 3:30 p.m.
Boardroom, Administration Office

Present: P. Bartlette, K. Sumner
M. Casavant

Regrets: S. Bambridge (Chair)

Guest: J. White (by teleconference)

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 3:31 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 3, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy Manual Review – Discussion with Judy White

The Committee and Dr. Marc Casavant, Superintendent/CEO, contacted Judy White and introduced themselves. Trustee Sumner provided background on how the Board arrived at where they are today in regards to the Policy Manual Review, which included:

- a Board Governance review;
- setting out tasks that needed to be undertaken:
 - Decision Making Matrix
 - Restructuring of the Board Committees
 - Separation of Governance Policies vs Administrative Procedures

Trustee Bartlette provided information on the Policy history, which includes a mix of governance and operations policies and procedures. The Committee discussed the separation of Board and Administrative Policies and the E2G model as a possible initial template. Ms. White asked questions for clarification. The Committee reviewed and discussed the Policy Manual Restructuring Overview memo.

The deadline date of May 1 for a draft of the manual was confirmed, and it was noted that there is a need to adopt the updated policy manual before September 2017. Trustee Sumner noted key Board meeting dates of April 10 and April 24 in the event that Ms. White has questions arise that require full Board discussion and/or response.

Dr. Casavant asked questions regarding the Board and Superintendent evaluation in relation to policy. Ms. White responded that it is generally referenced in a policy to have the evaluation of the Superintendent completed by the Board, and added that she would also include the Decision Making Matrix, which is a breakdown of the Board and Superintendent responsibilities.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, May 1, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 4:13 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)

March 20, 2017

Appendix 'A'

Mr. Kevan Sumner
Chairperson Brandon School Division
Board of Trustees
1031 – 6th Street
Brandon, MB R7A 4K5

Dear Mr. Sumner,

Please consider the following request to continue your support of the Division Wide Middle Year's Oratorical Event. This year's event takes place on May 10th, 2017 in the Lorne Watson Recital Hall at Brandon University.

This venue allows our participants the opportunity to focus on a communication skill that is highly sought after in today's job market where communication is a vital twenty-first century skill.

A copy of last year's program and a breakdown of expenses is also included.

Finding sponsorship continues to be a challenge and it is our hope that the BSD will offer to cover all costs that we incur to a maximum of \$500 per annum.

Costs to host such an event include:

Venue	\$100.00
Awards (plaque, shields, books, gift certificates)	\$325.00
Honorariums (3 judges x \$25 lunch gift certificates)	<u>\$ 75.00</u>
	\$500.00

Current sponsoring bodies include the BSD, Diamond Jubilee 1960 IODE, Coles bookstore, and Brandon University.

In past years we have approximately 50 students directly involved in this event, representing most K-8 schools and Middle Year's classrooms from around the division.

Thank you in advance for your consideration. Any support can be forwarded to Green Acres School.

Sincerely,



Malcolm Oldcorn
Counsellor/HALEP/Teacher Librarian
Green Acres School

Organizer - Division-wide Middle Years Oratorical Event

2016 Presenters

Congratulations to all the school winners and runners-up

GRADE 5/6

School	Speaker	Title	Introducer
New Era	Mariana Guevara Gomez	<i>Incredible Colombia</i>	Gabriela Milla Ramos
Green Acres	Ben Miller	<i>Life of a Middle Years Student</i>	Kendra MacKinnon – French
Riverview	Phoenix Rockely	<i>Powwows</i>	Alyssa Nepinak
O'Kelly	Jordyn Brown	<i>How Baseball is a Part of My Life</i>	Ivy Sharp
Linden Lanes	Faith Hernando	<i>My Piano Teacher</i>	Lily McLean
JR Reid	Allie Pilling	<i>The Beast</i>	Ella Werbiski
Alexander	Kendal Campbell	<i>Just One Bunny Please!</i>	Lucas Burgoyne
Earl Oxford	Shayna Wakefield	<i>Mecca</i>	Connor Cooper
St. Augustine	Abby Johnson	<i>Famous Composers</i>	Danika Robb
Waverly Park	Saad Hayat	<i>How to Survive a Horror Movie</i>	Ava Acevedo
Kirkcaldy Heights	Alexa Case	<i>How to Survive a Family Vacation</i>	Brooklyn Reville
Meadows	Cody Gibbs	<i>My Best Friend</i>	Callum Caryk-Halls
George Fitton	Erica Brake	<i>Free The Children</i>	Leah Hausermann
Riverheights	Matthew Fugleberg	<i>Space</i>	Natalie Noto

GRADE 7/8

School	Speaker	Title
St. Augustine	Sydney Houlihan	<i>An Incurable Illness</i>
St. Augustine	Emily Robb	<i>Phenomenal Canada</i>
Waverly Park	Emma Kowalchuk	<i>Things I Hate</i>
Waverly Park	Lauren Michta	<i>A Boy and his Dog</i>
Earl Oxford	Juan Bernal Cortes	<i>Scary Stories I've Heard</i>
Earl Oxford	Ethan Tiel	<i>Understanding Girls 101</i>
New Era	Hannah Adams	<i>Peer Pressure</i>
New Era	Janis Kim	<i>My One True Love</i>
Meadows	Carter Gray	<i>Fears</i>
Meadows	Rhett Chruickshanks	<i>My Life Story</i>
Alexander	Christmas Thorne	<i>Haunted Places in Canada</i>
O'Kelly	Daynah Hall	<i>Donating Blood</i>
Green Acres	Daniel Newman	<i>Terrorism</i>
Green Acres	Anna Osterbeck	<i>Car Warriors</i>
Betty Gibson	Jackie Transfer	<i>Happiness</i>
Betty Gibson	Fatima Zelaya Pineda	<i>Social Media</i>
Kirkcaldy Heights	Austin Massina	<i>Homework Excuses</i>
Kirkcaldy Heights	Kennedy Crane	<i>Annoying Things People do in Public</i>
Riverheights	Faith Thompson	<i>Try-outs</i>
Riverheights	Kobe Lim	<i>Trips</i>
Linden Lanes	Christian Clark	<i>Hunting</i>
King George	Tilly Pasche	<i>The Rez</i>
King George	Bryan Beltran	<i>My Depression & Anxiety</i>
JR Reid	Jillian Lepper	<i>Dr. Seuss</i>

Our Sincere Thanks:

Contestants
Introducers
Parents
Classmates
Friends
Teachers

A Huge Thank You to Our Sponsors:

Diamond Jubilee 1960 IODE
Brandon School Division
Coles Book Store
Brandon University Ancillary Services
BSD Board of Trustees

Our Adjudicators:

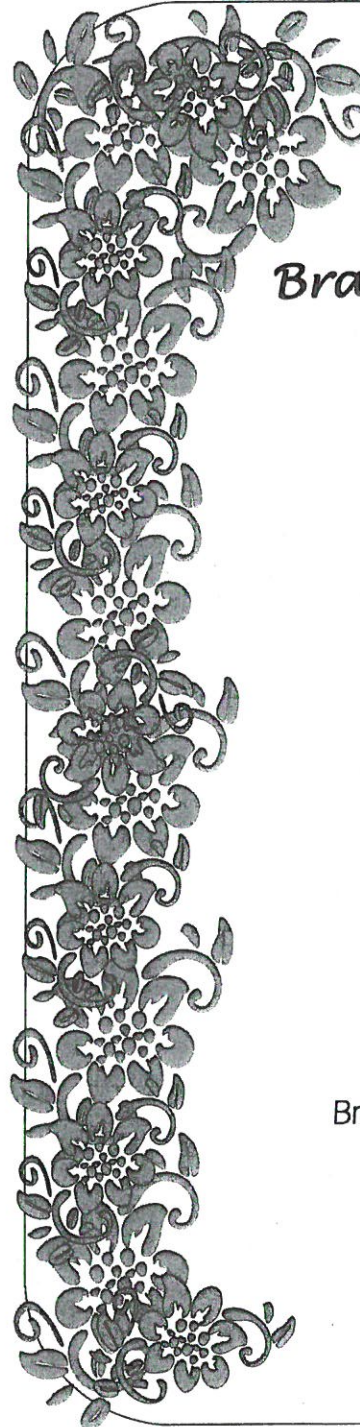
Jessika Guse
Blake Hamilton
Lindsay McLachlan
Kaitlyn Payette

Thanks to:

Greg Beckwith - Live Video Streaming
Andrew Kean - Live Video Streaming
Shelly Bortis - Oratorical Organizing Committee
Malcolm Oldcorn - Oratorical Organizing Committee

**for helping to make this
Oratorical Contest
such a successful event.**

A sincere thank you to Mr. Bob Lee for his time spent organizing this event over the years.



Brandon School Division

Welcomes you
to the
Division-Wide
Middle Years

Grade 5 & 6

Grade 7 & 8

Oratorical Event

Thursday, May 12, 2016

Lorne Watson Recital Hall

Brandon University (Music Building)





TO: Brandon School Division Senior Administration and the Board of Trustees
FROM: Jamie Rose, President CUPE Local 737
SUBJECT: Collective Agreement Article 20:01 and Crocus Plains Custodial Services
DATE: April 3, 2017

Re: Concerns pertaining to Collective Agreement Article 20.01 and Crocus Plains Custodial Services.

I would like to point out Article 20 - Job Security 20:01 – The Division agrees not to contract out services that would affect present employees, without the mutual agreement of both parties. I would like to point out that I have no record of any conversation taking place to this effect and would like the Division to provide the documentation where I agreed to allow the City of Brandon to bus our Home Ec. and Shop students. With City Transit providing bus services to our Home Ec. and Shop students the Brandon School Division is violating the provision of our Collective Agreement.

I am concerned for the safety of the students as this year there was a Linden Lanes student hit by car after getting off the city bus. The probability of this occurring on a Brandon School Division, School bus is greatly diminished as BSD School buses have proper lighting for loading and unloading students and bus loading zones to have the pickup and drop off of students conducted in a safe zone. I would also like to point out the opportunity for students skipping class is reduced as there is no supervision for loading or unloading students at City Bus stops. I would like to see our members driving the Home Ec. and Shop students for the start of the 2017-2018 school year.

In regards to the contract cleaners currently hired for Custodial Services at Crocus Plains, I am aware that in some contracts there are provisions to extend the contract. However, Crocus Plains contract cleaners did not even go to the end of their contract before Brandon School Division renewed their contract for another 2 years. These services are usually put out for tender for other companies to have an opportunity to bid on the contract.

You are aware effective July, 2016 Vincent Massey High School did not renew the contract cleaners' contract and CUPE members were hired to clean the school. We all need the Brandon School Division to be a success for the future of students and employees of the Division and a clean environment is necessary for success.

I am aware of the need to collect data to make informed decisions. As a leader, I am on the same page as I also take part in investigative research in order to make sound decisions for my members.

Jamie Rose
President

Kim Castle
Vice President

Sylvie Konkin
Recording Secretary

Barb Gribben
Treasurer

Here are some of the concerns that I have from communicating with our members at Vincent Massey High School:

- a) It has been identified that the contract cleaners were cutting corners in regards to the duties and responsibilities expected of a custodian/custodial assistant. For example, the floors have not been properly stripped and waxed for several years, as a result it is now costing the division more money to rectify.
- b) Not having cleaning products to clean the school properly; some nights they would not have products to clean with and would have only *one* rag to utilize for the night to clean toilets, desks, and walls. The soiled bags in the Sanitary Waste Receptacles in the female bathrooms were not changed daily. This is *not* sufficient for a sanitary environment for our students, staff and visitors!

I would like to thank you for taking the time to review my concerns and look forward to discussing them with you. I would like to ask you take a tour of Vincent Massey and Crocus Plains High Schools and talk to your employees on this issue.

Sincerely,

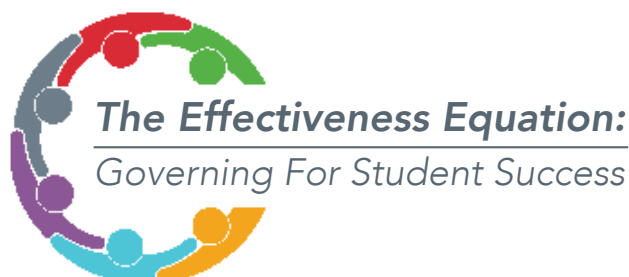


Jamie Rose,
President CUPE 737

2017-18 PROVINCIAL EXECUTIVE

Members of the association's 2017-18 [provincial executive](#), as determined by delegates to our recent convention, are as follows.

President:	Ken Cameron, Rolling River
Vice-President (6000+):	Sandy Nemeth, Louis Riel
Vice-President (<6000):	Alan Campbell, Interlake
Past President:	Floyd Martens, Mountain View
Director, Region 1:	Kelli Riehl, Swan Valley
Director, Region 2:	Patty Wiebe, Border Land
Director, Region 3:	Lena Kublick, Lord Selkirk
Director, Region 4:	Leslie Tucker, Mystery Lake
Directors, Region 5:	Kathleen McMillan, Pembina Trails Cheryl Smukowich, St. James-Assiniboia
Director, Region 6:	Cathy Collins, Winnipeg



CONVENTION FOLLOW-UP

If you're looking for keynote or workshop presentations from convention, you'll find those we have on our convention page. These include both Stephen Hansen's keynote presentation [on linking effective governance to student success](#), and his workshop on [performance planning and review](#). In the upcoming days, we'll be posting more session material as it is made available, including that from Past President Floyd Martens' plenary on School Board Governance: A National Perspective.

In the next short while, we will also be adding a convention photo gallery and the official record of proceedings, which includes the disposition of all resolutions and the text of the president's and executive director's reports to delegates. So even though convention is over, you'll still want to check back on our [convention page](#). And if it's information about award winners you're looking for—student citizenship, school board innovation, and Presidents' Council—you'll find that on our [awards page](#).

FEEDBACK, PLEASE!

If you haven't yet completed an evaluation of the 2017 convention, it's not too late!



SurveyMonkey®

The Survey Monkey [evaluation link](#) will be active until the end of March, so please, take a few minutes to share your thoughts about last week's event, and to offer any suggestions for future convention programming. Your input helps both the convention planning committee and the provincial executive ensure that the convention meets your learning needs, and keeps you connected to your association.

MERN URBAN



MERN Urban 2017, a research forum on urban education, is being held at the Urban Circle Training Circle on Friday, April 7. This will be a full day of learning, with an opening keynote presentation and three banks of concurrent sessions. Topics for these sessions include Métis education in an urban context, decolonizing education, the importance of film programs in inner city schools, and community-based adult education. Several sessions will also touch on mental health and poverty as they impact education. The [full program](#) is available online, as is the [registration form](#). As always, there is no fee to attend this MERN forum.

HOW GREEN IS YOUR SCHOOL?

[Canada Green Building Council](#)

is once again sponsoring the [Greenest School in Canada](#) competition. The competition is open to Canadian schools that offer any grade from kindergarten to grade 12. Entries will be judged on criteria including efficient use of resources and reduced environmental impact, enhanced health and learning among students, teachers and staff, and emphasis on sustainability and resource-conservation education. The winning school will receive \$2000 in prize money, to be used for a green activity, along with the coveted title of Greenest School in Canada. The entry deadline is April 30, 2017.



follow us [@MBSchoolBoards](#)

MAKE TIME FOR A SPRING (PD) FLING!

In case you missed it, we won't be holding our previously-announced April trustee education event in Brandon this year, so why not use the time to check out some of our on-demand learning opportunities?

You can access our full archive of past [webinars](#), our video [Division Dispatches](#) (many with related resources), and some [recommended viewing](#) from our [trustee education](#) page. And speaking of webinars . . .

Good decision-making is something of a science, as well as an art—add the right ingredients (information and data) and follow good processes, and you should end up with a sound decision. But data-informed decisions don't just happen; they require preparation and communication. Join Board Development Consultant Janis Arnold at 12:00 noon on Wednesday, April 19, for a 30-minute [webinar](#) that will take a deeper look at the science of decision-making. You will come away with practical knowledge that can be applied next time your board is facing a complex decision. To register, contact [Janis Arnold](#), Board Governance Consultant, at the association office to receive the webinar-specific link. The registration deadline is 10:00 am Wednesday, April 19. As always, there is no fee to participate in this webinar, but pre-registration is required.

CONVENTION, IN UNDER 6 MINUTES

You'll find images from all aspects of our recent convention—keynotes, panels, workshops, business sessions, entertainment and more—in the [short video](#) that we've posted to our website. And if you're looking for information about any of the award winners you met during our Celebration of Success, we've also posted [overviews](#) of their achievements on our Awards page. The full record of proceedings, which includes the disposition of all resolutions, will be posted in the upcoming weeks. Our Manual of Policy and Beliefs will also be updated to reflect changes resulting from the resolutions process.

CANADA 150

To celebrate the 150th Anniversary of Canada's Confederation, the Manitoba Education Library is offering a collection of resources, organized by time period. Manitoba educators are welcome to explore these resources and use them with students to enhance the celebration. In addition, educators can access CBC Curio, which includes a variety of educational streaming programs and collections created especially for the Canada 150 celebration. Topics include contemporary Indigenous voices, key events, immigration and icons. Visit the [library's website](#) and select the Canada 150 link to start exploring.



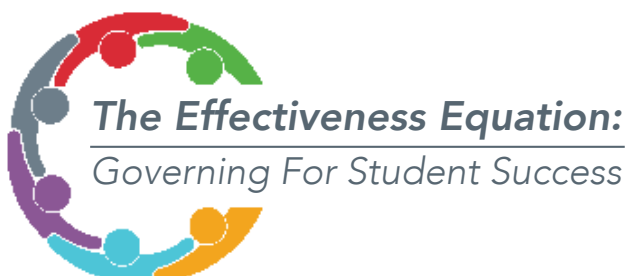
EYES ON THE ROAD

In recognition of the growing number of Canadian students showing a passion to lead and inspire positive change in their community, [TADD Manitoba](#) is sponsoring two Students Leading Change Scholarships. Students applying before May 26, 2017 will have a chance to win one of two \$500 scholarships, to be used to support post-secondary education. And while we're on the topic of TADD, did you know that May 4 is the second annual Distraction Free Day? Download the [poster](#) from the TADD website, and tell TADD Manitoba how your schools will be observing Distraction Free Day.



FOCUS ON ADVOCACY

If you haven't checked out our [advocacy page](#) in a while, please drop on by! This is where we post correspondence and briefs we submit to federal and provincial officials, along with any responses we receive. Recent additions include a letter to Manitoba Minister of Justice Heather Stefanson on the decriminalization of cannabis, and our joint request (with education partners) to have the [Patriotic Observances Regulation](#) amended to include territorial and treaty recognition at the start of each school day. Our advocacy page is also where we post our submissions on federal and provincial budgets, follow-up on requests for action we receive from school boards, and our annual post-convention submission to the Minister of Education on convention resolutions.



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

April 3, 2017

**TO: All Board Chairs
All Secretary-Treasurers
(of participating school divisions in the MSBA Pension Plan)**

FROM: Ken Cameron, President, MSBA

**CC: MSBA Executive
MSBA Pension Plan Trustees**

RE: MSBA Pension Plan Contribution Schedule Changes for 2019

Following a consultation process which began in the Fall of 2016 involving school divisions and other affected groups, a recommendation by the Pension Plan Trustees to amend the plan's contribution schedule was approved by the MSBA Executive at their March 15, 2017 meeting.

The plan amendment which is effective January 1, 2019, provides for a universal eight (8%) percent contribution rate for all plan members, with matching school division contributions.

Notification of the plan amendment will be provided to plan members over the ensuing months; as well, reminders will be sent to school divisions in advance of the contribution rate change.

In the interim, we would ask that school divisions diarize the January 1, 2019 implementation date.



*Ken Cameron, President
Manitoba School Boards Association*



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

April 10, 2017

A. Administrative Information

I. CELEBRATIONS

1. VALLEYVIEW CENTENNIAL SCHOOL – 50TH ANNIVERSARY CELEBRATION – MARCH 22, 2017
2. VINCENT MASSEY HIGH SCHOOL – HERITAGE DAYS – MARCH 22 – 23, 2017
3. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL – EXHIBITION ENTITLED *ALL I CAN DO* AT THE ART GALLERY OF SOUTHWESTERN MANITOBA, FEATURING WORK BY NEELIN STUDENTS CAMRYN COX, EMMA JAWORSKI, AND KIARA SCHWARZ. EXHIBITION DATES ARE MARCH 23 – APRIL 22, 2017.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from March 15, 2017 to April 4, 2017.

- March 16-18, 2017 – Manitoba School Boards Association Annual Convention – Winnipeg, MB
- March 21, 2017 – Continuous Improvement Plan media scrum
- March 22, 2017 – meeting with Michael Subasic, Apple Canada Inc.
- March 22, 2017 – Valleyview Centennial School 50th Anniversary Celebration
- March 23, 2017 – Vincent Massey High School Heritage Days
- March 27, 2017 – telephone meeting with Randy Dueck, Superintendent/CEO, Hanover School Division
- March 27, 2017 – telephone meeting with Will Fong and Candace Turchinski, MNP

“Accepting the Challenge”

- March 29, 2017 – telephone meeting with Ted Fransen, Superintendent of Education/CEO, Pembina Trails School Division
- March 29, 2017 – telephone meeting with Anne Saftich, Mike East and David Ell, IBM Canada
- April 3, 2017 – meeting with Stephanie Sansom, Prairie Spectrum
- April 4, 2017 – meeting with Sgt. Guy Roberts, Brandon Police Service
- April 4, 2017 – meeting with Cynamon Mychasiw, Chief Executive Officer, and Janis Evens, Director of Operations/Gifts Officer, United Way Brandon & District
- April 4, 2017 – joint meeting of Brandon School Division and City of Brandon

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	16 total	1 – 3 day 3 – 3 day 8 – 5 day 2 – 5 day 1 – 10 day 1 – 20 day	Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy

IV. INFORMATION ITEMS

V. PRESENTATIONS

1. FAMILIES AND SCHOOLS TOGETHER (FAST) PROGRAM

For Information B. Aston

Mr. Blaine Aston, Principal, Betty Gibson School, will provide information on the Families and Schools Together (FAST) Program.

2. BRANDON SCHOOL DIVISION CONTINUOUS IMPROVEMENT PLAN: LEVERAGING DIGITAL

For Information A. Saftich and D. Ell

In the latter part of 2016 the IBM Canada K-12 Education Division was engaged to perform a review of the current utilization of education technology in the Brandon School Division, and to provide recommendations and guidance for the effective use of digital resources moving forward.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

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.

2. ASSINIBOINE COMMUNITY COLLEGE COMPREHENSIVE HEALTH CARE AIDE PROGRAM – MEMORANDUM OF UNDERSTANDING

For ActionD. Labossiere

At the Regular Meeting of the Board of Trustees on January 12, 2015, the Board approved the Memorandum of Understanding (MOU) between the Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School.

An updated MOU (Appendix A) has been received from ACC for approval of the delivery of this program for the 2017-2018 School/Academic Year.

RECOMMENDATION:

That the Memorandum of Understanding (MOU) between the Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2017-2018 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

Dr. Marc D. Casavant
Superintendent of Schools/Chief Executive Officer

Memorandum of Understanding

between

Brandon School Division

and

Assiniboine Community College

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Brandon School Division (BSD) and the Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2017-2018 Academic/School year.

Background

In addition to the two CHCA programs delivered at ACC's Victoria Avenue East Campus in Brandon, and one at Parkland campus, ACC has provincial funding for the delivery of two rural rotating CHCA programs. ACC has a history of partnering with BSD and Prairie Mountain Health providing post-secondary training programs. In 2010, the BSD, CPRSS and the Prairie Mountain Health Regional Health Authority identified a need for more vocational training programs within the school division, and approached ACC to provide the comprehensive health care aide training.

The Prairie Mountain Health region identified a strong need of trained health care aides in the region, and as a result an opportunity to provide post-secondary training was identified. CPRSS agreed to host the program that would be open to other high school students in the BSD. In order to deliver the one of the provincially funded rural rotating CHCA programs in CPRSS, ACC obtained approval from the Council on Post-Secondary Education (Department of Advanced Education).

Purpose

This MOU reflects the intention of BSD and ACC to facilitate and foster post-secondary educational opportunities and pathways to students in the BSD. BSD and ACC agree to work collaboratively and cooperatively to provide high quality programming and exceptional learning experiences to students enrolled in the CHCA program.

The above goals will be accomplished by undertaking the following activities:

- Delivery of one intake ACC's 33 credit (24 week) CHCA program for the 2017-2018 Academic year.

Amending the Agreement

The MOU can be amended through mutual agreement of the parties.

Terms of the Agreement

The BSD agrees to the following:

1. Provide necessary space in-kind to accommodate the CHCA program. This includes:
 - Classroom space for a maximum of 22 students
 - Classroom for the clinical lab
 - A minimum of four student computers in the classroom
 - A computer and data projector in classroom
 - Instructor office
2. Be responsible for student costs related to:
 - Student tuition (Appendix A)
 - Textbooks and student modules (Appendix B)
 - Textbooks will be the property of the BSD and will be replaced on mutual agreement by ACC instructor and BSD/CPRSS appointed liaison or if the textbook/edition changes
 - Student modules are purchased on a yearly basis prior to the start of the September intake and are the property of the student
 - Student immunizations (Appendix C)
 - Non-Violent Crisis Intervention training, CPR-Health Care Provider level C
 - Reimburse costs associated with student Criminal Record Check with Vulnerable Person Section Act

***Note: BSD reserves the right to not renew the MOU in future academic years should there be tuition cost changes that their budget is unable to support. ACC will notify the BSD of any tuition cost changes as soon as this information would become available. Should tuition costs increase in the academic year prior to the delivery and after the MOU is signed, BSD will honor their commitment for the upcoming delivery of the CHCA program.**
3. Child Abuse Registry Check and Adult Abuse Registry Check
4. Identify program liaison person to provide support to program and assist with information and data collection, and ensure student sponsorship forms are completed and forwarded to ACC's finance department prior to the program start date
5. Identify potential students and assist with student selection. Final selection will be determined by ACC
6. Students are only eligible to enter into the CHCA Program if they will meet Grade 12 graduation requirements by the end of Term 1 of their graduating year. In addition, if any student is unsuccessful in either the HS courses, or either of the initial CHCA courses, they will not be eligible to continue on in the full time program that commences at the start of term 2 of their Grade 12 year.

The College agrees to the following:

1. Lead the student selection process based on ACC's CHCA program entrance requirements, including the special selection process
2. Be responsible for instructor recruitment, selection, and ongoing supervision
3. Be responsible for the instructional costs related to the program
4. Be responsible for the instructional costs of the lab instructor (12 weeks)
5. Provide computer and office supplies for the CHCA instructor
6. Provide all equipment (capital) and consumables required for the skills lab
7. Invoice BSD for tuition, texts and modules based on student enrolment to a maximum of 22 students (Fee Payment Schedule – Appendix D)

The students are responsible for the following:

1. ACC program application fee of \$75 per student
2. Student uniforms and crests (approximately \$120.00)
3. White duty shoes (approximately \$80.00-100.00)
4. Watch with a second hand (approximately \$50.00)
5. Travel to and from practicum sites including parking fees
6. Supplies (pens, paper, binders, etc. – approximately \$50.00)

This MOU will commence upon signing and continue in effect for the 2017-2018 Academic/School year. Further delivery of this program will be considered based on future discussion between ACC and the BSD.

Signed on _____, in Brandon, Manitoba.

Karen Hargreaves
Dean, School of Health & Human Services

Kevan Sumner
Chairperson, Brandon School Division

Denis Labossiere
Secretary-Treasurer, Brandon School Division

APPENDIX A

Program Name:

Comprehensive Health Care Aide - Rural Rotating
2016-17 Program Costing Sheet: Tuition, Lab, Materials, SS & SA
Fees

Location XDE

Course #	Course Name	Credits	Lab Usage	Materials Usage	Tuition Fees	Lab Fees	Materials Fees	Student Services Fee	SA Fees	Total
HLTH-0176	Daily Living Laboratory	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
HLTH-0175	Daily Living Theory	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
HLTH-0004	Gerontology	3	3	2	\$102.90	\$25.53	\$8.52	\$3.00	\$2.82	\$142.77
HLTH-0003	Growth and Development Health Issues/Community	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
HLTH-0005	Health	3	2	2	\$102.90	\$17.01	\$8.52	\$3.00	\$2.82	\$134.25
WRKP-0002	Health, Environment & Safety Human	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
COMM-0037	Relations/Communication	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
HLTH-0006	Mental Health	3	1	3	\$102.90	\$8.52	\$12.75	\$3.00	\$2.82	\$129.99
HLTH-0002	Nutrition	3	3	3	\$102.90	\$25.53	\$12.75	\$3.00	\$2.82	\$147.00
PRAC-0074	Practicum 1 - CHCA	3	0	0	\$102.90	\$0.00	\$0.00	\$3.00	\$2.82	\$108.72
PRAC-0040	Senior Practicum - CHCA	3	0	0	\$102.90	\$0.00	\$0.00	\$3.00	\$2.82	\$108.72
Total Program Fees		33			\$1131.90	\$204.24	\$106.29	\$33.00	\$31.02	\$1506.45

APPENDIX B

Assiniboine Community College - Comprehensive Health Care Aide

Prices Subject to Change without notice.

Item	ISBN	Edition	Format	Cost	GST	Total
FOR ALL COURSES						
Term 1 & Term 2 Modules			Pkg	\$49.25	\$ 2.46	\$51.71
Mosby's Cdn. Textbook for the Support Worker & Revised Workbook Package	9781926648439	3	Text	\$137.00	\$ 6.85	\$143.85
Exploring Medical Language 2009 (A student-directed approach)	9780323113403	9	Text	\$133.50	\$ 6.68	\$140.18
Total						\$335.74

*Please note that new editions of both textbooks will be required for the upcoming year.
Prices are subject to change.

APPENDIX C



IMMUNIZATION RECORD

Student Name: _____

Student Number: _____

Date of Birth: _____

Phone: _____

TETANUS TOXOID and DIPHTHERIA TOXOID (Last dose within 10 years)	MOST RECENT BOOSTER DOSE GIVEN: <input type="checkbox"/> Td or <input type="checkbox"/> Tdap Date:_____ Vaccine:_____		
Pertussis (Whooping Cough)	Date:_____ Vaccine:_____ (in form of Tdap)		
POLIO VACCINE If unknown no record of vaccine, then complete primary series	Primary series: Yes <input type="checkbox"/> Date:_____ Unknown or No <input type="checkbox"/> then complete primary series Primary Series Date:_____ Date:_____ Date:_____		
MEASLES: (if one or no documented MMRs requires positive Serology or Boosters)	Measles vaccine (two doses required at least a month apart starting on or after the first birthday (considered immune and precludes further testing); Date:_____ Date:_____	Serology showing antibodies to Measles Date of serology:_____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/>	Two Boosters if serology susceptible (negative): Date:_____ Date:_____
MUMPS: (if one or no documented MMRs requires positive Serology or Boosters)	Mumps vaccine (two doses required at least a month apart starting on or after the first birthday (considered immune and precludes further testing); Date:_____ Date:_____	Serology showing antibodies to Mumps Date of serology:_____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/>	Two Boosters if serology susceptible (negative): Date:_____ Date:_____
RUBELLA: (if no documented MMRs requires positive Serology or Boosters)	Rubella vaccine (one dose required on or after the first birthday (considered immune and precludes further testing); Date:_____	Serology showing antibodies to Rubella Date of serology:_____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/>	Two Boosters if serology susceptible (negative): Date:_____ Date:_____
CHICKEN POX (Varicella): Documented history of infection is not adequate support of immunity Varicella Vaccine: (only indicated for those with negative serology). For adults two doses required at least six weeks apart. Post-vaccination serology is not recommended	Vaccine dates; Date:_____ Date:_____ OR Serology showing antibodies to Varicella Date of serology:_____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/>		Two Boosters if serology susceptible (negative): Date:_____ Date:_____
HEPATITIS B; Immunity is required for students. A series of three vaccinations is required.	Hepatitis B containing Vaccine; 1 st dose Date:_____ 2 nd dose Date:_____ 3 rd dose Date:_____ Serology results required after third HBV with documented presence of antibodies. Post 3 rd dose Serology; Date of serology:_____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/>		

	<p>If negative serology, then 4th booster dose recommended</p> <p>4th dose (booster) Date: _____ (if indicated)</p> <p>Post 4th dose Serology 4 weeks post booster; Date of serology: _____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/></p> <p>If negative serology after 4th dose, should complete remaining 2 doses Hepatitis B 5th dose Date: _____ 6th dose Date: _____</p> <p>Post 6th dose Serology 4 weeks after series; Date of serology: _____ Immune: <input type="checkbox"/> Susceptible: <input type="checkbox"/></p> <p>Clients who do not seroconvert after two Hep B containing series (6 total doses) are unlikely to respond to further doses of Hep B vaccination</p>	
<p>TUBERCULOSIS (will require two-step TST with no previous history of testing, a two-step TST to be done only once, all further TSTs are one-step.</p> <p>Testing must be done within one year of admission to program.</p> <p>NOTE: students cannot read TST results, must be complete by health professional</p>	<p>History of BCG: Date _____</p> <p>Previous positive Mantoux: Yes: <input type="checkbox"/> Size: _____ No: <input type="checkbox"/></p> <p>If previous positive Mantoux, Chest Xray required Date of Xray: _____</p> <p>Results; Negative <input type="checkbox"/> Positive <input type="checkbox"/></p>	<p>Current Mantoux test Step 1 Date administered: _____ Result in mm (must be read 48-72 hours after administered): _____</p> <p>Step 2 Date administered: _____ Result in mm: _____</p> <p>IF positive follow up with physician is required and details of recommendations and treatments are required from the health care professional.</p> <p>Safe to attend health facility practicum (to be completed by health professional); Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Health Care Professional Signature: _____ Print name: _____</p>

Signature of Physician or Nurse: _____ Date: _____
(This document will not be accepted if signed by the student)

Address: _____

Costs associated with form completion are the responsibility of the student.

Students who cannot be immunized because of allergies, family planning/pregnancy or for other reasons must provide a physician's certificate to this effect.
¹ If antibody is low or non-existent vaccine is required.

- a) All students are responsible for keeping their own immunization records and updating their immunizations as needed. Please review your record annually to ascertain you are meeting the requirements.
- b) Students newly admitted to Health and Human Services must submit proof of immunization.
- c) Immunization records must be signed by a doctor or nurse; records completed by a parent or self will not be accepted. **Immunizations must be valid throughout the entire academic year.**
- d) **Students lacking adequate immunization documentation are considered unimmunized, and will be required to start on an appropriate schedule for their age and risk factors.**
- e) All students enrolled in Health and Human Services are required to be immunized against the following diseases:

- i) **Diphtheria and Tetanus**

A primary series is necessary only if there is no history of prior immunization. Once primary immunization is complete, boosters are required every 10 years. All adults who are due for a Td booster and have never previously received an acellular Pertussis vaccine should receive one dose of Tdap.

Pertussis is recommended but not required

- ii) **Polio**

A primary series is necessary only if there is no history of prior immunization. Booster doses are no longer required in North America.

Inactive polio vaccine is recommended. No patient contact for 3 to 4 weeks following administration of oral polio vaccine.

- iii) **Measles and Mumps**

Persons born before 1970 may be considered immune. Prior immunization or a positive serological test is required to establish immunity for those born since 1970. Two doses of measles vaccine is recommended for those born since 1970 (can be given as MMR).

- iv) **Rubella**

Prior immunization or a positive serological test is required to establish immunity.

- v) **Chicken Pox**

Students require immune status verification. History of disease is not sufficient.

If titre test is negative, individuals are at risk for shingles and adult chicken pox, which can pose serious health risks. Susceptible individuals should avoid situations which will expose them to the virus. If exposed, they should be excluded or reassigned from day 10–21 after exposure. Immunization (varivax) is recommended.

- vi) **Hepatitis B**

This vaccination consists of a series of 3 doses at one month and six-month intervals, therefore takes 6 months to complete. Boosters are not required. Students must have the first two doses completed prior to entry to the program.

Serologic testing of immunity upon completion of 3 dose series is strongly encouraged.

- vii) **Tuberculosis**

- ◆ According to the Manitoba TB standards, it is not contraindicated to give a Mantoux test on individuals previously vaccinated at BCG. Refer to www.hc-sc.gc.ca/pphb-dqsp/pulicat/immguide.
- ◆ B.C.G vaccines are no longer given except in high risk areas such as isolated northern communities and some developing countries.
- ◆ If the individual has had tuberculosis, a recent chest x-ray (within one year) is required. Documentation of history and treatment is required.
- ◆ All individuals entering the program are required to have a 2-step TST (Mantoux) for baseline evaluation. This two step may have been completed at any date. Mantoux tests should not be given if there is a history of documented active Tuberculosis or treatment or documented history of a positive test. The second Mantoux test is given no less than 7 and no more than 21 days after the first and only if the first test is negative. Individuals previously vaccinated with BCG or who have had a previous positive tuberculin test can receive tuberculin testing. Refer to Manitoba Health Tuberculosis Protocol (December 2009)
- ◆ If the Two-step Mantoux used for baseline evaluation was given more than 1 year from the start date of the nursing program, a one-step Mantoux is required as a condition of acceptance into the program.
- ◆ Mantoux testing is mandatory regardless of BCG history.
- f) Immunization is available at doctors' offices and other private organizations by appointment only. There may be a charge for services not covered by the Manitoba Health Services Commission at any of these facilities.
- g) Annual influenza vaccines are recommended for all health care providers.

If you have any questions regarding this form, please contact Sharon Hepburn, Practicum Placement Coordinator at 204.725.8700 Ext. 6250

APPENDIX D



CONTRACT FOR PROVISION OF TRAINING OR SERVICE

**Between: BRANDON SCHOOL DIVISION
and
ASSINIBOINE COMMUNITY COLLEGE**

The undersigned agree to the following terms of this contract:

The total cost of the project shown above will be payable by the Client according to the following payment schedule: Amounts listed in these payments include all applicable taxes and fees.)

Date	Course	Tuition	Total Students	Total Due	Due Date
September 11 – November 10, 2017	Heath, Environment/Safety	\$147.00	Maximum 22	Dependant on final student enrollment	September 1, 2017
November 14 – January 26, 2018	Human Relations & Communication	\$147.00	Maximum 22	Dependant on final student enrollment	September 1, 2017
February 5 – March 23, 2018	Daily Living Theory Daily Living Lab Gerontology Nutrition	\$147.00 \$147.00 \$142.77 \$147.00	Maximum 22	Dependant on final student enrollment	February 2, 2018
April 2-27, 2018	Practicum 1	\$108.72	Maximum 22	Dependant on final student enrollment	February 2, 2018
April 30 – May 25, 2018	Health Issues Community Health Mental Health Growth & Development	\$134.25 \$129.99 \$147.00	Maximum 22	Dependant on final student enrollment	February 2, 2018
May 28 – June 22, 2018	Senior Practicum	\$108.72	Maximum 22	Dependant on final student enrollment	February 2, 2018

Failure to make payment on or before the dates noted above will result in a late fee of 1.5% per invoice, per month. All payment must be received on or before the due date, failing which the late fee will be assessed.

In the event that any payments are not made on or before the due date, "The College" reserves the right to suspend program delivery until such a time as all outstanding payments have been made.

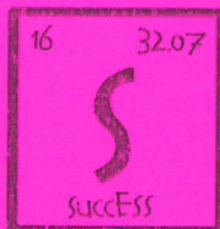
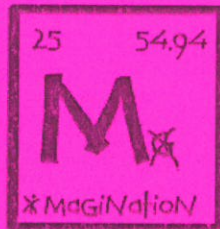
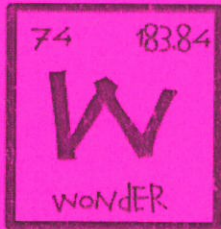
Transcripts, certificates and/or diplomas will be awarded to students upon payment in full of the provision of training.

The client shall indemnify and save harmless the College from any claims arising from any damages or losses suffered by the Client or any of the students, including claims arising from the College suspending program delivery as a result of the failure of the Client to make payments in accordance with the payment schedule herein.

Thank You!

Brandon School Division

For your Generous Support of the 2017



.COM

Western Manitoba Science Fair

Gummy Growth

By:

Lara Dixon, Roblin Elementary School Grade 5

56175

Thanks!

-Lara

Thank you very
much for everything
you do!



GO SCIENCE!

What Are You Breathing?

78123

By:

Lillianne Hiller, George Fitton Grade 7

Thank you for sponsoring the
Western Manitoba Science fair
this year. It is very cool to see some
of the other projects from other
schools other than my own.

Thank you ♥

-Lilly Hiller

A Better Way to Build Biceps and Triceps

78213

By:

Benjamin Scorgie, Tanner's Crossing School Grade 7

Abi Lachapelle, Tanner's Crossing School Grade 7

Thank you so much
for supporting Western
Manitoba Science
fair. We had
so much fun.
This is our
first time being
here. Merci

Abi and Ben

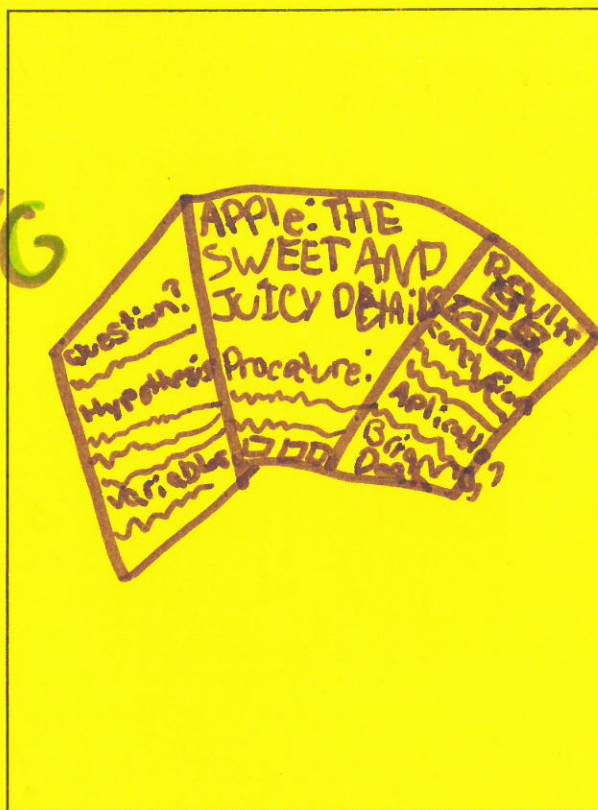
Apple: The Sweet and Juicy Details

56125

By:

Brianna Dean, Kirkcaldy Heights Grade 6

THANK YOU
FOR SPONSERING
US! I ENJOYED
MY DAY!!!!



Global Warming

56237

By:

Allison Macisaac, Forrest Elementary Grade 5

Raiya Farley, Forrest Elementary Grade 5

thank you
for the fun!

Juiced Up

34212

By:

Jersey Hansen-young, Valleyview Centennial School Grade 4

Jaxsten Hansen-young, Valleyview Centennial School Grade 2

Thanks for
inviting us to the
~~science~~ Science
~~fair~~ fair!

Jersey H-Y
JAXSTEN H-Y

Does the Moon Phase Affect the Stars?

34134

By:

Macy Skelton, Tanner's Crossing School Grade 4

Thank you for
letting us have
a Brandon fair.
Science fair.