



BRANDON SCHOOL DIVISION

June 21, 2017

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

TO BE HELD MONDAY, JUNE 26, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, June 12, 2017.
Adopt.
- b) Board Meeting, June 12, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

2.04 Board Operations

- Reports

- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

- a) Winner Recognition – 2017 Westman Journal High School Athletic Awards:
 - Female Athlete of the Year
 - Male Athlete of the Year
 - Team Award

3.02 Communications for Information

3.03 Communications for Action

- a) Ms. Sylvie Konkin, Recording Secretary, CUPE Local 737, June 15, 2017, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent three days per week from his workplace starting September 5, 2017 to June 29, 2018. As President of CUPE Local 737, Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc. (Appendix 'A')

Refer Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – June 26, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- | | |
|--|--------------|
| a) Finance Committee Meeting | M. Sefton |
| b) Personnel Committee Meeting | L. Ross |
| c) Facilities & Transportation Committee Meeting | G. Kruck |
| d) Education Committee Meeting | G. Buri |
| e) Policy Review Committee Meeting | S. Bambridge |
| f) Brandon School Division Retirement/Resignation Dinner | K. Sumner |
| g) Report from the Chairperson | K. Sumner |

5.02 Delegations and Petitions (Max. 15 minutes)

- a) CUPE Local 737, regarding the Private Public Partnership (P3) school.

5.03 Business Arising

- From Previous Delegation
- From Board Agenda

- MSBA Issues

- Ebulletin – June 7, 2017 (Appendix 'B')
- MSBA Referral to Executive of 2012 Archived Policies (Appendix 'C')
- Memo – Recent MSBA Communications and Timeframes (Appendix 'D')
- Call for Nominations and Resolutions 2018 Package (Appendix 'E')

5.04 Public Inquiries (Max. 15 Mins)**5.05 Motions**

- 68/2017 That Senior Administration research and report back to the Board the implications for utilizing Full Day, Every Day Kindergarten solely for children most in need throughout the City.
- 69/2017 That the Proposal from Prairie West Products for the Supply of Universal Dispensers, Paper Towels and Toilet Tissue, in the following amounts (plus applicable taxes) be accepted.

<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>TOTAL</u>
\$65,544.00	\$68,040.00	\$70,761.60	\$204,345.60

- 70/2017 That the request of CUPE Local 737, that the President of the Association for the 2017-2018 school year, Mr. Jamie Rose, be seconded from the Division for three days per week starting September 5, 2017 to June 29, 2018, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.
- 71/2017 That the Brandon School Division supports an easement agreement with the City of Brandon for the western portion of the Kirkcaldy Heights School property whereby the City of Brandon can install a fibre optic conduit.
- 72/2017 That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 73/2017 That the Grant Application for United Way Brandon & District funds in support of Youth Revolution student activities, be approved and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

5.06 Bylaws

By-Law 6/2017

2nd Reading

That By-law 6/2017 being a borrowing by-law in the amount of \$799,100 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Green Acres School

Gymnasium Addition

Green Acres School

Heating System and Unit Ventilator Replacement

New Era School

Grooming Room and Exterior Ramp

Vincent Massey High School

Steam Heating System Replacement

be now read for the second time, having been first read on June 12, 2017.

3rd Reading

That the rules be suspended and By-Law 6/2017 be now read for a third and final time, and taken as read, finally passed.

5.07 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to amend By-law 3/2014 to reflect the proposed new Policy Manual.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, August 28, 2017, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:55 P.M., MONDAY, JUNE 12, 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. Terri Curtis, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Becky Switzer, Director of Human Resources.

REGRETS:

CALL:

The Chairperson called the meeting to order at 5:57 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Giving of Notice – Borrowing By-Law 6/2017.

Dr. Ross

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 6/2017 for the purpose of borrowing the sum of \$799,100 to meet partial costs for construction of the following:

School

Crocus Plains Regional Secondary School

Green Acres School

Green Acres School

New Era School

Vincent Massey High School

Project

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Gymnasium Addition

Heating System and Unit Ventilator Replacement

Grooming Room and Exterior Ramp

Steam Heating System Replacement

Ms. Bambridge – Mr. Buri

That the meeting do now adjourn (5:59 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, JUNE 12, 2017.

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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, Ms. B. Switzer, Director of Human Resources (exited after In-Camera portion of meeting).

REGRETS:

The Chairperson called the meeting to order at 6:00 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Trustee Sumner noted he had one (1) item for In-Camera.

The Secretary-Treasurer noted Senior Administration had two (2) Personnel items for In-Camera, and two (2) Board Operations items for In-Camera.

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

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held May 23, 2017 were circulated.

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

Carried.

- b) The Minutes of the Special Board Meeting held May 29, 2017 were circulated.

Mr. Kruck - Mrs. Bowslaugh
That the Minutes be approved.
Carried.

Mr. Buri – Mr. Kruck
That the Board do now resolve into Committee of the Whole In-Camera. (6:04 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) The Director of Human Resources provided information on one (1) Personnel Matter and received Board direction.
 - c) The Superintendent provided information on one (1) Personnel Matter.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) The Secretary-Treasurer and the Superintendent provided information on a Board Operations Matter and answered Trustee questions.
- Trustee Inquiries

Ms. Bambridge – Dr. Ross
That the Committee of the Whole In-Camera do now resolve into Board. (6:54 p.m.)
Carried.

The Chairperson called the public portion of the meeting to order at 7:02 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

- a) Angelina Zhang, Grade 1 New Era student, was recognized for her third-place score in the Canadian Math Kangaroo Contest. Trustee Sumner noted that Angelina's third-place score was out of 323 students in Canada who wrote the test. Trustee Sumner presented Angelina

with a certificate and token for doing so well on the test, and thanked her for attending the meeting.

- b) Martina Francisco, Grade 10 Vincent Massey student, was recognized for representing Manitoba in the “New Element Contest” in March 2017. Trustee Sumner asked Martina for information regarding the competition she entered. Martina explained that the University of Waterloo had a contest requesting submissions for a design that would represent the element Nihonium. Martina’s design was chosen as one of the top ten designs from over 200 contestants. Nihonium was created by a Japanese scientist, and it is a synthetic element that is created in a laboratory but is not found in nature. Trustee Sumner made note that Martina only arrived in Canada in January. Trustee Sumner stated that the Board is very proud of Martina and looks forward to see what more she can do in the rest of her time with Brandon School Division.

3.02 Communications For Information

- a) Peter Buehler, President, Brandon Teachers’ Association, May 31, 2017, addressed to Dr. Casavant, Superintendent, providing an updated listing of the officers of the Brandon Teachers’ Association for the term beginning July 1, 2017 and continuing to June 30, 2018 as follows:

Peter Buehler	President
Cale Dunbar	Vice-President
Lionel Ogg	Treasurer
Alison Johnston	Secretary
Tammy Tutkaluk	Member-at-Large

The Chairs of Standing Committees of the Association are also provided.
Ordered Filed.

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the June 12, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Youth Revolution Project: Canada Day 150
 - Vincent Massey High School – 2017 University of Toronto Biology Competition
 - Say Magazine – Profile of the City of Brandon
 - Information Items
 - Letters of Recognition – Sukhminder Bath, Vincent Massey High School and Ms. Lindsay Kendall, École secondaire Neelin High School
- Presentations
 - Neo-Natal Intensive Care Unit (NICU) – Vincent Massey High School/Alexander School Youth Revolution Project: Fulfilling a Need
 - Accessibility Plan Update – G. Malazdrewicz

Dr. Ross – Mr. Bartlette

That the June 12, 2017 Report of Senior Administration be received and filed.
Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on May 17, 2017 was circulated.

Mr. Bambridge – Mr. Kruck

That the Minutes be received and filed.

Carried.

b) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on May 29, 2017 was circulated.

Mrs. Bowslaugh – Mr. Kruck

That the Minutes be received and filed.

Carried.

c) Long Service Employee Recognition Evening

Trustee Sumner provided a verbal report on the Long Service Employee Recognition Evening, which took place on June 1, 2017.

Mr. Sumner – Mrs. Bowslaugh

That the Report be received and filed.

Carried.

d) Activities of Board Chair

Trustee Sumner provided a verbal report on the recent Activities of the Chair.

Mr. Sumner – Mrs. Bowslaugh

That the Report be received and filed.

Carried.

POINT OF PRIVILEGE:

Trustee Murray noted that the first Brandon School Division Summer Fun Golf Tournament is coming up on July 8, 2017. This best ball tournament is for all BSD employees and a guest. He added that it will take place at Sunnyside Golf Course and Marino's Pizza will be catering. Dr. Marc Casavant, Superintendent, has put up \$100.00 for a Closest to the Pin contest on Hole 11, and there is also a \$10,000 prize for a hole-in-one. Additionally, the first 50 registered golfers will have their names entered in a prize draw. Trustees will also supply a prize for the prize table. Trustee Murray indicated that Trustees have been asked to volunteer on Hole 11 to help measure during the Closest to the Pin contest. All proceeds from the tournament will go to the Friends of Education Fund to help Division students.

5.02 Delegations and Petitions

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) ebulletin – May 17, 2017

Trustee Sumner reviewed information and a feedback request received from Kelli Riehl, Region 1 Director, MSBA. It was agreed that Trustee Sumner will send an email poll to Trustees to gather the Trustees' feedback responses

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

2.08 Bylaws

Dr. Ross

By-Law 6/2017

1st Reading

That By-law 6/2017 being a borrowing by-law in the amount of \$799,100 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

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New Era School

Grooming Room and Exterior Ramp

Vincent Massey High School

Steam Heating System Replacement

be now read for the first time.
Carried.

5.07 Giving of Notice

Mr. Kruck

I hereby give notice that at the next School Board meeting, I will be introducing a motion for Senior Administration to research and report back to the Board the implications for utilizing Full Day, Every Day Kindergarten solely for children in need throughout the City.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Finance Committee Meeting – 12:00 p.m., Thursday, June 15, 2017, Boardroom.
- b) Brandon School Division Retirement/Resignation Dinner – 6:00 p.m., Thursday, June 15, 2017, Victoria Inn.
- c) Personnel Committee Meeting – 9:30 a.m., Friday, June 16, 2017, Boardroom.

- d) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, June 19, 2017, Boardroom.
- e) Brandon Community Drug and Alcohol Education Coalition – 9:00 a.m., Tuesday, June 20, 2017, Boardroom.
- f) Education Committee Meeting – 12:00 p.m., Tuesday, June 20, 2017, Boardroom.
- g) Policy Review Committee Meeting – 12:00 p.m., Wednesday, June 21, 2017, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 26, 2017, Boardroom (6:00 P.M. – In-Camera Portion).

Mr. Sefton - Mr. Bartlette

That the Board do now resolve into Committee of the Whole In-Camera. (8:00 p.m.)

Carried.

(Trustee Kruck exited at 8:04 p.m. and did not return)

IN COMMITTEE OF THE WHOLE IN CAMERA (8:06 p.m.)

Dr. Ross – Mrs. Bowslaugh

That the Committee of the Whole In-Camera do now resolve into Board. (8:23 p.m.)

Carried.

7.00 ADJOURNMENT

Mr. Buri – Mr. Murray

That the Board do now adjourn. (8:23 p.m.)

Carried.

Chairperson

Secretary-Treasurer



June 15, 2017

Denis Labossiere, Secretary-Treasurer
Brandon School Division
1031-6th Street
Brandon, Manitoba R7A 4K5

Dear Mr. Labossiere:

We request permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent three days per week from his workplace starting September 5, 2017 to June 29, 2018. As President of CUPE Local 737 Jamie will be conducting union business on the days he is booked off. We are requesting that Jamie be booked off every Tuesday, Wednesday, and Thursday.

As usual, CUPE local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Sylvie Konkin'.

Sylvie Konkin,
Recording Secretary, CUPE Local 737

Enclosure

Cc: Becky Switzer, Director of Human Resources
Sherry Morgan, CUPE National Rep



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 26, 2017

A. Administrative Information

I. CELEBRATIONS

1. VINCENT MASSEY HIGH SCHOOL FINE ARTS SHOW

A Fine Arts Show featuring the work of Vincent Massey High School students from grades 9-12 took place at Shoppers Mall in Brandon from June 16 – 19, 2017.

2. VINCENT MASSEY HIGH SCHOOL – UNIVERSITY OF WATERLOO CHEMISTRY COMPETITION

In May 2017, a group of students from Vincent Massey High School participated in the University of Waterloo Chemistry Competition. The group overall scored 44.2% higher than the Canadian average and 43.1% higher than the international average. On May 12, 2017, eleven students competed in an individual challenge amongst over 2000 of the top Chemistry students from the United States, Canada, and international schools. Five of those students placed in the top 20%.

3. MATHEMATICS LEAD EDUCATOR PROGRAM

Melissa Lander, Teacher, Meadows School, has been awarded Lead Educator status through the Mathematics Lead Educator Program. As Lead Educator, Ms. Lander uses Mathematics to lead, share and embed Mathematics within the Meadows School community, improving the whole school's numeracy goals.

4. FRANK MCKINNON EXCELLENCE IN COACHING AWARD

Robert Dinsdale, Teacher, Crocus Plains Regional Secondary School, has been awarded the Frank McKinnon Excellence in Coaching Award from the Manitoba High Schools Athletics Association (MHSAA).

“Accepting the Challenge”

5. BRANDON SUN 2017 COMMUNITY LEADER AWARDS

The following Brandon School Division students and staff members were recognized at The Brandon Sun Community Leader Awards ceremony:

- Youth Volunteer Award Winner – Mackenzie C., École Harrison
- Youth Volunteer Award Finalist – Hannah K., St. Augustine School
- Youth Volunteer Award Finalist – Brooklyn M., Riverview School
- Environmental Leader Award Winner – Marquita Stewart's grade 7 class, St. Augustine School
- Courage & Bravery Award Finalist – Michael Adamski, Vincent Massey High School
- Seniors Advocate Award Finalist – Meryl Orth, Substitute Teacher and Retired Brandon School Division Teacher
- Teacher Award Finalist – Jim Ferguson, Neelin High School Off Campus
- Coach Award Finalist – Dean Oakden, Vincent Massey High School
- Community Leader of the Year Award Winner – Angela McGuire-Holder, Coordinator, Brandon Community Drug and Alcohol Education Coalition and Youth Revolution Program Coordinator

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from June 7, 2017 to June 20, 2017.

- June 12, 2017 – meeting with Ms. Leah LaPlante, Vice-President, Manitoba Métis Federation
- June 14, 2017 – Rotary Club of Brandon Annual Fundraising BBQ
- June 14, 2017 – Brandon University/Brandon School Division Research Committee meeting
- June 15, 2017 – meeting with Sgt. Guy Roberts, Brandon Police Service, Ms. Maxine Schminke, Injury Prevention/RespectED Outreach Coordinator, Canadian Red Cross, and Rebecca Ulrich, Education Manager, Manitoba & Nunavut, Canadian Red Cross
- June 15, 2017 – meeting with Chief Vincent Tacan, Sioux Valley Dakota Nation
- June 15, 2017 – Brandon School Division Retirement/Resignation Dinner
- June 19, 2017 – school visit – Linden Lanes School
- June 20, 2017 – meeting with Mr. Mark Frison, President, Assiniboine Community College, and Dr. Steven Robinson, Vice-President (Academic & Provost), Brandon University
- June 21, 2017 - National Aboriginal Day celebration at École New Era School
- June 22, 2017 – school visit – Crocus Plains Regional Secondary School
- June 22, 2017 – Neelin High School Off Campus Graduation Ceremony

- June 22, 2017 – Brandon Urban Aboriginal Peoples’ Council (BUAPC) meeting
- June 23, 2017 – Brandon University/Brandon School Division Research Committee meeting

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	3 total	2 – 3 day 1 – 5 day	Unacceptable Behaviour Weapons
High Schools	11 total	4 – 3 day 1 – 5 day 2 – 5 day 1 – 5 day 2 – 10 day 1 – 20 day	Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour Assaultive Behaviour

IV. INFORMATION ITEMS

1. HIGH SCHOOL ATHLETICS – HIGHLIGHTS FROM SEMESTER TWO

For InformationR. Clark

Mr. Ralph Clark, Physical Education and Health Education Specialist, has provided the following information regarding highlights from various High School Athletics events over the course of Semester Two.

<u>Brandon School Division - City High School League Champions</u>	
<u>Sport</u>	<u>School</u>
BADMINTON	Approximately 160 students from the three high schools competed in the league championship.
BASEBALL	Vincent Massey High School
BASKETBALL	
- Grade 9 Boys	Vincent Massey High School
- Grade 9 Girls	Crocus Plains Regional Secondary School
- Junior Varsity Girls	Vincent Massey High School
- Junior Varsity Boys	Vincent Massey High School
- Varsity Girls	Crocus Plains Regional Secondary School
- Varsity Boys	École secondaire Neelin High School
CURLING	
- Girls	Vincent Massey High School
- Boys	Crocus Plains Regional Secondary School

<u>Brandon School Division - City High School League Champions</u>	
<u>Sport</u>	<u>School</u>
SOCCER	
- Girls	Vincent Massey High School
- Boys	Crocus Plains Regional Secondary School
FAST PITCH	Vincent Massey High School
TRACK & FIELD	Approximately 110 students from the three high schools travelled to Neepawa to compete in the Zone Championships. Three new City Track and Field records were set this year.

Brandon School Division does not have a League Championship for hockey and rugby. These sports have their own leagues that include schools from other divisions. This year Vincent Massey won the Westman High School Hockey League and Crocus Plains Varsity Boys won the Westman High School Rugby League.

<u>Brandon School Division Teams Competing in the Manitoba High School Athletic Association (MHSAA) Provincial Championships</u>	
<u>Sport</u>	<u>School</u>
BASKETBALL	
- AAA Varsity Boys	École secondaire Neelin High School
- AAAA Junior Varsity Boys	Vincent Massey High School
- AAAA Varsity Girls	Crocus Plains Regional Secondary School
CURLING	
- Girls	Vincent Massey High School
- Boys	Crocus Plains Regional Secondary School
HOCKEY	Vincent Massey High School
SOCCER	
- Girls	Vincent Massey High School
- Boys	Crocus Plains Regional Secondary School
FAST PITCH	Vincent Massey High School
TRACK & FIELD	Approximately 90 students from the three high schools competed in the MHSAA Provincial Track & Field Championships

<u>Manitoba High School Athletic Association (MHSAA)</u> <u>Provincial Championships Results</u>		
<u>MHSAA Provincial Championship</u>	<u>Team</u>	<u>Standings</u>
BASKETBALL	Neelin AAA Varsity Boys - MHSAA Provincial AAA Basketball Tournament All Stars: <ul style="list-style-type: none"> • Kellen G. • Riley P. - MHSAA Provincial AAA Basketball Tournament MVP <ul style="list-style-type: none"> • Dayton B. 	- Provincial Champions
SOCCER	Vincent Massey Girls	- Consolation Winners
TRACK & FIELD	École secondaire Neelin High School - Individual awards include: <ul style="list-style-type: none"> • Nineteen top 10 placings in the province • Three top 3 placings in the province Vincent Massey High School - Individual awards include: <ul style="list-style-type: none"> • Ten top 10 placings in the province • Two top 3 placings in the province 	- AAA Team Aggregate Champions

The Crocus Plains Boys Varsity Rugby team qualified to compete in the Manitoba High School Rugby Provincials, a non MHSAA Provincial Championship. They lost to St. Paul's High School in the Championship game.

Other Notes:

The Brandon School Division, under the guidance of Christine Curtis (Vincent Massey High School) hosted the Manitoba High School Athletic Association (MHSAA) Provincial Badminton Championships. Student representatives from zones all across Manitoba competed over two days in the month of May. Ms. Curtis has agreed to host the provincial championships again next year.

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. BIG BROTHERS BIG SISTERS OF BRANDON MENTORING PROGRAM

For ActionD. Labossiere

Big Brothers Big Sisters of Brandon has forwarded the In-School Mentoring Contract for the 2017-2018 school year. Big Brothers Big Sisters of Brandon coordinates the program through a school liaison chosen by the Principal and makes arrangements for the mentors assigned to each school/student. An Agreement has been prepared for the administration of the program and is attached as Appendix A for Board consideration. Should you have any questions, please call or have them discussed at the Board Meeting.

RECOMMENDATION:

That the Agreement between the Division and Big Brothers Big Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

3. UNITED WAY BRANDON & DISTRICT GRANT APPLICATION – YOUTH REVOLUTION

For ActionD. Labossiere

The Division and the United Way Brandon & District have cooperated in the past in supporting activities with Youth Revolution students. The Youth Revolution program runs at our elementary schools and high schools in the Brandon School Division to promote healthy lifestyles and community volunteerism. The Grant Application is attached as Appendix B. A recommendation approving the application is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Grant Application for United Way Brandon & District funds in support of Youth Revolution student activities be approved, and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

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**

THIS AGREEMENT made in Duplicate as of the _____ day of _____ 2017.

BETWEEN



Big Brothers Big Sisters
of Brandon

AND

BRANDON SCHOOL DIVISION

WHEREAS it is in the mutual interest of Big Brothers Big Sisters of Brandon and the Brandon School Division that the Mentors screened and approved with Big Brothers and Sisters of Brandon will find placement in pre-selected schools (schedule A attached) to meet with a Mentee during school hours on school grounds.

NOW THEREFORE this agreement witnesseth that in consideration of the mutual covenants herein contained the parties hereto agree that:

1. This agreement shall commence on August 31, 2017.
2. Liaison between Mentors and the pre-selected school shall be by and through the following persons:
 - (a) A teaching staff member within each school chosen by the principal chosen on behalf of Brandon School Division
and
 - (b) the In-School Mentoring Coordinator or a designate on behalf of Big Brothers and Sisters of Brandon.

(collectively referred to as the "Liaison")

The Big Brothers Big Sisters of Brandon Liaison will meet in person or by telephone on a regular and planned basis.

3. The Liaison shall plan in advance of the expected commencement dates each academic year, preferably two or three months in advance, for the Mentors to start meeting with the Mentee. The Liaison shall make any changes relating to the In-School Mentoring Program which are required during the course of each academic year.
4. Big Brothers Big Sisters of Brandon shall present to each pre-selected school as early as possible all necessary relevant information including:
 - a. the number of Mentors available to be placed
 - b. the days and times of their attendance
 - c. the names and telephone numbers of each Mentor
 - d. a copy of all Mentor criminal records check and child abuse registry
 - e. the expectations of each school that is participating in the program

5. All screening and Monitoring will be completed by the In-School Mentoring Coordinator as per Big Brothers Big Sisters of Canada standards (Schedule C attached).
6. The Liaison for both the school and Big Brothers Big Sisters of Brandon will set a time when the Mentor will commence coming to the school and will be introduced to the Mentee. During the initial visit between Mentor and Mentee selected current policies as well as such regulations and procedures as are deemed appropriate will be explained by the Mentoring coordinator to the Mentor and Mentee.
7. The Mentoring school will provide to the best of its ability for the Mentor of Big Brothers Big Sisters without charge to Big Brothers Big Sisters such facilities as are normally provided to the Mentors.

The Mentoring school shall be responsible for providing on-site instruction to and supervision of the Mentee engaged in the In-School Mentoring Program, provided, however, that this shall not exclude the instruction and supervision of such Mentees by Big Brothers Big Sisters of Brandon, and when such is necessary, and when such is agreed upon by the Liaison.

8. Big Brothers Big Sisters of Brandon Association Inc. agrees to indemnify and save harmless the division from any damage or destruction caused to the selected schools or any of its furnishings, which occur as a result of the In-School Mentoring Program, and further will indemnify and save harmless the Division from any claim being made against it as a result of the operation of the In-School Mentoring Program, which without restricting the generality of the foregoing, shall include the negligent act or omission of Big Brothers Big Sisters of Brandon Association Inc., its agents or volunteers.
9. This agreement may be terminated any time by either party giving four (4) months written notice to the other party. This agreement may be terminated at any time without notice, in the event that there is a breach of the agreement.
10. The parties may amend any provision of the Agreement at any time upon mutually so agreeing in writing.
11. Big Brothers and Sisters of Brandon Association Inc., shall provide and maintain a liability insurance policy for at least 2 million dollars, with the Brandon School Division being named as co-insured under the policy, and to have the insurer provide proof of such insurance prior to commencement of the program.
12. Big Brothers Big Sisters of Brandon Association Inc., and the Brandon School Division agree to inform each other of any In-School Mentoring program communication related to the media.
13. Provision must be included for Abuse Registry and Criminal Record Checks completed and filed with the Division prior to any agreements/arrangements for placement as per division policy (schedule B attached).

14. The In-School Mentoring Coordinator will check in person all relevant files pertaining to the Mentoring Program on a weekly basis, and will make contact with the Mentor either in-person or by phone at the beginning, middle and end of the year, when the match closes, or if there are difficulties with the match.

The Liaison will choose which children will become Mentees and have a signed waiver from the parent or legal guardian, upon receipt of the waiver the In-School Mentoring Coordinator will meet with each Mentee individually to discuss the Mentoring Program, child safety and to assess the child's response to joining the program. All Mentees will meet with the Coordinator at the beginning of each match as well as in the middle and the end of the school year, when the match closes, or if there are difficulties with the match. The school or Big Brothers Big Sisters will notify the other in the event of a match closure. All Mentees will be reassessed following match closure.

15. In the event a Mentee discloses any abuse experience to a Mentor, the school will deal with the disclosure according to Board of Education policy and provide support to the Mentor in reporting the incident. The school shall inform Big Brothers Big Sisters of Brandon of the situation.
16. All meetings of the Mentor and Mentee shall take place on school property when school staff are available. Mentors may attend school organized and supervised events no more than twice per year with written and signed consent of both the parent or legal guardian and school official. This consent must be maintained in the Mentor's file. The Mentor and Mentee may attend Big Brothers Big Sisters events so long as such events are supervised by agency staff and the Mentee is transported by the agency or other transportation is provided by the parent/guardian of the Mentee. The only time a child can be transported to an agency event by a Mentor is if Mentee and Mentor reside in a community located outside the city of Brandon and there is no other means of transportation. The Mentor may not see the child outside of the school in any other circumstances. Letters may be used as a form of communication during periods where the Mentor and Mentee do not have regular contact only if such letters are directed through Big Brothers Big Sisters of Brandon.
17. The Teen Mentoring program will follow all guidelines set for the In-School Mentoring program regarding screening and time commitment as well as each teen mentor:
 - a. must be in grades 11 or 12
 - b. must be attending Crocus Plains Regional Secondary School, Vincent Massey High School or Neelin High School during the 2016-2017 school year
 - c. have one spare class to complete the mentoring
 - d. provide their own transportation to and from their mentee's school
 - e. show they have the ability and maturity to keep the commitment for one full school year
 - f. will provide a reference from a teacher, guidance counselor or principal from their school
 - g. where the mentor is under 18 years of age will have a parent or guardian sign a waiver form allowing their child to participate in the Teen Mentoring program
18. All notices to be given by either party to the other under this Agreement shall be delivered, sent by facsimile transmission, or mailed by registered or certified post, postage prepaid, addressed to such other party respectively as follows:

If to The Brandon School Division:

Brandon School Division #40
Superintendents' Department
1031-6th Street
Brandon MB R7A 4K5

If to Big Brothers and Sisters of Brandon:

Big Brothers Big Sisters
of Brandon Association Inc.
153A - 8th Street
Brandon MB R7A 3W9

IN WITNESS THEREOF the parties have hereto executed these presents on the day and year first above written.

Brandon School Division:

Big Brothers Big Sisters of Brandon

Chairperson

Executive Director

Secretary-Treasurer

President

Pre-Selected Schools

Riverheights School

Riverview School

Waverly Park School

Meadows School

Linden Lanes School

Valleyview Centennial School

King George School

Harrison Middle School

Betty Gibson School

Earl Oxford School

George Fitton School

Green Acres School

J R Reid School

Kirkcaldy Heights School

New Era School

St. Augustine School

O'Kelly School

Alexander School

2018 Partner Agency Application

The 2018 Funding Application is included in three separate sections. To qualify, you will need to fill out all three and submit per the specifications at the bottom of the page.

1. Agency Information Section

Agency Information Summary	A-1
Board Governance	A-2 to A-4
Financial Accountability & Transparency	A-5 to A-6
Operations and Staff Management	A-7 to A-8
Volunteer Involvement	A-8
Support of United Way	A-8

2. Program Information Section

Please complete one section for EACH program funding request

Program Funding Request and Description	P-1
Need for United Way Funding	P-3
Program Statistical Information	P-4

3. Financial Schedules

Please provide a two year comparative budget for previous fiscal year actual, and the current fiscal year projected. This budget should include revenue and expenses.

Attach a copy of your most recent annual report and audited financial statements, as well as any other relevant planning documents (business plan, strategic plan, etc).

PLEASE NOTE:

- Hand-written submissions will not be accepted.
- Submissions which do not include all portions of the application will be returned.
- Due to the overwhelming requests for funding, late submissions will be rejected.

PLEASE SUBMIT THE FOLLOWING:

- ☐ 1 signed original complete application & attachments
- ☐ 5 additional photo copies of the complete application & attachments (for committee members)
- ☐ 1 electronic copy of the complete application & attachments to: janis@brandonuw.ca

Our review panels request that you please do not use duotangs, binders, or bindings.

Submission Deadline: 4:00 pm Friday, June 23, 2017

AGENCY INFORMATION

NAME OF AGENCY:	Brandon School Division		
Mailing Address:	1031-6 th Street		
Site Address (if different):			
Telephone Number:	204-729-3100		
Fax Number:			
E-Mail Address:	info@bsd.ca		
Website Address:	www.bsd.ca		
Name of Senior Administrator:	Mr. Denis Labossiere		
Title:	Secretary-Treasurer		
Telephone number:	204-729-3114		
E-mail address:	Email: labossiere.denis@bsd.ca		
Name of Board Chair:	Mr. Kevan Sumner		
Telephone number:	204-729-3114		
E-mail address:	sumner.kevan@bsd.ca		
Canada Revenue Agency Charitable No.: 11921 7040 RT0001			
This Charitable Registration Number is for a: <input type="checkbox"/> Local Organization (locally incorporated) <input checked="" type="checkbox"/> Provincial Organization (provincial board & governance) <input type="checkbox"/> National Organization (national board & governance)			
Is your agency accredited? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom? Manitoba Education & Training (Province of Manitoba)			
Service cachement area of your organization: <input checked="" type="checkbox"/> Brandon <input type="checkbox"/> Westman <input type="checkbox"/> Manitoba			
Total United Way funding requested to begin January 2018: **Requesting 3 year multi- grant	\$ 14,120/year Total: \$42,360	# of program funding requests included in this application:	one
Total agency expenses budgeted:	\$ 30,000/year	United Way funding request as a percentage of total agency expenses:	25 %
List any additional United Way grants the agency has received this past year:	\$10,000		
Name and position of the person completing this application:	Angela McGuire-Holder Coordinator: Community Drug And Alcohol Education Coalition/Youth Revolution Coordinator		
**Yes, we have provided Board members the opportunity to review this submission and they are aware of this application.			
_____ Signature of Board Chair		_____ Executive Director / Senior Administrator	
_____ (Date: day/month/year)		_____ (Date: day/month/year)	

SECTION 1: GOVERNANCE

1.1 Board of Directors

Please complete the table below or attach list of board members

Full Name	Position on Board	# of years on the Board	Occupation & Name of Organization
Mr. Kevan Sumner	Chairperson	7	Brandon School Division Trustee
Dr. Linda Ross	Vice Chairperson	24	Brandon School Division Trustee
Ms. Sherilyn Bambridge	Trustee	3	Brandon School Division Trustee
Mr. Peter Bartlette	Trustee	11	Brandon School Division Trustee
Mrs. Pat Bowslaugh	Trustee	7	Brandon School Division Trustee
Mr. George Buri	Trustee	3	Brandon School Division Trustee
Mr. Glen Kruck	Trustee	7	Brandon School Division Trustee
Mr. Jim Murray	Trustee	22	Brandon School Division Trustee
Mr. Mark Sefton	Trustee	7	Brandon School Division Trustee

Month of Annual General Meeting: No AGM- Inaugural meeting in September to choose Chair & Vice Chair

No. of Board Members required according to By-laws: 9

1.2 Mission Statement

a) Mission Statement (Youth Revolution):

Mission: *Emphasis on the prevention of harm from the rise of drugs and alcohol through students' choice of positive lifestyles. This accomplished through education, life-style wellness activities, community outreach and charitable humanitarian endeavors.*

Theme: *Youth Revolution Making a Difference in our Schools and Community*

**Youth Revolution school based teams are striving to create a sense of local & global community belonging.*

**Youth Revolution is creating cohesive, spiral support opportunities for students to enhance their protective factors against the use of drugs, alcohol and other risk-related behaviour*

b) Is the mission statement approved and revisited by the Board at least every five years to assess its continuing relevance?

☒ Yes

☐ No

c) Community need(s) that agency addresses: Public Education (Brandon School Division)

1.3 Planning and Goals

a) Does your agency have a formal strategic or operational plan?

☒ Yes - attached

☐ No - see below

* It is called the "Continuous Improvement Plan"

b) If yes, does the Board have a process in place to evaluate progress in achieving the plan's priorities?

☒ Yes – in progress

☐ No - see below

c) If you don't have a formal plan, do you propose to develop one? If so, when do you expect to start?

d) Which Board governance model

☐ Policy ☒ Governance ☐ Working ☐ Collective

best describes your agency:	
-----------------------------	--

1.4 Recruitment, Orientation and Evaluation of Senior Staff Person

	Yes	No
a) Does the Board of Directors have specific policies and procedures for the recruitment of its Senior Administrator/Executive Director?	√	
b) Does the Board of Directors have specific policies and procedures for the orientation of its Senior Administrator/Executive Director?	√	
c) Does the Senior Administrator/Executive Director have a detailed job description or terms of reference?	√	
d) Does the Senior Administrator/Executive Director have annual performance objectives?	√	
e) Is the total compensation package of the Senior Administrator/Executive Director approved by the Board?	√	

1.5 Risk Management

	Yes	No
a) Does your agency have a process to identify its major strategic and operational risks?	√	
b) Is there a plan in place to minimize and mitigate these risks?	√	
c) Is this plan reviewed annually by the Board?	√	

1.6 Insurance Coverage

	Yes	No
a) Does your agency have a process to review its insurance coverage?	√	
b) Does the Board have Directors' Liability Insurance?	√	
c) Is United Way listed as additional insured under your agency's general liability?	√	
d) If no, would your agency be willing to add United Way as additional insured if required? (funding will not be granted to agencies selecting "no" to adding United Way as additional insured)		

1.7 Governing Documents

	Yes	No
a) Has your agency submitted copies of all bylaws and letters patent to United Way in the past?	√	
b) Have there been any changes in the past year?		√
c) Does your agency have the following documents on file?		
i) Minutes of Annual Meeting for last two years	√	

d) According to your bylaws:	
i) How many Board members are required?	Min 5
ii) Number of Board positions currently filled:	all
iii) Number of current vacancies on the Board:	none
iv) Length of a Board Member term:	4
v) Maximum Number of successive terms permitted:	Elected- no max.

1.8 Compliance

Does the Board:	Yes	No
a) Have a process to oversee the agency's compliance with its own governing documents?	√	
b) Have a process to oversee all applicable laws and regulations?	√	

1.9 Policies

	Yes	No
a) Does your agency have a code of ethics that applies to directors, staff and volunteers?	√	
b) Does your agency have a conflict of interest policy in place for:	√	
• Staff	√	
• Board	√	
• Volunteers	√	
c) Does your agency have a privacy policy?	√	
d) Does your agency have a process to promptly respond to complaints by external stakeholders?	√	
e) Is this complaints policy readily accessible?	√	
f) Does the Board have a process to review fiscal governance policies?	√	
g) Has the Board received Board Training?	√	
h) If yes, what topics have been covered and when? Orientation √ Planning √ Board Development √		
i) Other topics (please specify):		
j) What additional supports and/or workshops would benefit your agency?		
k) <i>Please attach a copy of any new policies and/or those that have been revised since your last submission</i>	<input type="checkbox"/> Yes - attached	√ No new/revised policies
If Yes – please list:		

2. Financial Accountability and Transparency

2.1 Financial Management and Oversight

	Yes	No
a) Does the agency complete an annual financial statement?	√	
b) Is the agency audited annually by an independent licensed public accountant? (Not a member of the board or agency)	√	
c) Are the agency's financial statements available on its website?	√	
d) Does the agency have an Audit/ Finance Committee?	√	
e) Does the agency complete and file an accurate Registered Charity Information Return (T3010) within six months of year-end?	√	

2.2 Budget

Does the Board:	Yes	No
a) Set and monitor the annual budget?	√	
b) Have a process to monitor the agency's performance in relation to the annual budget?	√	
c) Receive assurances at least twice a year that all statutory remittances have been made?	√	
d) Approve and release financial statements within six months?	√	
e) If no, how often does the Board review the financial position of the agency?		

f) Which positions have signing authority for your organization? (list below)	Board	Staff
Kevan Sumner	√	
Linda Ross	√	
Denis Labossiere		√
Eunice Jamora		√

3. Fundraising and Sustainability

3.1 Donor Relations

Does the agency have a policy on:	Yes	No
a) How to honor donors' and prospective donors' requests?	√	
b) How it handles its donor list?	√	
c) Requests by donors to remain anonymous?	√	

3.2 Fundraising Practices

Does the agency have:	Yes	No
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a) A fundraising code of ethics?		√
b) A policy/screening process for fundraising activities conducted by or on behalf of the organization?	√	
c) Appropriate policies such as (i.e. gift acceptance policy; policy on the treatment of restricted or designated gifts; policy on naming and endowment policies)?	√	
d) What is the date the Board last reviewed the relevance and appropriateness of these?	Oct 2013	
e) What percentage of your agency's overall revenue comes from United Way?	% 0.01032	

3.3 Fundraising Plan

Does the agency have:	Yes	No
a) A fundraising/resource development plan to ensure diversity of revenue?		√
b) If yes, when was this plan developed?		

3.4 Agency Fundraising Projects and Activities ** Please note: responses answered in relation to the Youth Revolution program.

a) Does the agency have diverse sources of revenue?	<input type="checkbox"/> Yes	√ No
b) Does the agency have planned fundraising activities, events or grant applications?	<input type="checkbox"/> Yes – see below	√ No

If yes, please indicate the project or event, its timing and the revenue you expect to generate through the fundraising project (please bear in mind United Way's black out period dates for corporate/individual fundraising, ticket sales and events).

Fundraising activity and/or grant proposals, and brief description	Which project/program are funds for?	Date(s) of activity	Expected Revenue \$
Total Expected Revenue			\$0

4. Operations and Management

4.1 Staff Resources *referenced Brandon School Division

Total number of full time employees:	611
Total number of part time employees:	59
Total number of contract employees:	0

4.2 Human Resources Policies

Does the agency have:		
a) A personnel/HR manual?	✓ Yes – see below	<input type="checkbox"/> No
b) If yes, are these policies reviewed at least every two years and revised, if necessary?	✓ Yes	<input type="checkbox"/> No
c) When did the agency last update these policies?	Month/year: on going	
d) Are these policies accessible to all employees?	✓ Yes	<input type="checkbox"/> No
e) Are the following policies and procedures included?	Yes	No
i) Performance appraisals	✓	
ii) Recruitment, selection and termination	✓	
iii) Grievance, complaints procedure	✓	
iv) Settlement of disputed decisions	✓	
v) Regular review of staff compensation, salaries and benefits	✓	
vi) Up-to-date job descriptions for all full-time and part-time positions	✓	
f) Do your HR policies ensure staff can bring forth concerns without repercussions?	✓	
f) A policy regarding Accessibility for Manitobans with Disability Act (AMDA)?	✓	
g) A policy regarding workplace violence and harassment?	✓	

4.2 Information Systems

a) Does the agency's information system include a database to provide:	Yes	No
i) Financial records (using software such as Quickbooks or Simply Accounting)?	✓	
b) If your operations are computerized:		
i) Do you have a back-up system?	✓	
ii) Is it off site?	✓	

5. Volunteer Involvement (for informational purposes only, does not affect funding approval)

	Yes	No
a) Does your agency have policies and procedures in place that define and support the involvement of volunteers?	✓	
b) Does your agency have one or more individuals (volunteer or paid staff) with appropriate experience, skills, or qualifications responsible for volunteer involvement?	✓	

c) Does your volunteer recruitment incorporate internal and external strategies to reach out to and involve a diverse volunteer base?		√
d) Are volunteers given regular opportunities to offer and receive feedback?	√	
e) Are the contributions of volunteers acknowledged and recognized?	√	
f) Are the impact and contributions of volunteers and the volunteer program regularly evaluated?		√

6. Support of United Way- * referred to In relation to the Youth Revolution program only

	Yes	No
a) Does the agency prominently display the United Way member agency sign at all of its funded program locations?	√	
b) Does your agency use the United Way member agency logo on all of its promotional and printed materials for supported programs, including your annual report?	√	
c) Are funds received from United Way clearly noted in the agency's audited financial statement?	√	
d) Does your agency conduct an internal United Way Workplace Campaign with participation from staff and volunteers?		√
e) The Speakers Bureau enhances the United Way fundraising campaign, while providing opportunities for agencies to showcase their agency and services. Did your agency participate in the 2015 or 2016 (to date) United Way Speakers Bureau?		√



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, June 15, 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 May 18, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. Budget Feedback from Stakeholders

The Committee reviewed and discussed the meeting notes from the meetings with the CUPE Local 737 Executive, and the BTA Executive.

Discussion took place in regards to the room layout and use of roving microphones at the Public Budget Consultation Forum. The Committee also discussed providing comparisons to Divisions of similar size (such as St. James and Seven Oaks) along with comparisons to the Provincial Average.

The Committee members agreed to hold the next Public Budget Consultation Forum at the Green Acres School Gymnasium on February 15, 2018.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Supply of Universal Dispensers, Paper Towels and Toilet Tissue

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed her memo to the Committee regarding this tender and provided the following additional information:

- The Division currently has 400 single fold dispensers, 197 paper towel roll dispensers, and 579 toilet paper dispensers will be replaced
- Reduction in waste with the new dispensers
- Standardized supplies
- Time efficiency for custodians, as the new dispensers will hold more supplies than the old dispensers

- This project will reduce the time required by Maintenance staff delivering products to schools as the supplies will be delivered directly to schools from the supplier when needed and the Division will no longer stock the supplies.
- Installation of the new dispensers by the supplier is included in the Tender
- The Division will save approximately \$8,000 annually with the new dispensers

Trustees asked questions for clarification and agreed to the recommendation as presented.

Recommendation:

That the Proposal from Prairie West Products for the Supply of Universal Dispensers, Paper Towels and Toilet Tissue, in the following amounts (plus applicable taxes) be accepted.

<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>TOTAL</u>
\$65,544.00	\$68,040.00	\$70,761.60	\$204,345.60

B. Confirm Payments of Account (May)

The payments of account for the month of May were reviewed with Trustees asking questions for clarification. The reports were accepted as circulated.

C. Review Monthly Reports (May)

The Secretary-Treasurer reviewed the monthly reports for the month of May. The reports were accepted as circulated.

The Secretary-Treasurer reviewed the Projected Variances for 2016-2017 as of May 31, 2017 and answered Trustee questions.

Mr. Labossiere also reviewed the Accumulated Surplus Analysis as of May 31, 2017 and answered Trustee questions. Mr. Labossiere recommended that the next Finance Committee be set for the first week in September. The Committee agreed to meet immediately following the Inaugural meeting in September.

6. OPERATIONS INFORMATION

A. Tenders Under \$50,000

Three (3) Tender/Quotation Summary documents for Tenders less than \$50,000 were reviewed and discussed.

Trustees asked questions for clarification.

7. NEXT REGULAR MEETING: TBD, Boardroom

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Friday, June 16, 2017 – 9:30 a.m.
Boardroom, Administration Office

Present: L. Ross (Chair, J. Murray,
D. Labossiere, B. Switzer
Regrets: S. Bambridge, M. Casavant

1. CALL TO ORDER.

The Personnel Committee Meeting was called to order at 11:15 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 9, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Personnel Matter – In-Camera Discussion

The Secretary-Treasurer provided information to the Committee regarding a Personnel Matter. The Committee provided direction on how to proceed.

B. Sub Committee Reports – The Committee received as information and reviewed the following:

- Support Personnel Labour/Management Committee – May 2, 2017
- Teacher Liaison Committee – March 21, 2017

6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - Mountain View CUPE 3305 (All Support)

7. NEXT REGULAR MEETING: TBD, Boardroom.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

L. Ross (chair)

J. Murray

S. Bambridge

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Tuesday, May 2, 2017 11:30 a.m. to 12:50 p.m.
Location: Conference Room, Administration Office

Present:
CUPE: K. Castle (Co-Chair), J. Rose (CUPE)
DIVISION: S. Bambridge (Co-Chair), D. Labossiere (Secretary-Treasurer), B. Switzer (Director of Human Resources)

Regrets:
CUPE: S. Morgan

I. FOLLOW UP FROM PREVIOUS MEETING

Previous minutes of October 25, 2016 have been reviewed and signed by both Co-Chairs.

Custodial Staffing at VMHS:

Becky Switzer noted that since the hiring of CUPE members to custodial services at VMHS in September 2016, we have experienced resignations and have had difficulty replacing these positions. Recognizing that this is the first year of implementing this staffing it may be premature but we felt that preliminary discussions could start now.

Becky Switzer asked if the Union has any information that may assist in identifying why there is turnover. Given these are permanent positions this turnover was not anticipated.

Denis Labossiere expressed that the Coquitlam Formula we are using is working well in all of our buildings.

Becky Switzer added that the work-load is not more than in other buildings.

Jamie Rose noted that it is just in the last few months that we have experienced the resignations. He added that there is rumor of the Division going back to contract cleaners. In regards to our 5th Class that we require, many are now taking their 4th and 3rd Class to make more money.

Becky Switzer noted that someone with a Firefighter's Certificate may now automatically be issued a 5th Class Certificate.

Becky Switzer inquired as to whether the rumor of returning to contract cleaners has been put to rest or if is still a concern.

Jamie Rose confirmed the rumor has been put to rest.

Becky Switzer noted that there has been no discussion by the Division to return to contract cleaners.

Jamie Rose added that when the Custodian Assistants do not get replaced there is more workload placed on the Evening Custodian.

It was agreed that further discussions would be required to evaluate the implementation.

Timely Approval of Overtime:

Kim Castle inquired as to the time it takes to get banked time approved at HR's end. Currently, there are April hours that are not yet approved. Employees fear the large lump sum on their pay and the taxes that come off, especially in June where it can affect their Employment Insurance. Is it normal to be one or two months behind or is this just temporary until this new process gets underway?

Becky Switzer noted that they are banking the hours, and not being paid out, so where does the concern come from?

Kim Castle added that it is the payout of hours over and above the forty that are allowed to be banked.

Becky Switzer explained that in this first year of implementing the online submission of banking additional hours worked, it has made these hours more visible and has been an eye-opener for the Division. The second approval is in place to ensure hours are being reported accurately. It has been alarming the amount of errors that are occurring. When this process was initially rolled-out there were three criteria to be identified when submitting hours; 1) When/Date(s) 2) Why/Reason 3) How long/Time(s). As well, error occurring on the employee's part is that the hours being entered/submitted are for the entire day rather than just the additional time. At the supervisor's end, the error is in the conversion of hours (regular time/overtime/addition time). This is primarily why there have been delays at the second approval stage. The second part of this is there are at least half a dozen Administrative Assistants working an additional ½ hour per day. This makes for many entries. A Term recommendation for the increase in hours should be submitted instead. The schools where this is occurring will be approached about this for September/2017.

Becky Switzer further explained that realistically we should get to the point where it doesn't require a second approval. Supervisors will approve and the hours will go straight to Payroll. These errors were happening on paper submissions, but now with the on-line process we are aware as it has made them more visible.

Sherilyn Bambridge inquired as to whether Becky is dealing with each administrator/supervisor independently.

Becky Switzer noted that all administrators/supervisors received training including screenshots for reference. Additional training has also been provided to those showing signs of needing it.

Becky Switzer added that the new system may bring an even better process.

Denis Labossiere expressed that this is a learning process. Becky has kept him informed of the errors being made. Now that we can see the errors that are occurring we will look at the reports in the summer to identify these further.

Becky Switzer added that it was the EA group that put this in motion, but we aren't seeing EA's using this system or timesheets.

Jamie Rose asked if the deals may still be happening. He has reminded one school that this practice is not to be taking place.

Becky Switzer expressed that they could be happening, but she has not heard of any.

Kim Castle mentioned that members like that it is online and the hours can be seen there, but to see the hours still unapproved is a concern. When submitting these hours on paper they never saw that.

Becky Switzer shared that the launch of the new system will take place in the fall, and with this new system she would like to build a sound process for on-line submission of hours.

Denis Labossiere added that the change-over to the new system will be staggered and there will be a training plan put in place.

Blue Cross Participation Presented to Candidates at Interview:

Kim Castle expressed that with Blue Cross being mandatory for some new hires unless covered by another plan, we would like to see it presented in the initial interview. It is an expensive plan and could make or break them in their decision.

Becky Switzer offered that it is her understanding that the Union owns the plan. The Division has done little to educate on what it is as it is not our plan. New employees get the New Hire tab on their Employee Connect where there is the information pamphlet. The enrollment forms also come into play once they are hired. For supervisors to explain a benefits plan to someone whom they may or may not hire would be unlikely. If there are candidates prepared to decline a position, especially a permanent placement with the Division, because the benefits plan is too expensive, then this may be enough of a concern for the Union to reassess the plan and the mandatory enrollment.

Denis Labossiere added that supervisors would not be well equipped to explain a benefits plan to candidates.

Kim Castle noted that it is more to make them aware of the plan.

Jamie Rose inquired if candidates could be directed to the website for information on the Blue Cross plan.

Sherilyn Bambridge asked if there is a way to add a link to Blue Cross.

Becky Switzer expressed that on the website within the Careers/Job Postings pages there are links including to the CUPE Collective Agreement.

Denis Labossiere noted that there is a link to CUPE already there and CUPE has the link to the CUPE Plan.

Becky Switzer added that it is the Division's responsibility to collect the fees, but not to educate on the Benefits Plan. CUPE may consider running some Benefits Information sessions.

Mandatory May 19th PD Memo To Staff:

Kim Castle asked if a memo could go out explaining the expectations for Custodian Assistant staff who work evening shifts, but also have other employment through the day. Is there a fall-out for them?

Becky Switzer inquired if the question is, are there consequences for not attending?

Jamie Rose asked if an employee is working through the day and cannot attend the PD sessions due to this other employment, is the expectation that they would just work their normal hours.

Becky Switzer advised that it has been left up to the schools. She would need to find out from Mel what he has communicated to his staff for expectations.

Jamie Rose asked if we could identify what the expectations are going forward. If an evening CA attends the PD session in the morning, would they work the remainder of their hours through the afternoon or come in at their regular time to work the balance of the shift?

Becky Switzer advised that we would get it clarified and get some communication out.

PD Schedule for Next Calendar Year:

Becky Switzer advised that it came from earlier discussions to have a PD Calendar established for support staff. The PD sessions would need to be planned in accordance with each employee group. For example, Administrative Assistants would have two mandatory sessions with the rest being optional. The mandatory sessions would need to be scheduled on dates that do not interfere with certain events such as Parent/Teacher Conferences. The PD sessions will not necessarily be the same days for the EA group, as it may be more beneficial at another time.

Becky Switzer noted that the feedback received from past PD sessions will be used to help determine topic areas for future PD. The plan is to build the PD calendar that has the entire year laid out. Each employee group will be able to see the sessions that pertain to them and that they are eligible to register for, as well as which sessions are mandatory or optional.

Jamie Rose asked if the calendar would be available for September, 2017.

Becky Switzer advised that the District Calendar will show the PD dates. She can prepare a summary of PD for support staff, similar to the news story we have done in previous years.

Denis Labossiere noted that most of the PD for Administrative Assistants will be training on the new system from Power School, referred to as Atrieve ERP.

Y Programs in Schools:

Becky Switzer reported that in a recent media advisory release, we have teamed up the YMCA to offer space in K-8 schools to run camps on the ½ days. The employee groups would already be attending in the mornings. The Y would be looking at recruiting some of our staff to work their programs in the afternoons. This could run into some misperceptions, and there would need to be a clear separation between the two. In the afternoons those staff would be there as YMCA employees. The Division will not be assisting in any way to recruit.

Kim Castle asked with these user groups in the schools would custodial staff be needed during these hours.

Denis Labossiere clarified that as long as there is at least one BSD staff in the building it can be opened up to a third party. Given Principal and Teaching staff will be present this should not be a concern. Custodial staff will also still be working during the day.

Denis Labossiere noted that registrations for the Y Program will open in August. There are still a lot of details to work out. There will still also be the before and after Y programs.

NEW BUSINESS

None

II. MEETING DATES

Next Meeting Date

The committee will decide on meeting dates for the 2017/18 school year at a later date in accordance with the Personnel Committee Meeting dates and following the September Committee Selection.

Meeting adjourned 12:50 p.m.

Respectfully submitted,

S. Bambridge, Trustee
Co-Chair

K. Castle, CUPE Recording Secretary
Co-Chair



BRANDON SCHOOL DIVISION

Office of the Superintendent of Schools / Chief Executive Officer

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

Mr. G. E. (Greg) Malazdrewicz, Assistant Superintendent

Mr. Mathew Gustafson, Assistant Superintendent

MEETING: TEACHER LIAISON COMMITTEE
DATE: TUESDAY, MARCH 21, 2017
LOCATION: BOARD ROOM
MINUTES

I. WELCOME AND AGENDA REVIEW

Meeting was chaired by Mr. Peter Buehler, President, Brandon Teachers' Association.

Trustees nominated Mr. Peter Bartlette, Trustee, to chair the next meeting.

II. ITEMS

1) Provision of Substitute Teachers and Confirmation of Approval for Article 31 (Personal Leave) Days

The BTA indicated that this matter was being withdrawn from the agenda, as the Association had decided to approach the matter in a different way.

2) The BTA/BSD Joint PD Fund

BTA Executive members commented on the importance of PD experiences, many of which are made possible through the joint PD fund. BTA noted that feedback on the PD attended is often shared by those who attended the event. Sixty-four BTA members accessed PD events via the BTA/BSD Joint PD fund last year.

BSD Board members agreed that PD experiences are beneficial to teachers and the system overall.

3) Mandated Professional Development and Administration Days: When is PD not PD?

BTA members noted that PD days need to be kept for PD and not other events. Policy 5015 – *Staff Development – Teaching Staff* was referenced.

BSD Board members noted that the new Continuous Improvement Plan will assist with focus and provide greater consistency.

“Accepting the Challenge”

4) The Pallister Government's "Sabre-rattling"

BTA Executive members and BSD Trustees noted the importance of working together in order to maintain good communication.

/ng



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, June 19, 2017 – 11:30 a.m.

Boardroom, Administration Office

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

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:39 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 20, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Easement Request – Fibre Optic Conduit at Kirkcaldy Heights School Site

Mr. Denis Labossiere, Secretary-Treasurer, reviewed an email and diagrams received from the City of Brandon regarding the easement request and reminded the Committee that this is also an area of the school yard that is currently undergoing soccer field re-development. Mr. Labossiere added that he requested that the fibre be buried 5 feet deep in case further work needs to be done in that area of the school yard.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Brandon School Division supports an easement agreement with the City of Brandon for the western portion of the Kirkcaldy Heights School property whereby the City of Brandon can install a fibre optic conduit.

Mr. Buri – Mr. Sefton

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

Carried.

B) Property Matter – In-Camera Discussions

The Secretary-Treasurer reviewed a Property Matter with the Committee and received direction from the Committee.

Mr. Buri – Mr. Sefton

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

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Busing Students – Industrial Arts/Home Economics

Trustees reviewed the email received from CUPE Local 737 regarding the busing of Industrial Arts and Home Economics students by the City of Brandon.

Mr. Labossiere noted that there is no contract with the City of Brandon for the busing of the Industrial Arts and Home Economics students. The Committee discussed how busing provided by the City of Brandon has worked well for the students and the Division and that no changes will be considered until the Middle Years program review is complete.

The Committee agreed that the Secretary-Treasurer write a letter of response to CUPE Local 737.

B) Proposed Changes to the City of Brandon Bus Routes

Mr. Labossiere reviewed the information provided by the City of Brandon in regards to bus route changes. The City will be communicating with all the schools regarding any pick-up and drop-off time changes..

C) 2016-2017 Facilities Report

Mr. Mel Clark, Director of Facilities and Transportation, spoke to this item and reviewed the Summary Analysis document. He noted that the assumptions made in the projections result in an increase in enrollment of approximately 240 students in 2017 mainly due to birthrates.

Mr. Greg Malazdrewicz, Assistant Superintendent, spoke on new housing developments and demographics and reviewed the K-8 school capacities. Mr. Malazdrewicz added that modular classrooms are now included in classroom counts.

The grades 9-12 schools summary was also reviewed.

Trustees asked questions for clarification.

D) Ameresco

Mr. Clark spoke to this item and noted that this year's Ameresco Report shows \$39.5M in deferred costs required in the next five years, which is an increase of \$2M from the last report. He reviewed the document and provided the items listed as high priority in the next two years, which amount to \$1.3M.

Trustees asked questions for clarification.

E) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - NIL

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Kirkcaldy Heights School Soccer Field Re-development

- The Committee discussed the increased costs for school field redevelopment and asked Senior Administration to bring a report to the Committee in September for Budget consideration.
- Green Acres Gymnasium
- New Era Grooming Room and Wheelchair Ramp
- Green Acres Heating System Replacement
- George Fitton Roof
- King George Roof
- Off-Campus – new space renovations
- Waverly Park Roof Repairs

(Trustee Bowslaugh exited at 12:37 p.m. and did not return)

- The Secretary-Treasurer provided information on the Earl Oxford Grooming Room project.

7. NEXT REGULAR MEETING: TBD, Boardroom

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)



BRANDON SCHOOL DIVISION

Education Committee Minutes

Tuesday, June 20, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: G. Buri, M. Sefton (Alternate)
M. Gustafson, M. Casavant

Regrets: P. Bartlette (Chair), G. Kruck

1. CALL TO ORDER

The Education Committee Meeting was called to order at 11:58 a.m. by Acting Committee Chair George Buri.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

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

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Confidential Report – In-Camera Discussion

The Committee reviewed a draft confidential document. Dr. Marc Casavant, Superintendent, and Mr. Mathew Gustafson, Assistant Superintendent, provided further information and answered Trustee questions.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Sub-Committee Reports - The Committee received as information and reviewed the following:

- Aboriginal Education Advisory Committee - June 15, 2017
- Friends of Education Fund Committee – May 23, 2017

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: TBD, Boardroom.

The meeting adjourned at 1:02 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Buri

G. Kruck

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Aboriginal Education Advisory Committee

Thursday, June 15, 2017

2:00 – 3:00 pm

Division Office Board Room, Admin Office Building

Present:

Trustee Glen Kruck; Mathew Gustafson, Assistant Superintendent; Randa Nadjiwon Cancade, Brandon Friendship Centre; Amie Martin, Aboriginal Education Consultant, Brandon School Division; Janet Mousseau, Dakota Ojibway Child and Family Services

Regrets:

Trustee George Buri; Leah LaPlante, Manitoba Metis Federation; Kevin Tacan, Aboriginal Elder, Brandon School Division; Jason Gobeil, City of Brandon; John Mayer, Prairie Mountain Health; Staff Sargent Marc Alain, Brandon Police Service

1. WELCOME AND INTRODUCTIONS

The meeting was called to order by Trustee Kruck. Trustee Kruck welcomed everyone to the meeting. The April 20, 2017 minutes were reviewed. Trustee Kruck reviewed the agenda and asked for additional items. Indigenous Language Update was added to the agenda.

2. DISCUSSION ITEMS

Indigenous Language Update

- The first year of the program has been completed and the following data is currently being compiled:
 - Number of students enrolled
 - Grade
 - Attendance comparison 2015/2016 – 2016/2017
 - Aspirations before the course started and upon completion of the course
 - Credit completion
 - General Comments
- With feedback from students and teachers the following changes will be made for the 2017/2018 school year.
 - The course was previously offered at lunch from for the entire year. It will now be offered during the time table on a semester basis.
- The teaching positions are currently being advertised.
- Enrollment was initially high however it declined. The change in schedule may address this issue.
- Cree continues to be the most requested language.
- Late registrations are anticipated, final numbers will be available in September.

Indigenous Libraries

- Feedback from the community and the committee has been that there needs to be an increase in awareness regarding visibility of Indigenous resources. Also a system need to be developed to identify and organize the resources.
- Ms. Martin has been working on creating the Indigenous Libraries.
 - BUAPC and BSD have collaborated to devote a budget to the creation of libraires in 4 schools
 - Ms. Martin has been working with Ms. Chambers, Teacher Librarian to develop a 3 year plan.
 - The plan involves sourcing the resources, catalouging and tracking of the resources, visual recognition and signage in the libraries.

Student Coversion Regarding Racism

The focus for Indigenous learning has been on developing Indigenous Languages, developing Indigenous Libraries, Early Literacy and professional development. Therefore is was suggested that this topic be brought forward for the fall. Points that were shared to bring forward include:

- An anti-racism program could be developed over time that is similar to the anti-bullying approach
- Racism is a very individual experience with a spectrum of ways to be approached
 - It is also a healing journey for the individual
- BUAPC and Brandon University have taken on the topic to research the level of racism in the community. As the school system is essentially a reflection of the community, their findings will help shape our developing programs.

ADJOURNMENT

Trustee Kruck thanked everyone for their attendance.

NEXT REGULAR COMMITTEE MEETING

TBD

Respectfully submitted,

G. Kruck



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Tuesday, May 23, 2017
11:30 a.m. – 1:00 p.m.

Location: Conference Room, Administration Office

Present: G. Buri (Chairperson), C. Rose, A. McGuire-Holder, P. Buehler, B. Rystephanuk, M. Gustafson and E. Jamora

Regrets: J. Minshull

Recording: Melanie Smoke-Budach

Call to Order

The Friends of Education Fund Committee meeting was called to order at 11:40 a.m. by Committee Chairperson, Trustee Buri.

1. Approval of Agenda

Chairperson Buri invited changes/additions to the agenda. No amendments to the agenda.

Accepted

2. Approval of Previous Meeting Minutes

Chairperson Buri invited changes/additions to the minutes dated Monday, October 17, 2016. No amendments to previous minutes.

Accepted

3. Financial Report Summary, March 31, 2017 – E. Jamora Attachment #1

E. Jamora reviewed the Financial Report as of March 31, 2017. As per the Committee's previous request, E. Jamora reported letters were distributed to all School Principals regarding their Friends of Education Fund balance. The letters were distributed at the Division Leadership Team, January 2017.

Accepted

4. Charitable receipts donation amount, \$10 – E. Jamora

E. Jamora requested to have the charitable receipt donation amount increased from \$10 to \$20. Justification for the increase: additional resources required to process receipts for a growing Division. E. Jamora informed the Committee of one scenario where hundreds of receipts were issued for a School's Walk-A-Thon. The Committee engaged in a discussion regarding the effects of increasing the donation amount. The Committee agreed the amount of \$10 was outdated and accepted E. Jamora's request to have the charitable receipt donation amount increased to \$20.

Accepted

5. Access to designated funds by School Principals – E. Jamora

E. Jamora presented a question from School Principals regarding designated funds (playgrounds), "would it be possible to access the designated funds for other school projects, such as breakfast program, when they are no longer fundraising for a playground?" A discussion around reporting, transparency and responsibility occurred. The Committee agreed the decision did not clearly lie with one group; as such, the funds should remain as designated funds. The Committee also agreed existing new playgrounds might require updates, changes or replacements in the future. E. Jamora agreed to notify the five principals of the Committee's decision.

Accepted

6. Basketball Shooting Machine – E. Jamora

E. Jamora distributed the Project Designated Request Form - Basketball Shooting Machine, dated January 13, 2016, and recapped the original project request for the Committee. The fundraising timeframe of the project was January 2016 to April 2016 with a fundraising goal of \$10,000. The Committee approved the project as per the application submitted. E. Jamora updated the Committee, the basketball-shooting machine had been purchased for Vincent Massey not through Friends of Education Funds but by a single individual. As such, Vincent Massey had entered into a contract whereby they have become indebted to the purchaser. The Committee agreed the guidelines for the project request were not followed. The Committee also unanimously agreed the timeframe of the original project had expired. The Committee requested to have a new application submitted for the Basketball Shooting Machine. The Office of the Secretary-Treasurer will inform Principal McMillan of the Committee's decision.

Accepted.

7. Friends of Education Merchandise: Generic Package – M. Smoke-Budach

M. Smoke-Budach displayed the merchandise that is available in the Friends of Education Generic Package. The package is available to all schools / individuals who are fundraising in the Brandon School Division and can be reserved by contacting the Office of the Secretary-Treasurer.

Accepted

8. Retired Teachers Association – Chairperson G. Buri
Attachment #2

Chairperson Buri read a reply letter from the Westman Retired Educator's Association (WREA) to the Committee. He advised he would continue to extend the invitation to WREA when the Friends of Education Fund Committee reconvenes in the Fall of 2017. For new committee members M. Gustafson recapped the programs that used the Friends of Education Fund:

- 100% of all donations go directly towards the students; all administrative costs are covered by Brandon School Division.
- There have been 389 donors to Friends of Education Fund in the last two years.
- Over \$319,000 has supported students in the last two years.
- 27 scholarships and awards were administered through Friends of Education Fund to support the postsecondary goals of 229 graduates.
- 4 playgrounds have been completed through Friends of Education Fund, which support both local school populations and their community.
- 4 major school projects have been completed over the last two years.
- The Friends of Education Fund has assisted 2 high schools with a breakfast program to feed students in need.

Accepted

9. Plans for 2017-2018 – Chairperson G. Buri

The Committee discussed the need to increase awareness for the Friends of Education Fund within the Brandon School Division, suggestions:

- Send Friends of Education pamphlets home with students in the new school year
- Advertise in school newsletters
- Snapshot postcards (2-3 reasons, how to donate)
- BSD website, Friends of Education, 3-4 items that have occurred through the year

Accepted

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:45 p.m.

Next Meeting: October, 2017
11:30 a.m. – 1:00 p.m.
Administration Office

Respectfully submitted,

George Buri, Chairperson

Attachment #1

Friends of Education
Summary of Accounts
9 Months Ending March 31, 2017

Description	July 1, 2016	Contributions	Withdrawals	Interest	March 31, 2017
General					
Other - General	5,740.18	150.00	90.20	52.70	5,852.68
All Charities Campaign	1,097.25	81.01	-	9.37	1,187.63
	6,837.43	231.01	90.20	62.07	7,040.31 ✓
Scholarships					
Bdn Clinical Medical Scholarship	21.65	-	-	0.18	21.83
Kayleigh Brugger Character Scholarship	1,588.21	-	-	12.84	1,601.05
Mark Cloud Memorial Award	822.30	-	-	6.63	828.93
CP Student Support	598.49	-	-	4.85	603.34
Gracie Daniels Bursary	5.65	-	(1,000.00)	5.69	1,011.34
Neelin Off Campus - Diamond Jubilee	104.28	-	(100.00)	1.11	205.39
Margret Dickie Memorial - Nursing Bursary	37.74	-	-	0.30	38.04
Marita Dowsett Scholarship	-	-	-	-	-
Neelin Off Campus - Makaja Engelhardt	775.59	-	-	6.28	781.87
FYI Doctors Award	-	-	-	-	-
Guild Insurance Brokers Scholarship	10.22	600.00	(200.00)	1.12	811.34
Spirit of Avery Hall Scholarship - closed as of 16/17	2.71	-	2.71	-	0.00
Jason Hargreaves Scholarship	290.66	-	(500.00)	3.71	794.37
Bob Hamilton Memorial Award	-	-	-	-	-
Neelin Off Campus - Kinette Club	0.17	-	-	-	0.17
Spencer Lee Scholarship	3.60	-	-	-	3.60
Dr. Peter Letkeman VM Chemistry Scholarship	7.44	-	-	0.09	7.53
Neelin Off Campus - Dr. Patrick Morrisette	992.07	-	(500.00)	9.37	1,501.44
Neelin Off Campus - Kelly Murray	2,193.04	-	-	17.72	2,210.76
Parker-Bruederlin Health Care Aide Scholarship	202.25	-	-	1.65	203.90
PEO Chapter R Scholarship	0.98	-	-	-	0.98
Vincent Massey Doc Penner Scholarship	307.25	-	-	2.49	309.74
H. Pilling Award - KG	293.32	-	-	2.37	295.69
RBC Business Award	(300.27)	600.00	-	0.52	300.25
Gordon and Barbara Sefton Memorial Scholarship	2,929.63	-	-	23.68	2,953.31
Polish Gymnastic	51.06	-	-	0.40	51.46
Vincent Massey Scholarship (Alumni)	50,741.40	-	-	410.19	51,151.59
Vincent Massey Class of 81 Scholarship	2,725.62	-	-	22.04	2,747.66
Grace Whitehead Scholarship (PEO Chapter)	383.94	-	-	3.11	387.05
Anonymous Scholarship (Nursing Student)	208.10	-	-	1.68	209.78
Xerox Scholarship	1,394.85	-	-	11.27	1,406.12
Neelin High Scholarships	-	-	-	-	-
Vincent Massey Scholarships	-	-	-	-	-
Crocus Plains Academic Scholarships	(100.00)	100.00	(600.00)	-	600.00
Crocus Plains Vocational Scholarships	-	-	(800.00)	-	800.00
Kirkcaldy Perseverance Award	100.00	-	50.00	-	50.00
Total Scholarships	66,391.95	1,300.00	(3,647.29)	549.29	71,888.53 ✓
School Principals' Discretion					
Alexander	-	-	-	-	-
Betty Gibson	1,251.13	-	1,209.88	4.23	45.48
Off Campus Program	1,693.73	750.00	157.80	16.80	2,302.73
George Fitton	251.53	-	-	2.03	253.56
Green Acres	637.13	-	-	5.15	642.28
Ecole Harrison	81.33	-	-	0.67	82.00
King George	-	-	-	-	-
Linden Lanes	100.48	-	-	0.81	101.29
Meadows	-	-	-	-	-
Neelin	-	1,000.00	975.46	0.12	24.66
New Era	10.92	-	-	0.09	11.01
Riverheights	2,305.85	-	-	18.64	2,324.49
St. Augustine	143.15	-	-	1.17	144.32
Valleyview	-	-	-	-	-
Vincent Massey	22.60	-	-	0.19	22.79
Kirkcaldy	0.17	-	-	-	0.17
Waverly Park	2,540.93	-	-	20.53	2,561.46
	9,038.95	1,750.00	2,343.14	70.43	8,516.24 ✓

Friends of Education
Summary of Accounts
9 Months Ending March 31, 2017

Description	July 1, 2016	Contributions	Withdrawals	Interest	March 31, 2017
Playgrounds					
Alexander Playground	73.74	-	-	0.59	74.33 ✓
Betty Gibson Playground	6,420.26	-	-	51.89	6,472.15
Earl Oxford Playground	-	6,540.00	-	36.53	6,576.53
George Fitton Playground	-	-	-	-	-
Green Acres Playground	1,989.90	-	-	16.08	2,005.98
Ecole Harrison Playground	1,412.57	-	-	11.41	1,423.98
King George Playground	3,570.84	-	-	28.87	3,599.71
Linden Lanes Playground	613.97	6,215.54	-	10.13	6,839.64
Meadows Playground	-	-	-	-	-
New Era Playground	206.82	-	-	1.66	208.48
Riverheights Playground	5,208.78	-	-	42.11	5,250.89
St. Augustine	1,309.90	60,000.00	58,426.19	21.95	2,905.66 ✓
Valleyview Playground	42.91	-	-	0.36	43.27 ✓
Waverly Park Playground	12,859.27	1,657.85	-	115.91	14,633.03
Total Playgrounds	33,708.96	74,413.39	58,426.19	337.49	50,033.65 ✓

Friends of Education
Summary of Accounts
9 Months Ending March 31, 2017

Description	July 1, 2016	Contributions	Withdrawals	Interest	March 31, 2017
Project Designated					
Best Buy Tech Lab Grant	(11.49)	11.49	-	-	0.00
Canadian Museum for Human Rights Project	11,823.40	-	2,387.50	89.14	9,525.04
Crocus Plains - Breakfast Program	953.34	500.00	567.97	8.97	894.34
Crocus Plains - Electronics	(87.25)	-	-	(0.71)	(87.96)
Crocus Plains - F1 Championship	2,190.60	-	2,202.40	11.80	0.00
Crocus Plains - Field House	0.71	-	-	-	0.71
Crocus Plains - Girls Rugby	204.70	-	205.80	1.10	0.00
Crocus Plains - Water Festival	135.91	-	-	1.10	137.01
Drug & Alcohol Coalition Donations	6,437.12	8,226.68	11,247.10	31.43	3,448.13
New Era/Harrison French Immersion Music of Africa	623.48	-	-	5.05	628.53
New Era Christmas Dinner	-	250.00	-	1.22	251.22
George Fitton Parent Council	(0.03)	-	-	0.03	(0.00)
Gr. 7/8 Human Rights Museum Fund	-	-	-	-	-
International Baccalaureate	34.79	-	-	0.29	35.08
J.R.Reid - Davloor	410.04	-	-	3.32	413.36
Memory of Doug Steeves	2,035.70	-	2,046.66	10.96	(0.00)
Neelin Breakfast Program	202.25	50.00	-	1.88	254.13
Neelin Major Productions	5,820.42	1,500.00	1,169.59	46.92	6,197.75
New Era Breakfast	256.94	-	-	2.07	259.01
Safe Kids	11.29	-	-	0.09	11.38
SPIN Youth Revolution Support	6,014.65	4,000.00	1,173.44	67.20	8,908.41
Vincent Massey - Football	2,890.61	-	-	23.37	2,913.98
Vincent Massey - Phys Ed & Basketball Program	2,732.79	(2,000.00)	-	10.77	743.56
Vincent Massey - Basketball Shooting Machine	-	3,700.00	-	19.65	3,719.65
Youth Revolution - General Donations	8,842.13	3,005.00	2,333.92	74.88	9,588.09
Total Other	51,522.10	19,243.17	23,334.38	410.53	47,841.42
	167,499.39	96,937.57	80,546.62	1,429.81	185,320.15

Westman Retired Educators' Association

150 Daly Crescent
Brandon, MB R7A 6W3
March 31, 2017

Dear Mr. Buri:

Thank you for your reply letter detailing the disbursements of funds through Friends of Education during the past two years and the goals of the committee.

The executive and membership of WREA reviewed and discussed your letter, received January 11, 2017, at our meetings in March. From the letter, it seems that the Friends of Education committee does not see the need to review either its mandate or its operational procedures.

Perhaps at a future time, WREA may again be active within the Friends of Education committee, but we do not currently see a satisfactory role there for a WREA member.

WREA will continue to support the fundraising and education causes of the Friends of Education committee. We wish you and the Friends of Education committee well with your work for the benefit of students in the Brandon School Division.

Yours truly,

A handwritten signature in blue ink that reads "J. Olmstead". The signature is written in a cursive style with a large initial "J" and "O".

Judith Olmstead
President

Westman Retired Educators' Association



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, June 21, 2017 – 12:00 p.m.
Boardroom, Administration Office

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

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 12:07 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of May 17, 2017 were received as information.

Point of Privilege:

Trustees Bambridge thanked the Committee and Dr. Casavant for the incredible amount of work that has been put into the process of revamping the whole Policy process. She commended the effort and work everyone put forth.

Trustee Bartlette noted this is a very significant shift from where the Committee had been, and this will help Trustees be better governors.

Trustee Sumner noted this is an important milestone to present to the Board for further review.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Draft Policy Manual Review

Review and discussion took place on Draft #2 of the updated Policy Manual. Edits and revisions were noted and the Committee agreed that the Policy Manual Draft #2 will be shared with the Board on June 26, 2017.

5. OTHER COMMITTEE GOVERNANCE MATTERS

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: TBD, Boardroom.

The meeting adjourned at 1:33 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)

READING, WRITING AND LOAN PAYMENTS

The most recent report on PISA 2015 results focuses on [students' financial literacy](#). Some 48,000 15 year-olds took part in the test, which evaluated their knowledge and skills about money matters and personal finance, such as dealing with bank accounts and debit cards, or understanding interest rates on a loan. This is the second time PISA has been used to assess students' ability to face real-life situations involving financial issues and decisions. The results for Canadian students, summarized in a [country note](#), show them performing above the OECD average, with 87% performing at or above the Level 2 baseline proficiency. Twenty-two percent of Canadian students were top-level performers with Level 5 proficiency, compared to the OECD average of 12%. Manitoba was among the seven Canadian provinces where students participated in the financial literacy assessment.



CSBA CONGRESS 2017

There's still time to register for the [2017 Canadian School Boards Association Congress](#), hosted by the BCSTA this summer in Whistler. The Congress, along with the National Trustee Gathering on Aboriginal Education, runs from July 5 to 8. The events begin with the Gathering's official opening and a keynote address at 1:00 p.m. on Wednesday, July 5. The official program wraps up at 1:00 p.m. on Saturday, July 8, with an optional mountain-top BBQ later that evening. For the complete list of [speakers](#) and full [program](#) information, visit [www.csba2017.ca](#). [Registration](#) is also available online; the deadline is June 23, 2017.



OCTOBER REGIONAL MEETINGS

Dates for our fall regional meetings have been set! These all-day meetings will include an update on what's been happening in your association since convention, as well as an educational component. They will also include business that was formerly conducted at January meetings—resolutions and a first call for nominations. This change was enabled as a result of an amendment to association [by-law #6](#) adopted in March. The call for resolutions and nominations will be distributed before the end of June, and the complete regional meeting package will be coming your way in September.

The schedule for regional meetings is as follows; exact locations will be confirmed and communicated in the near future.

- Region 1: Monday, October 23
- Region 2: Thursday, October 26
- Region 3: Friday, October 27
- Region 4: Saturday, October 21
- Region 5/6: Saturday, October 28

WHAT ARE YOU DOING JUNE 21?

Haven't quite decided how you're going to celebrate National Aboriginal Day (NAD) on June 21? Why not start by visiting the [Government of Canada's National Aboriginal Day webpage](#)? The site includes information about the origins and history of NAD, downloadable [learning resources](#), and a list of [activities](#) taking place across the country. It also includes links to stories about reconciliation, Indigenous history in Canada, Indigenous and northern success stories, and much more. It's definitely worth the visit, and you can link to the NAD page from our own [website](#).





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

June 14, 2017

MEMO

TO: All school boards

FROM: Ken Cameron
President

RE: 2017 MSBA AGM: Referral Back to Executive of Motion re: 2012 MSBA Policies to be Archived

At our annual general meeting and convention in March of this year, delegates voted to refer all "2012 MSBA Policies to be Archived" back to Provincial Executive for further review. It is our understanding that delegates wished for Executive to conduct this review to ensure that MSBA's new consolidated policy statements, concerning education finance and human resources, accurately addressed the content of all resolutions/policies slated for archive. Further, we understood that delegates intended for no past resolution or policy to fall by the wayside, in terms of appropriate follow through and action.

On June 5th, Provincial Executive heeded delegates' call for a review of the 2012 policies. As we take very seriously the concerns of our membership, we conducted this review with an eye to ensure that all 2012 resolutions and policies previously adopted by members would not become "lost" through replacement of these policies with our new consolidated statements.

Executive has now finalized our review of all 2012 policies to be archived. We are satisfied that no previous resolution adopted by our membership is at risk of not being carried forward for appropriate advocacy and follow-through. As such, Executive has now proceeded to archive all 2012 policies. To assist members in understanding our reason for this decision, Executive felt that it might be helpful for our members to receive a brief overview of our general advocacy process, relative to all resolutions and policies:

Every year, when resolutions or calls for action are first adopted or received by Provincial Executive, each is followed up with the relevant audience for our advocacy at the earliest possible time. Oftentimes, these resolutions and calls will go on to become part of our advocacy efforts for many years following their adoption, until such time that we feel they have been properly addressed or responded to.

In terms of resolutions or calls that are directed at the Province of Manitoba, Executive has made a practice of meeting with the Ministers and Deputy Ministers of relevant departments or ministries during the Fall of each year, as well as with all Opposition Parties, to communicate the items and concerns expressed by our membership through resolutions and calls for action.

For other resolutions or calls to action that might find appropriate audiences with other organizations, Executive will also arrange to meet with these other organizations, to share concerns and propose action in follow up to each item. It is worth noting that most of our advocacy however, is directed at the Province of Manitoba.

Whether it is with the Province of Manitoba or with other organizations, Executive always communicates our members' concerns in writing, to ensure that a formal record of our advocacy is preserved. Our most recent advocacy efforts (and responses received in writing to these efforts) can be found at the following website:
<http://www.mbschoolboards.ca/advocacy.php>

As mentioned, our association follows up on resolutions and calls as part of our advocacy efforts for many years following their adoption or receipt, until a satisfactory response is received to the issue or item of concern to our members. Given that the 2012 policies are now five years old and, given the change in Government occurring in spring 2016 (a new audience for our previous advocacy), our association felt that the time was right to renew efforts with our partners in government on a host of items that remain important to school boards.

By consolidating older individual policies into fresh new policy statements, these consolidations will now become part of our renewed advocacy efforts. By restating some of our older resolutions and policies, we create greater flexibility to address multiple needs and concerns, inclusive of the original content of each resolution or policy. We want to assure you our members that the specific elements and content that have informed the development of these consolidated statements will not be lost as we proceed to renew advocacy using these consolidations.

The ability to communicate and to meet with our partners (whether in Government or with other organizations) on those resolutions and policies that have informed the development of our consolidated policy statements, will ensure that, whether they are from 2012 or any previous year, your items and issues for concern become part of a renewed dialogue between these partners and our association. The same is true for any resolution or policy adopted by members after 2012, through to those resolutions and policies adopted at our most recent AGM and convention this past March.

We would also like for members to be aware that Provincial Executive does not, in and of itself, propose resolutions and policies for archiving without first conducting significant reviews of such policies. This review always takes place before items for reaffirmation or for archiving are tabled at our AGM and convention. Each year, the Resolutions and Policies Committee meets prior to convention, to ensure that nothing proposed for archiving is at risk for not being followed or carried through, as appropriate. The Resolutions and Policies Committee is comprised of volunteers from across our member boards. Trustees who have an interest in reviewing all resolutions and policies, as well as any proposed policy consolidations, to ensure that appropriate advocacy has taken place and will take place concerning these resolutions and policies. If anyone is interested in serving on the Resolutions or Policies Committee, we would encourage you to submit a volunteer application form (as attached) to Executive Assistant Andrea Kehler at:
akehler@mbschoolboards.ca

Executive would lastly like to thank all delegates who voted to refer this matter back to Executive for further review. We take your concerns very seriously. The opportunity to take a second look at all resolutions and policies that had been proposed for archiving this year, has certainly assured that every item is appropriately addressed as part of our ongoing advocacy strategy. We hope that the above information addresses the concerns raised, and do plan to allow some time during our October 2017 regional meetings for further discussion with membership on this topic, as may be required.

Sincerely,



Ken Cameron
President



MSBA COMMITTEE VOLUNTEER FORM

Submission options:

Print and fax to Andrea Kehler 204-231-1356 or
The completed PDF fillable form can be saved and emailed to akehler@mbschoolboards.ca

Name:

School Division:

Address:

Phone:

Work (optional):

Cell (optional):

Email:

Committees of Interest:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Personal experience/expertise related to the work of the committee(s):

-
-
-
-
-

Expectations of MSBA Committee Appointees:

MSBA representatives on external committees are expected:

- ✓ *to forward copies of meeting minutes, reports, or other pertinent information related to the work of the committee to the MSBA office after each committee meeting*
- ✓ *to keep the best interest of students and school boards as a focus in all deliberations and to adhere to the principles and guidelines outlined in MSBA's **Statement of Integrity***
- ✓ *to contact the MSBA Executive Director immediately if they have any concerns about the activities or decisions of the committee*
- ✓ *to complete a year-end activity report for submission to the MSBA office not later than June 15 each year*

Committee reports will be summarized for review by the MSBA Executive and distribution to all school boards in the fall.



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

June 14, 2017

MEMO

TO: All school boards

FROM: Ken Cameron
President

RE: Recent MSBA timeframes for urgent communications and response deadlines

Dear members:

Based on recent correspondence to MSBA Provincial Executive, some boards have expressed concerns with timeframes for urgent communication, along with deadlines for response, in relation to selected correspondence that has gone out from the association to our member boards.

At its regular meeting of June 5, 2017, Provincial Executive reviewed the specific items that had given rise to these concerns. It was felt by Executive that perhaps sending our response to all boards would help to promote wider understanding and to better address these items across the membership.

We would like to thank our members for bringing all concerns to our attention. As always, our ability to provide information on these items is important to maintaining our relationship with you and for enhancing the way that we do business as an association. We shall strive to better serve your needs.

1) Timeframes concerning advocacy concerning Association of Manitoba Municipalities Resolution 08-2016

We would like all boards to know that our timeframes for advocacy on AMM Resolution 08-2016 were indeed very compressed. On October 27, 2016 our association received a complimentary copy of the AMM convention manual as per established practice. That same evening, through perusal of the manual, we became informed for the very first time concerning AMM's intentions to introduce Resolution 08-2016 before its annual convention. The convention was set to occur on November 21-23: only 15 working days after the convention manual was received.

MSBA therefore had less than one month to prepare an effective advocacy strategy concerning this item, as well as to coordinate efforts among our members for you to engage with municipal partners on this issue. It was also the case that, given the date on which MSBA initially received information concerning Resolution 08-2016 (October 27), three out of five regional meetings had already taken place as of that date. While we provided information concerning the resolution during the two remaining regional meetings, the earliest timeframe for us to send information to all boards was November 2, once we had approved a strategy for advocacy on this issue.

This effectively meant that boards had 11 working days to mount local efforts, even as MSBA itself engaged AMM and several municipal partners on this issue. With what little time we had, our intention was to achieve an understanding with AMM on the resolution itself. We appreciate that many of the efforts undertaken by our members occurred in a very short timeframe, and we also experienced these pressures.

Based on our own engagement with AMM and select municipal partners, a compromise position was achieved after ten working days and we immediately notified members of this development on November 18. As it was very important for us to adopt a diplomatic approach to this issue, we encouraged further board efforts to engage local municipalities to stop, given the compromise that had been achieved. As of that date, some boards remained in process of developing or sending their own letters to municipal counterparts. Some had arranged meetings with them. We regret any investment of time or effort on the part of any school board that did not have the opportunity to send its correspondence out to, or meet with its local counterpart prior to November 18.

For those boards that were able to follow up with their municipal counterparts between November 2 and 17, please know that your efforts were directly responsible for the compromise position that was achieved. The level of engagement of all members on this issue was important and ultimately led to defeat of Resolution 08-2016. In the end, MSBA and you, our members, had to work within a very tight timeframe to address Resolution 08-2016. In this respect, MSBA had to work with what information it had, as it became available. In this respect, deadlines concerning advocacy on Resolution 08-2016 were not set by MSBA. They instead reflected the late date of disclosure and the beginning of the AMM convention only 15 working days following this date of disclosure.

2) Deadline concerning feedback on amendments to MSBA Pension Plan for Non-Teaching Employees

Some of our member boards raised concerns concerning the deadline set by MSBA for receipt of feedback concerning proposed amendments to the contribution schedule under our pension plan, at the close of 2016. In this respect, MSBA did indeed set a deadline of December 31, 2016, through a request for final feedback as of December 14, 2016.

This two week timeframe was based on our understanding that MSBA had included information concerning the proposed amendments in the regional meeting package for Regions 1, 2, 3, and 4. MSBA had also provided opportunities to discuss these amendments and receive feedback during the regional meetings themselves, from October 22-28. Boards were also encouraged to follow-up in writing if they wished to do so, and some did in fact do so. As the regional meeting information package was distributed to all member boards on October 13, we believed that an appropriate timeframe had been provided for boards to respond to what was proposed.

For Region 5/6, given that two of the seven boards in this region are not members of the pension plan, we convened a separate meeting with chairs, superintendents and secretary-treasurers on November 29. This was the earliest date on which all parties in Region 5/6 could meet. At that juncture, the same opportunity to submit feedback was encouraged.

While our request for final feedback was received on December 14 with a deadline for December 31, this reflected the reality that, for most boards, the opportunity to submit feedback had earlier commenced as of October 13, when the amendments were first communicated to affected plan contributors.

We always make every attempt to remain flexible and nimble in service to our members. Therefore, as per requests received from some boards following the December 14 communication requesting addition time, the deadline was extended to January 31, following conclusion of the winter break. We regret that some boards felt pressures concerning these timeframes.

It is our intention that the above information will help those who contribute to our plan to understand why the first final deadline for feedback was set less than two weeks following our communication of that deadline. Based on our perspective, MSBA had provided approximately two months for receipt of feedback, and the deadline was extended by an additional month, when some boards requested it.

3) Timeframes and disclosure to Government concerning the Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise on education finance

In preparation for the October 2016 regional meetings, MSBA had requested that all members complete a SWOT survey on education finance. However, it has been brought to our attention that some members may be under the impression that MSBA Provincial Executive submitted these survey responses to the Province of Manitoba before all boards had responded. We would like to provide clarification concerning this point, to help promote better understanding across our membership.

The SWOT survey exercise that informed our proceedings during the Fall 2016 regional meetings, was considered by MSBA Provincial Executive to be a confidential exercise. We wish to therefore confirm that at no time have the outcomes or findings of this survey been disclosed to the Government or Province of Manitoba.

Instead, the findings of this survey were used to modernize MSBA's advocacy strategy concerning education finance through development of the consolidated policy statement on education finance that was approved by all delegates at our March 2017 AGM and convention. Results and findings from the initial SWOT survey, ensured that this consolidated policy statement reflected shared perspectives and concerns across our membership.

Before MSBA proceeded to develop the consolidated policy statement on education finance, we received a total of 36 responses from our member boards (out of 38). This was truly a record number of responses and bears testament to the central focus on education finance as part of our ongoing advocacy efforts.

When MSBA engages in advocacy with the Government concerning the consolidated policy statement this coming Fall, it will come with the impact of nearly universal response from our members concerning this important topic. But even then, we wish to assure our members that at no time will your individual survey responses to the SWOT survey be disclosed to the Government. Our advocacy efforts shall only remain informed by what members agreed to, under the consolidated policy statement that you adopted during this year's convention.

4) Deadline concerning response to survey questionnaire concerning impacts arising from the 2017 Funding of Schools Announcement

Each and every year, the Funding of Schools Announcement made by the Government of Manitoba generates significant media and public interest. Given the impacts of the very first budget reductions to the education portfolio in nearly two decades, MSBA had desired to be in a position to communicate province-wide impacts arising from this budget situation. Our intention was to submit an editorial comment on the overall budget situation with reference to potential and likely impacts.

With typically less than one week to provide such editorial comment given the currency of the announcement, we did make an attempt to gather information from you, our members, under a very strict timeframe: one business week, starting February 6 and ending February 10. However, when our budget survey was distributed to members, the email accompanying the questionnaire also stated the following:

If there are boards that would prefer to respond once public consultations concerning the budget have drawn to a close, or if there are boards that have not yet undertaken the kinds of preliminary analysis requested in the attached survey, or if there are boards who would like additional time to complete, please try to have your responses to us by end of February or at your earliest convenience. Again, the sooner we are able to compile the provincial perspective that we hope will emerge from this survey, the more it will help to further our advocacy efforts. (emphasis added).

MSBA Provincial Executive remains aware of our members' budget setting processes and so we wished to acknowledge this up front, at the time the survey was distributed. However, we also acknowledged that it would be important to ensure that the right messages concerning the budget impacts would be received by our partners and our public in a timely fashion, to ensure that boards could stand united with a collective voice concerning the overall

budget outcomes and impacts in 2017. In this respect, the February 10 “deadline” was included as a suggestion only: the “end of February or at your earliest convenience” was, in reality, the intended message that we hoped would be received by boards at the time this survey was distributed. We regret that this was not clear based on our communication.

In future, MSBA will adopt a different approach to advocacy on budget announcements given our experience with this particular survey during this past year.

5) Electronic vote re: appointment of MSBA auditor for 2016/17 and future years

With an end of June timeframe to conduct and finalize each annual audit at MSBA, the period between close of convention in March and the beginning of our annual audit comes with significant time constraints at the best of times. When delegates voted not to reappoint the recommended auditor on March 17, the processes that were then required to respond to all requirements arising from this motion, meant that MSBA had little option but to shorten all timeframes in order to ensure that our audit would be finalized by end of June.

Following the end of this year’s convention on March 18, MSBA required a minimum of one month to develop a tender, for senior administration of MSBA to review and approve of the tender, to post the tender in media and on relevant websites for a minimum of at least two weeks, to review and evaluate all proposals received, for Provincial Executive to approve the candidate short list, and then, finally, to submit Executive’s recommendation to our membership for final decision (which occurred on April 19, only one month following the close of convention).

Based on the submission of this recommendation to our membership on April 19, the deadline of April 28 was set, to ensure sufficient time to fully conduct an audit of our association’s finances, by way of meeting the mandatory end of June timeframe. In this respect, we want members to understand that normally our audit requires at least two months’ time. Here, it is especially important for boards to be aware that MSBA’s audit process involves review of nine different accounts, given that our association maintains separate financial reporting for nine different legal entities. These audits all have to be achieved by end of June and so require at least two months (May and June) in order to achieve these requirements.

MSBA therefore had very little option and time remaining, but to require that trustees respond to the electronic vote within nine days (between April 19 and 28), the greatest amount of time that could be afforded under the circumstances. In this respect, it is important to recognize that the vote for reappointment of an auditor is a “trustee” as opposed to a “board” ballot. Just as would occur on the floor of convention, it is for trustees to decide and cast their vote on this matter, not boards.

With this in mind, MSBA did not feel that additional time was required for boards to meet in advance of the final deadline on this issue. Our further decision to count all non-responses received as “abstentions” for the purpose of this vote also reflected a simulation of what would normally occur on the floor of the convention as well: delegates who are present cast their ballots, while those who are absent do not do so, and are therefore not counted.

Our decision to convene an electronic vote, rather than to hold a second in-person meeting to decide this matter (as was also an option), was intended to promote greater participation than would have been true of a meeting held in one location on a select date and time. It was also intended to save boards the expense of having to travel to one location for the purpose of having trustees cast their ballots on this matter.

These considerations were as important for Provincial Executive as was our effort to ensure that as many trustees had an opportunity to cast their ballot as possible, given the minimal timeframe that we had available. Had a second in-person meeting occurred to decide this matter, it would have come with the same compressed timeframes and the same minimal advance notice.

MSBA would still have required the same one month timeframe to respond to all advance requirements leading to the submission of our recommendation, and the same two month allowance in follow-up, to allow for a successful audit process. Given these circumstances, this would have meant requiring all trustees to come to one location and vote, the week of April 24. Executive was certain that our members would not have appreciated a decision to proceed according to an in-person meeting format, when a more efficient and fiscally prudent electronic vote was enabled under our by-laws.

The context and circumstances that surrounded the entire reappointment motion came with many important lessons learned. We have apologized for what occurred by way of the memo received by all of our members dated May 10, 2017. Since that time, given additional concerns shared with us from some members concerning how abstentions were counted, we have opted to again follow-up with all boards, to ensure that everyone receives our response on this question. As was highlighted in the May 10 memo, it is Provincial Executive's intention to ensure that we avoid any repeat of what occurred during this past year's AGM and convention, so that electronic or alternative voting procedures on important matters (as allowed under our by-laws) is a measure of last resort— one that may be only used in extra-ordinary circumstances.

Final Remarks

We as Provincial Executive seek to understand the needs and perspectives of our members even while we also understand that, under the current circumstances, it remains important for us to also share our perspectives with our membership. In doing so, it is not the intention of Provincial Executive to appear to defend any of the above actions, timeframes or deadlines. Rather, by providing some context and details around 'why' Provincial executive proceeded as it did in these circumstances, we hope to continue the dialogue between ourselves and our members around what works, what does not work, and how we can change in future to better address your needs and requirements.

We hope that the information provided addresses your concerns and do plan to allow some time during our upcoming October 2017 regional meetings for further discussion as may be required.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ken Cameron', with a stylized flourish at the end.

Ken Cameron
President

M A N I T O B A

School Boards

A S S O C I A T I O N

Call for Nominations and Resolutions 2018



Manitoba School Boards Association 2018-2019 Provincial Executive First Call for Nominations

Member school boards and trustees are now invited to nominate candidates for the 2018-2019 Manitoba School Boards Association Provincial Executive. The following positions will be elected for two-year terms in 2018:

- Vice-President (Board with 6,000 students or more)¹
- Directors for Regions 1, 3, and 5 (one position)

¹ Brandon, Hanover, Louis Riel, Pembina Trails, River East Transcona, Seven Oaks, St. James-Assiniboia, and Winnipeg

Nominations may be made in any of three ways:

1. A trustee may be nominated for office by his or her school board by way of motion duly passed by that school board, and submitted in writing to the association's Nominating Committee.
2. A trustee may be nominated for office by submitting in writing an expression of intent, accompanied by the supporting signatures of five (5) trustees from member school boards.
3. A trustee may be nominated for office from the floor of a regional meeting or the annual convention by a single trustee from a member school board, with the consent of the nominee.

As outlined in Association by-laws, the responsibility of the Nominating Committee is to ensure that:

1. there is at least one candidate for each Executive position;
2. none of the committee's nominees is a member of the Nominating Committee; and
3. nominations received respect the term limits established in Association by-laws (two consecutive two-year terms).

This written notice is the **first call** for nominations. A **second call** will be made during the October regional meetings, and the **third and final call** at the morning call to order at the Annual convention.

Sincerely,

Nominating Committee
c/o Manitoba School Boards Association
191 Provencher Blvd.
Winnipeg, MB R2H 0G4
Phone: 204-233-1595 or 1-800-262-8836
Fax: 204-231-1356
Email: akehler@mbschoolboards.ca

Manitoba School Boards Association Call for 2018 Convention Resolutions

The Resolutions and Policy Committee is now inviting member boards to submit policy amendments and new resolutions for consideration at the Association's 2018 Annual Convention. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards Association office no later than **Friday, September 29, 2017**. This deadline enables us to distribute all proposed resolutions in advance of regional meetings in October.

The sections that follow outline the processes to be followed for submitting **amendments to consolidated policies**, and **new resolutions**.

Amendments to consolidated policies

In recent years, the Association has been working towards consolidating existing policies into comprehensive policy statements. That work now completed, with consolidated policy statements in the following areas:

- principles of public education;
- school boards and trustees;
- transportation;
- facilities and materials;
- education programming;
- students;
- funding and financial matter; and
- human resources.

These statements (attached) were adopted by the membership at a convention, and most previously adopted resolutions in these areas have been archived.

Any resolutions pertaining to areas where consolidated policies have been adopted must take the form of an amendment—that is, an addition to, deletion from, or change of wording to—the consolidated policy. For 2018, those are the eight policy areas listed above.

New resolutions

The processes relating to the submission of new resolutions remains unchanged from previous years, except that such resolutions will no longer be accepted in the areas (identified above) where consolidated policies have been adopted. That means that resolutions will be accepted in the following areas for consideration at the 2018 convention:

- by-laws;
- matters affecting the association;
- external organizations.

New resolutions should augment rather than restate existing policy, which can be found in the Policies and Current Resolutions document, posted on our website.

General information

In order to receive regional support, a policy amendment or new resolution must be presented at the appropriate regional meeting and be passed by the majority of trustees in attendance at that meeting. Procedures relating to policy amendments and resolutions* are contained in Manitoba School Boards Association By-law #4 (11) (c), (d) and (e), and are summarized below.

- Each region may adopt a maximum of five board-sponsored resolutions for forwarding for consideration at the association's AGM as **regular resolutions**. Board-sponsored resolutions not adopted at the regional meeting for forwarding to the AGM may be forwarded, upon a majority vote in the affirmative at the regional meeting, to the provincial executive as an **issue or request for action**.
- **Emergent resolutions** may be submitted to the provincial executive by any member board in the period of time between the deadline for receipt of proposed regular resolutions and the last provincial meeting prior to the AGM. The provincial executive will assess each such resolution to determine whether it is truly emergent in nature – that is, whether the issue it addresses was evident prior to the deadline for the submission of resolutions. Where the resolution is determined to be truly emergent, the provincial executive will direct that the resolution in question be included among those being considered at the AGM. If the resolution is determined not to be emergent, it may still be considered at the AGM, at the request of the sponsoring board, if such consideration is supported by a two-thirds majority of voting trustees.
- A proposed resolution will be accepted for consideration as an **extraordinary resolution** if the resolution arises out of the business of the AGM and consideration of the resolution is supported by a two-thirds majority of voting trustees.

Please remember that beyond the resolutions process, individual boards or regions may identify issues or submit requests for action to the provincial executive at any time throughout the year. Requests for action generally relate to specific situations that fall within the parameters of existing association policy.

**By-law #4 uses the term “resolutions” exclusively, but the same provisions apply to consolidated policy amendments. For the purposes of determining the allowable number of resolutions that may be submitted to convention (as described in the first bullet), policy amendments and new resolutions will be considered to be one and the same, meaning that their combined total may not be more than five.*

Sincerely,

Resolutions and Policy Committee
c/o Manitoba School Boards Association
191 Provencher Blvd.
Winnipeg, MB R2H 0G4
Phone: 204-233-1595 or 1-800-262-8836
Fax: 204-231-1356
Email: akehler@mbschoolboards.ca

Current consolidated policies

These policies may be amended through the resolutions process at a Manitoba School Boards Association convention. New resolutions will not be accepted in those areas where consolidated policies exist.

Principles of Public Education

The Manitoba School Boards Association believes that the purpose of public schooling is to provide for the development of all children, so that each may take a meaningful place in society. The Manitoba School Boards Association has identified the following principles as key to the fulfilment of that purpose.

- The public school system provides quality programming that respects the intrinsic value of the individual and focuses on the development of each child.
- Public school programming reflects a contemporary view of the knowledge, skills, and attitudes that are of most worth to the individual and to society.
- Public schools reflect the character, cultural heritage, and democratic institutions of the communities they serve.
- The public school system demonstrates respect and support for fundamental human rights as identified in Canadian and provincial legislation.
- Public schooling is a responsibility shared among the school, the family, and the community.

School Boards and Trustees

Authority

The Manitoba School Boards Association believes that locally elected school boards are essential to ensuring community voice in public education, and that to be effective in this regard, they require the authority to make local decisions within broad parameters established by provincial legislation. This authority, which resides with the corporate board and not individual trustees, includes the ability to:

- access revenue beyond that which is provided by the provincial government for education purposes, through mechanisms such as the local special levy on property;
- manage financial, capital and human resources in an effective and efficient manner;
- determine and modify as necessary the school division's own internal operating structures; and
- adapt or develop curricula and establish academic requirements or standards that reflect community needs or values.

Responsibility

The Manitoba School Boards Association believes that the exercise of authority brings with it responsibility. In this light, school boards have a responsibility to:

- abide by all relevant laws by which they are bound, while retaining the right to try to influence the legislative process, or advocate for changes to existing laws;
- conduct school board business in an open and transparent manner, limiting the use of in-camera deliberations for those matters requiring confidentiality;
- preserve to the greatest extent possible the integrity of the school board and the office of school trustee through the development and enforcement of a strong school trustee code of conduct; and
- keep the best interest of students at the forefront of all deliberations.

Funding and Financial Matters

Education is a public responsibility. In Manitoba, that responsibility is shared between the provincial government and school boards. The province has constitutional authority for k-12 education, but it has delegated responsibility for the school system's day-to-day operations to school boards. This model of shared responsibility benefits Manitoba by ensuring a high standard of education across the province, by providing greater equity of educational opportunity, and by providing local communities with distinctive programs and services that meet their own self-identified needs. Education funding—the overall level of support and the mechanisms through which that support is distributed—is a critical component of a strong public school system. School boards believe that the following are key elements of an effective education-funding model.

Operational funding

- The provincial government should provide the majority of funds (greater than or equal to 80%) required to operate public schools in accordance with all legislation, regulation, and government mandates or directives.
- Elected school boards must have the authority to raise the balance of required operational funds through the local education property tax levy.
- Limitations, restrictions or conditions on allocation of school division budgets should be minimal, and clearly communicated at the time of the annual provincial funding announcement.
- Provincial funding of education should come primarily in the form of block or per pupil grants rather than categorical grants, to provide school divisions with the maximum flexibility in allocating resources.
- The education funding formula should contain equalization measures and other components to ensure equity of opportunity for students regardless of circumstances or location, and fairness for taxpayers in low-assessment divisions.

Capital funding

- The provincial government should fully fund new capital construction and major renovations to a level that accurately reflects current construction costs.
- The capital support formula must take into account the inclusion of spaces or facilities necessitated as the result of new mandates or pedagogical developments.
- Capital funding should be allocated objectively based on need, and school boards should be informed regularly on the status of divisional funding requests.

Other financial matters

- Relevant provincial departments (i.e. health) should support financially the delivery of non- educational services to children in schools.
 - The purchase of supplies and services required within the public school system should be exempt from consumption taxes levied by federal, provincial, or municipal levels of government.
- All school division property should be exempt from municipal property taxes or special services levies.

Education Programming

Public schools provide all children with the opportunity to acquire the skills and knowledge that enable them to develop their personal interests, explore and master new areas of inquiry, and build stronger futures for themselves and their communities. In order to fulfill this mandate, public schools must:

- maintain an instructional focus on the core subjects which remain integral to student success, including numeracy and literacy.
- offer a dynamic curriculum that recognizes emerging knowledge and learning needs.
- make available high-quality technical, vocational and career programming, and to the extent possible, ensure such offerings align with post-secondary requirements in technical and vocational fields of study.
- include curricular components that will enable young people to better fulfill their current and future roles as contributing family and community members, and as citizens of democratic societies.
- enable such course and delivery modifications as are necessary to ensure that all students, regardless of ability or special needs, geographic location, cultural or linguistic background, or other relevant factor, can benefit from the full range of educational offerings.
- conduct regular, meaningful assessments of student progress towards stated learning goals, with the results of such assessments being used to direct improvements to teaching and learning for both individual students and the student body as a whole.
- align instructional time and human/financial resource allocation with curricular requirements and priorities.

Students

Public schools not only provide academic courses of study for students; they also share in the family and community responsibility for nurturing the whole child, and for helping each one grow into a healthy, happy and contributing member of society. To that end, public schools must:

- recognize the critical importance of the early years for children's healthy development and learning, and support inter-agency cooperation and collaboration to meet the needs of young children and their families.
- cooperate with organizations having child or youth-focused mandates, including those working with pre-school or young adult populations.
- mitigate the negative impacts of poverty on students, and ensure that equitable educational opportunities are available to all children and youth, regardless of socio-economic status.
- work with other levels of government to promote a "students-first" philosophy that consistently places the needs of children and youth ahead of financial or legal considerations associated with residency, guardianship, jurisdictional boundaries, or similar matters.
- understand the significant roles good physical and mental health, emotional intelligence and empathy play in overall student well-being and achievement, and support or develop programs and initiatives designed to have a positive impact in these areas.
- respect, reflect and celebrate the cultural diversity of Manitoba's citizens and communities in philosophy and programming.

Human Resources

As employers, school boards have a responsibility to advocate for, develop and implement human resource legislation, policies and practices that will support the recruitment, professional growth and retention of the personnel instrumental to the success of students. These responsibilities to employees must be met within the context of concurrent responsibilities to students, communities, and ratepayers. School boards believe that they can best balance these responsibilities when:

- collective bargaining occurs at the local level between individual school boards and their respective teacher associations and other unionized groups.
- the risk of disruptions to student learning as a result of labour disputes is minimized by the use of

binding arbitration rather than strike/lockout as the final dispute resolution process in collective bargaining between school boards and teacher associations.

- arbitrators consider community economic conditions when awarding settlements.
- certification or other administrative barriers that negatively impact school boards' ability to hire qualified teachers, school clinicians, or other high-demand professionals from jurisdictions outside Manitoba are minimized.
- the provision of professional development in areas such as changing curricula, or training in the delivery of specialized health-care services required by individual students, is treated as a shared responsibility of the school board and the province.
- school boards regularly assess the performance of their superintendents in accordance with a defined set of agreed-to principles and criteria.

Transportation

The Manitoba School Boards Association believes that student safety is a key priority for public schools, and that concerns for safety extend to the transportation and movement of students to and from school. In order to maximize student safety, it is imperative that:

- school buses be outfitted with equipment and systems that are known to enhance safety;
- all students be educated on safe school bus ridership;
- appropriate accommodations be made in school zones to ensure the safety of students travelling to and from school (such as reduced speed zones and designated school bus loading/unloading zones);
- traffic laws relating to school buses (such as passing a stopped and signaling bus) be vigorously enforced; and
- regular public education campaigns be undertaken to ensure community members are aware of these laws, and the consequences for violating them.

Facilities and Materials

The Manitoba School Boards Association believes that appropriate school facilities and material resources are essential components of a strong public education system, and as such, must be available to all students and staff, in all areas of the province. Specifically:

- infrastructure such as high-speed Internet must be in place in all Manitoba schools, to enable students to participate fully in curricular offerings;
- new schools must be built, and existing schools retrofitted as required, to ensure accessibility and to meet the needs of students and other persons with disabilities;
- school boards must be involved in the planning of new residential developments to help ensure appropriate accommodations are made for public schools; and
- land required for new school sites must be made available to school divisions at a reasonable cost.