



BRANDON SCHOOL DIVISION

January 22, 2020

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

TO BE HELD MONDAY, JANUARY 27, 2020
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, January 13, 2020.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – January 27, 2020.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education and Community Relations K. Fallis
- b) Finance and Facilities P. Bartlette
 - January 21, 2020
 - January 23, 2020

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Executive Highlights – January 6, 2020 (Appendix 'A')
- b) e-bulletin – January 15, 2020 (Appendix 'B')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

03/2020 That the request involving nine (9) male and twenty-two (22) female Vincent Massey High School history, geography and art students in grades 9 to 12 to make a trip to Germany, Switzerland, Italy and the Vatican City from March 25 to April 5, 2020 be approved and carried out in accordance with Board Policy #9.

04/2020 That the request involving approximately seven (7) male and thirteen (13) female Crocus Plains Regional Secondary School dramatic arts students in grades 10 to 12 to

make a trip to New York City, NY from May 20 to May 24, 2021 be approved and carried out in accordance with Board Policy #9.

05/2020 That the School Calendar for the 2020-2021 School Year be established, as proposed.

06/2020 That the Auditor's Engagement Letter regarding the Audit of the December 31, 2019 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.

07/2020 That the lowest Tender from Bell MTS Security and Automation in the amount of \$224,538.82 (including taxes) to Supply and Install Surveillance Cameras (308) and NVR Servers (3) be funded through the Designated Surplus be accepted.

08/2020 That the Tender from Benmarks in the amount of \$663,411.37 (including taxes) for the Supply and Installation of an Internet Protocol Paging Solution at O'Kelly, Linden Lanes, Meadows and Neelin to be funded from the Designated Surplus be accepted.

5.06 Bylaws

5.07 Giving of Notice

- a) I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 1/2020, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Board of Trustees – Meeting with the Brandon Catholic School Board – 4:00 p.m., Wednesday, January 29, 2020, St. Augustine School.
- b) Support Personnel Labour Management Committee Meeting – 3:30 p.m., Thursday, February 6, 2020, Conference Room.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 10, 2020, Boardroom.
- d) Upcoming Budget Dates:
 - Budget Presentations – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
 - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
 - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, JANUARY 13, 2020.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, Mr. S. Montague, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis and Ms. K. Rance, Live Streaming Video Operators.

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

REGRETS:

Ms. L. Letain.

The Chairperson called the meeting to order at 6:04 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) In-Camera items to the agenda.

Mr. Montague – Ms. Bambridge
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held December 9, 2019 were circulated.

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

Ms. Fallis – Mr. Murray
That the Board do now resolve into Committee of the Whole In-Camera. (6:06 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**2.00 IN CAMERA DISCUSSION:****2.01 Student Issues****- Reports**

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on one (1) Student Matter.

- Trustee Inquiries**2.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Secretary-Treasurer provided information on a Personnel Matter.
- c) The Superintendent/CEO provided an update on a Personnel Matter.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports**

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

- Trustee Inquiries**2.04 Board Operations****- Reports**

- a) The Secretary-Treasurer discussed two (2) Board Operations Matters with Trustees and received Board feedback.

- Trustee Inquiries

Mr. Montague – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (6:40 p.m.)

Carried.

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

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information**

- a) Correspondence addressed to Trustee Ross, Board Chairperson, from the Honourable Kelvin Goertzen, Minister of Education, December 12, 2019, noting that he is pleased to welcome George Fitton School into Manitoba Education's Community Schools Program (CSP) and provide the Brandon School Division with a grant of \$160,000 toward the 2019-2020 participation of George Fitton and New Era Schools in the program. This grant represents the government's commitment to enhancing student mental health, educational engagement, academic success and overall well-being.

The CSP supports the capacity of schools to mobilize school-community resources that promote school readiness, attendance, and family and student engagement. As hubs of educational, social, cultural, recreational, and interagency programming, community schools offer a range of programs, resources and services that enhance the impact of effective classroom instruction and school based supports.

The Community Schools Program 2014-2018 Public Report outlines a variety of programs, services, and resources that schools can offer to support strong family and student engagement in education. It can be accessed at: www.edu.gov.mb.ca/csp/reports/index.html.

Ordered Filed.

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the January 13, 2020 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Positive feedback for the Secretary-Treasurer's Department from Public Schools' Finance Branch
 - Information Items
 - Manitoba Education Correspondence
 - Funding up to \$40,000 for 2019-2020 for the Brandon School Division toward the Enhanced School-Based Mental Health and Addictions Supports Initiative.
 - Presentations
 - Continuous Improvement at King George School – M. Kendzierski, K. MacFarlane, D. Foord, D. Rochelle, and R. Boyd
 - Maryland Park School Update – B. Miller
- Business Arising for Board Action
 - Information for Discussion and Correspondence
 - Letter of Understanding – Article 27 – Lunch Period of the Collective Agreement
 - Senior Administration Response to Trustee Inquiries
 - Response to Trustee Inquiry: "Eight Years Ago, BSD began to partially Implement Full-Day/Every-Day Kindergarten in our schools, with these classes being implemented in schools with the lowest average EDI school preparedness scores. Do more recent EDI reports continue to support the same schools as being most in need?"

Trustee Ross thanked the King George School group for attending and presenting. Trustee Bartlette asked questions about WIN (What I Need) Groups, in regards to how student needs are identified.

Trustee asked questions for clarification regarding All-Day/Every-Day Kindergarten and Maryland Park School. Dr. Casavant noted that Mrs. Miller, Maryland Park School Principal, has added Frequently Asked Questions (FAQs) to the Maryland Park School web page. Trustee Ross thanked Mrs. Miller for attending and for the great job she is doing.

(Trustee Montague exited at 7:28 p.m., returned at 7:30 p.m.)

Ms. Bambridge – Ms. Fallis

That the January 13, 2020 Report of Senior Administration be received and filed.
Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Personnel and Policy Committee Meeting
The written report of the Personnel and Policy Committee meeting held on December 6, 2019 was circulated.

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

- b) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on December 17, 2019 was circulated.

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

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Matters

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

- 01/2020 Ms. Kejick – Mr. Bartlette
That the nomination of Trustee Bambridge for the position of Region 1 Director with the Manitoba School Boards Association, be approved.
Carried.

- 02/2020 Ms. Bambridge – Ms. Kejick
That the Letter of Understanding between The Brandon Teachers' Association and The Brandon School Division with respect to a modified lunch hour for the first semester of the 2019-2020 school year for Laura Jonasson, Vincent Massey High School teacher, be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.
Carried.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Education and Community Relations Committee Meeting – 1:00 p.m., Wednesday, January 15, 2020, Boardroom.
- b) Finance and Facilities Committee Meeting – 8:30 a.m., Tuesday, January 21, 2020, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 27, 2020, Boardroom.
- d) Upcoming Budget Dates:
 - Budget Presentations – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
 - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 24, 2020, Boardroom.
 - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

7.00 ADJOURNMENT

Ms. Fallis - Ms. Bambridge
That the Board do now adjourn. (8:04 p.m.)
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 27, 2020

A. Administrative Information

I. CELEBRATIONS

1. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL PRESENTED WITH METIS FLAG

On Wednesday, January 15, 2020 Metis Elder Joan Church and Community Liaison Worker Sabrina Bornkessel presented students and staff at École secondaire Neelin High School with a Metis Flag. The flag, which was a gift from Leah LaPlante, Manitoba Metis Federation Southwest Region Vice President, embodies a number of the central characteristics of the people.

The infinity symbol carries two meanings. It represents two circles joined, meant to symbolize the joining of two cultures. It also states that the culture shall live forever – to infinity – and that the practice and values of the Métis shall endure.

This is an important aspect of the culture, for once you are Métis, you will always remain so. École secondaire Neelin High School was gifted the flag, for all of the work the school has been doing in regards to the Truth and Reconciliation Calls to Action along with the work they have been doing in the cross curricular teaching of Indigenous perspectives.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from January 8, 2020 to January 21, 2020.

- January 8, 2020 – telephone meeting with Cale Dunbar, President, Brandon Teachers' Association

“Accepting the Challenge”

- January 10, 2020 – meeting with Jason Gobeil, Aboriginal Community Coordinator, Brandon Urban Aboriginal Peoples' Council
- January 13, 2020 – meeting with Kevin Tacan, Indigenous Elder
- January 14, 2020 – Continuous Improvement Plan – Divisional Leadership Team meeting
- January 14, 2020 – Maryland Park School meeting
- January 15, 2020 – Education and Community Relations Committee meeting
- January 15, 2020 – Brandon School Division/Brandon Teachers' Association Professional Development Committee meeting
- January 16, 2020 – meeting with IBM K-12 Education
- January 17, 2020 – meeting with Kelly Braun, Acting Principal, J. R. Reid School
- January 17, 2020 – Brandon Crime Stoppers Program – sponsor appreciation luncheon

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENT</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary	3 total	1 – 3 day 2 – 4 day	Unacceptable Behaviour Unacceptable Behaviour (2 vaping)
High School	15 total	1 – 3 day 4 – 3 day 5 – 5 day 1 – 5 day 1 – 10 day 1 – 15 day 1 – 20 day 1 – 30 day	Drug and Alcohol AP Unacceptable Behaviour (2 vaping) Drug and Alcohol AP (2 vaping) Unacceptable Behaviour Unacceptable Behaviour Drug and Alcohol AP Unacceptable Behaviour Weapons

IV. INFORMATION ITEMS

1. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY

For InformationE. McFadzen

Crocus Plains Regional Secondary School submitted an off-site activity request for band and choir students, consisting of forty (40) male and forty (40) female students in grades 9 through 12, to make a trip to Edmonton, AB from April 5 to April 9, 2020.

Chad Cobbe, School Leader, Crocus Plains Regional Secondary School recommended this trip for approval. Elaine McFadzen, Assistant Superintendent has given approval for this trip.

2. MANITOBA EDUCATION CORRESPONDENCE

LETTER FROM HONOURABLE KELVIN GOERTZEN, MINISTER OF EDUCATION

For Information Dr. Casavant

Correspondence was received from Honourable Kelvin Goertzen, Minister of Education, regarding the Respect In School (RIS) training program. RIS is a research-based, foundational program that provides adults working with students in schools with information to better understand and respond to incidents of bullying, abuse, harassment and neglect. Manitoba Education will continue to offer the renewed RIS on-line curriculum training program at no cost to all adults working with students in public schools.

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT AT ÉCOLE O'KELLY SCHOOL

For Information M. Thomson, L. Featherstone, S. Hainstock

Marcy Thomson, Principal; Lee-Anne Featherstone, Continuous Improvement Coach; Stacey Hainstock, Numeracy Support Teacher will provide an update on Continuous Improvement initiatives in progress at École O'Kelly School.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

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

2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action E. McFadzen

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for nine (9) male and twenty-two (22) female history, geography and art students in grades 9 to 12 to make a trip to Germany, Switzerland, Italy and the Vatican City from March 25 to April 5, 2020.

Bryce Ridgen, School Leader, Vincent Massey High School and Elaine McFadzen, Assistant Superintendent have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the request involving nine (9) male and twenty-two (22) female Vincent Massey High School history, geography and art students in grades 9 to 12 to make a trip to Germany, Switzerland, Italy and the Vatican City from March 25 to April 5, 2020 be approved and carried out in accordance with Board Policy #9.

3. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For ActionE. McFadzen

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for approximately seven (7) male and thirteen (13) female dramatic arts students in grades 10 to 12 to make a trip to New York City, NY from May 20 to May 24, 2021.

Chad Cobbe, School Leader, Crocus Plains Regional Secondary School and Elaine McFadzen, Assistant Superintendent have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the request involving approximately seven (7) male and thirteen (13) female Crocus Plains Regional Secondary School dramatic arts students in grades 10 to 12 to make a trip to New York City, NY from May 20 to May 24, 2021 be approved and carried out in accordance with Board Policy #9.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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



BRANDON SCHOOL DIVISION

Education and Community Relations Committee Minutes

Wednesday, January 15, 2020 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Fallis (Chair), D. Kejick (arrived at 1:12 p.m.),
P. Bartlette (Alternate)
M. Casavant, M. Gustafson (exited at 1:10 p.m.)

Regrets: L. Letain

Guest: S. Bambridge

1. CALL TO ORDER

The Education and Community Relations Committee Meeting was called to order at 1:00 p.m. by Committee Chairperson, Trustee Kim Fallis.

2. APPROVAL OF AGENDA

Dr. Casavant requested that the 2020-2021 School Calendar discussion take place at the start of the meeting. The Committee agreed to this request.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the November 13, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) 2020-2021 School Calendar

Mr. Mathew Gustafson, Assistant Superintendent, reviewed the draft 2020-2021 School Calendar.

Trustees asked questions for clarification regarding the difference between Professional Development (PD) days and Administration days and how the CIP is related to the two PD days in September 2020.

Recommendation:

That the School Calendar for the 2020-2021 School Year be established, as proposed.

B) Tipi Tour – 2nd Tipi Installation

Ms. Nicole Warwaruk, Principal, and Ms. Kelly Makkituq, teacher, Riverview School, attended the meeting and made a presentation to the Committee. Highlights of the *Riverview School Tipi Tour Proposal* presentation included:

- Indigenous area in the Library:

- Igloo Reading Nook, Tipi Reading Nook, New Indigenous Books
- Sensory Pathway
- Our Vision if chosen to receive a Tipi:
 - Oral Tradition: Storytelling
 - Potential Teaching Plaques Inside the Tipi
 - Oral Tradition Topics – The Seven Teachings; The Medicine Wheel
 - Outdoor Classroom
 - Location
 - Stakeholder Input

Ms. Warwaruk shared a few stories about growing up in St. Laurent, Manitoba and spoke on her Metis background.

Ms. Makitug noted that they are trying to involve more community members and families in school events and projects. Trustee Kejick stated that parental and community engagement is key and it is important to have these groups at the table when planning something such as this.

Dr. Marc Casavant, Superintendent/CEO suggested a community/family evening event to allow input and feedback on how to proceed. The Committee agreed that it fully supports the Riverview School Tipi Proposal and requested that a community event take place in the near future. Once the community event has taken place, an update on the event and Tipi message details will be provided to the Committee.

C) Specialist Presentations

Stéphane Touzin – Behaviour Intervention Support Service Provider

The Committee received a presentation on Mr. Touzin's work as the Divisional Behaviour Intervention Support Service Provider. Some highlights from his presentation are as follows:

- Roles and Responsibilities
 - Consult with school Teams regarding student concerns
 - Involvement in these cases must be vetted through site-specific School Psychologist and/or School Social Worker
 - Provide outside perspective and assist with programming
 - Assist school teams in developing a whole school approach: Positive Behaviour Intervention Supports (PBIS)
 - Promote whole school approach to teaching of Social Emotional Learning (SEL)
 - Staff Capacity Building
 - On-going research on data-driven strategies in addressing student behaviour
- School Psychologist
 - Soaring Eagle Education Centre
 - Prairie Hope High School
 - Violence Threat Risk Assessment Level 1 Trainer
 - Collaborative Work

Discussion took place regarding the suspension report and vaping issues.

Jan Pilling – Accessible Learning Speech Language Pathologist

The Committee received a presentation on Ms. Pilling's work as the Divisional Accessible Learning Speech Language Pathologist. Some highlights from her presentation are as follows:

- Assignment for 2019-2020
- Continuous Improvement: Responding to Diversity, Best Practice
- Professional Development
- Pilot Projects – Readtopia & Equals
- Success Stories
- Accessible Kits
- Physical Access – Switches

Trustee Bartlette stated that he liked seeing the accessibility devices that Ms. Pilling brought to show the Committee, and hearing about the resulting student engagement and independence.

Kim Berezka – Numeracy Specialist

The Committee received a presentation on Ms. Berezka's work as the Divisional Numeracy Specialist. Some highlights from her presentation are as follows:

- Passionate about Students and Teachers becoming proficient with Numeracy Foundational Outcomes
- Firsthand experience supporting student/teacher proficiency with Foundational Outcomes
- Sharing/providing resources to help with unwrapping and teaching of foundational outcomes including Tier 2 time.
- New Grade 12 Curricula

Blake Stephens – Physical Education Health Education Specialist

The Committee received a presentation on Mr. Stephens's work as the Divisional Physical Education Health Education Specialist. Some highlights from his presentation are as follows:

- Continuous Improvement Plan – Moving forward
- Foundational Outcomes
 - Building Capacity
 - Collaborative Work
 - CTT Initiatives
 - **Together Everyone Achieves More**

Discussion took place regarding the possible implementation of Indigenous games.

Brian Wyzlic – Educational Technology Specialist

The Committee received a presentation on Mr. Wyzlic's work as the Divisional Educational Technology Specialist. Some highlights from his presentation are as follows:

- Essential Question:
 - How can technology enhance student learning?
 - Three filters:
 - Research and evidence
 - CIP
 - Availability of the technology
 - Where does this lead?
 - Research: LMS, Collaboration, Feedback, Differentiation
 - CIP: Teaching-Assessing Cycle
 - Availability: Lots
 - Office 365: Teams and Class Notebook
- Right Tool(s) for the Job
 - Microsoft Teams & Class Notebook
- Building Teacher Capacity: Monthly workshops, individual teacher support, whole-school sessions, "Tech Tip" emails

D) Prairie Hope High School

The Superintendent/CEO reviewed information received from Prairie Hope High School explaining why "Hope" is such an important word to the school:

- Hope is the hallmark of the programming Off Campus has always provided and will continue to provide as Prairie Hope High School.
- Our students and families look to the future with hope as we honour their resilience and work with them to help plan their paths to graduation, employment and post-secondary opportunities.
- Hope allows all of us to imagine our best possible future.

E) Sub-Committee Reports – Received for Information

- Brandon Community Drug and Alcohol Education Coalition – NIL
- Brandon Urban Aboriginal People's Council – NIL
- Friends of Education Fund – NIL
- Parent/Guardian/Division – NIL

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Wednesday, April 15, 2020, 1:00 p.m., Boardroom.

The meeting adjourned at 2:59 p.m.

Respectfully submitted,

K. Fallis (Chair)

D. Kejick

L. Letain

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, January 21, 2020 – 8:30 a.m.

Boardroom, Administration Office

Present: P. Bartlette, J. Murray (arrived at 9:01 a.m.), L. Ross (Alternate)
D. Labossiere, E. Jamora, C. Cramer (exited at 9:12 a.m.)

Regrets: S. Montague (Chair)

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 8:38 a.m. by Acting Committee Chair, Trustee Peter Bartlette.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 17, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. Future Finance and Facilities Committee Meetings.

Discussion took place regarding making a change to the start time of the Finance and Facilities Committee Meetings. The Committee agreed to start future meetings at 1:00 p.m.

The Finance and Facilities Committee meetings are currently scheduled for the following dates:

- February 18, 2020
- March 18, 2020
- April 21, 2020
- May 19, 2020
- June 16, 2020

B. 2020-2021 Budget Process

Modular Classroom Request

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Modular Classroom Request letter from PSFB.

Ms. Caroline Cramer, Director of Facilities and Transportation, reviewed the student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms will be requested for 2020-2021. Further discussion took place regarding Maryland Park School, Riverheights School, Waverly Park School, school of choice, and school catchments.

Enrollment Projections

Mr. Labossiere reviewed the Baragar enrollment projections and the 2020-2021 Enrollment Estimate. He noted that for the 2020-2021 Budget, the Division is projecting that the enrollment for September 2020 will increase by 0.9% (78 students) to 9,081 students.

Trustee Budget Requests

The Committee discussed Trustee Montague's Budget Request for Full-Day/Every-Day Kindergarten at Green Acres School. The Committee agreed to forward Trustee Montague's request to the Board's Budget Deliberations taking place on February 24, 2020.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. BDO Canada LLP – Engagement Letter

The Secretary-Treasurer reviewed the Auditor Engagement Letter regarding the Public Sector Compensation Disclosure and answered Trustee questions. He also reminded the Committee that the Province no longer requires that school divisions obtain the specified audit procedures report from the auditor for the March 31 financial information. It was agreed that a motion would be brought forward to the next Regular Meeting of the Board of Trustees.

Recommendation:

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2019 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.

B. Tender – Surveillance Cameras

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the Tender Summary regarding surveillance cameras and NVR servers. Trustees asked questions for clarification. The Committee agreed to the recommendation as presented.

Recommendation:

That the lowest Tender from Bell MTS Security and Automation in the amount of \$224,538.82 (including taxes) to Supply and Install Surveillance Cameras (308) and NVR Servers (3) be funded through the Designated Surplus be accepted.

C. Confirm Payments of Account (December)

The payments of account for the month of December were provided for information.

The reports were accepted as circulated.

D. Review Monthly Reports (December)

The Monthly Reports for the month of December were provided for information.

Trustees asked questions for clarification.

The reports were accepted as circulated.

E. Sub-Committee Reports

- Workplace Safety and Health – January 13, 2020

6. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - École New Era School – Steam Unit Ventilator Replacement
 - Riverheights School – Roof Replacement
 - Crocus Plains Regional Secondary and George Fitton Schools – Lighting Retrofit
 - Vincent Massey High School – Outside Wall and Fitness Room
- Mr. Denis Labossiere, Secretary-Treasurer, provided updates on the following:
 - Green Acres – Gymnasium Addition – Project Support Letter
 - Earl Oxford School - Basement Storage
 - Waverly Park – Gymnasium Floor

7. NEXT REGULAR MEETING: Tuesday, February 18, 2020, 1:00 p.m., Boardroom.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

S. Montague (Chair)

P. Bartlette

J. Murray

L. Ross (Alternate)



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Thursday, January 23, 2020 – 10:00 a.m.

Boardroom, Administration Office

Present: J. Murray, L. Ross (Alternate)
D. Labossiere, E. Jamora, B. Ewasiuk
Regrets: P. Bartlette, S. Montague (Chair)

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 10:06 a.m. by Acting Committee Chair, Trustee Jim Murray.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Supply and Installation of an Internet Protocol (IP) Paging System Solution

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the Tender Summary regarding the supply and installation of an IP Paging System Solution at École O'Kelly School, Linden Lanes School, Meadows School, and École secondaire Neelin High School. Mr. Brent Ewasiuk, Director of Management of Information and Systems Technology, attended the meeting and provided further information and responded to Trustee questions.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Benmarks in the amount of \$663,411.37 (including taxes) for the Supply and Installation of an Internet Protocol Paging Solution at O'Kelly, Linden Lanes, Meadows and Neelin to be funded from the Designated Surplus be accepted.

B. Sub-Committee Reports

- NIL

6. OPERATIONS INFORMATION

7. **NEXT REGULAR MEETING: Tuesday, February 18, 2020, 1:00 p.m., Boardroom.**

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

S. Montague (Chair)

P. Bartlette

J. Murray

L. Ross (Alternate)

Executive Highlights

Monday, January 6, 2020

Alan Campbell
President
204-886-7121

Sandy Nemeth
Vice-President
(6,000 students or more)
204-230-6475

Floyd Martens
Vice-President
(fewer than 6,000 students)
204-572-5374

Vacant
Past President

Kelli Riehl
Director Region 1
204-539-2803

Leah Klassen
Director Region 2
204-325-8093

Lena Kublick
Director Region 3
204-757-2889

Vaughn Wadelius
Director Region 4
204-623-3073

Jerry Sodomlak
Director Region 5
204-999-1409

Julie Fisher
Director Region 5
204-261-7963

Chris Broughton
Director Region 6
204-509-8642

1. Executive received a report from the ad-hoc subcommittee on advertising, outlining costs associated with enhancement of the Local Voices, Local Choices campaign. The Executive approved the proposal with suggested changes.
2. The following committee appointment was approved: Holly Hunter, St. James-Assiniboia S.D. to the Certificate Review Committee. The following re-appointments were approved: Nicole Chaske, Fort La Bosse S.D. to the Aboriginal & Indigenous Education Action Planning Committee; Linda Ross, Brandon S.D. to the Non-Teaching Pension Trust Committee and Yolande Dupuis, DSFM to the Manitoba Schools Insurance Trust Committee.
3. Executive reviewed a request for action that arose from the business of the Region 5/6 meeting of November 23. Administration will follow up with the sponsoring board and region and communicate the outcome to all school boards.
4. The draft association Violence Policy was shared and discussed. Executive approved the policy, with one minor reordering/renaming of clauses to be included in the final version.
5. Executive reviewed the association's reserve policy with respect to restricted net assets accrued above six months operating expenses. A decision was made to refund a portion of the accrued net assets to all member boards.
6. The Vice-President (Boards 6,000+) shared some initial thoughts and ideas around updates and changes to the Executive Manual. Table officers will develop submissions concerning proposed amendments for Executive review and approval in the coming months during the Executive's regular meetings.
7. The Executive Director provided an overview of the Fall 2019 PD Day and General Meeting Evaluations. The outcomes of this year's events demonstrate a high level of satisfaction with the format and content that was delivered.

JW/ak

*Questions about the items above? Contact any member of the MSBA Executive or Josh Watt, Executive Director.
The official minutes will be posted to the MSBA website once approved at the Executive's next meeting on February 3, 2020.*

COMMITTEE VACANCY AND VOLUNTEERS

There is currently one vacancy on the association's Resolutions and Policy Committee. If you are interested in serving on this committee, please email Executive Assistant [Andrea Kehler](#). Interested in serving on a different committee? Why not complete and submit a [committee volunteer form](#). By doing so, we'll know which committees do interest you, and we'll contact you when a vacancy occurs. You can find a list of internal and external committees on which the association is represented on our [website](#), including the mandate and current membership of each.

PENDING AWARDS DEADLINE

The deadline for receipt of nominations for all association recognition and awards programs is Friday, February 7, 2020. These include Student Citizenship Awards, the Presidents' Council Award, and long service trustee recognition. More information and the necessary forms to submit a nomination can be found [online](#). All awards will be presented over the course of the convention, March 12 to 13.



CONVENTION UPDATE

Thanks to all the school boards that responded to our call for workshop proposals, we are pleased to be able to offer a total of ten different concurrent sessions as part of our 2020 convention, [Leading Change with Courage, Clarity and Resilience](#). These workshops will be offered in two banks, on the morning and afternoon of Thursday, March 12. Framing these sessions will be exciting opening and closing keynote presentations. The day will be opened by [Julie Wilson](#), founder and executive director of the Institute for the Future of Learning, and author of *The Human Side of Changing Education: How to Lead Change with Clarity, Conviction and Courage*. Our closing speaker will be [Zaheen Nanji](#), author of *The Resilience Reflex: 8 Keys to Transforming Barriers into Success in Life and Business*. Zaheen is an in-demand speaker on resilience who has shared her content-rich, entertaining, and hard-hitting presentations to enthusiastic audiences across North America.



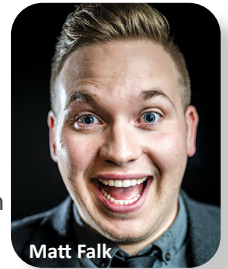
Julie Wilson



Zaheen Nanji



Other components of the convention will be elections for provincial executive positions, debate and voting on resolutions, and addresses from both the association's president and executive director. Pending confirmation from the Minister's office, we will also be holding our annual board chairs' meeting with the Minister again this year. Thanks to our partners at MASS and MASBO, all delegates are invited to attend the joint hospitality reception on Thursday evening. The convention will close with the banquet on Friday evening, with entertainment by comedian [Matt Falk](#). Watch for full program and registration information in next week's divisional mail!



Matt Falk

NOMINATIONS

Nominations are open for provincial executive positions to be elected at our 2020 convention. Those positions are Vice-President (6000+ students), and Directors, Region 1, 3, and 5. The final call for nominations will take place at the call to order on the morning of Thursday, March 12. [Nominations](#) received to date are:



- Vice-President (6000+ students)—Sandy Nemeth, Louis Riel SD
- Director, Region 1—Craig Russell, Fort La Bosse SD; Sherilyn Bambridge, Brandon SD
- Director, Region 5—Sandy Lethbridge, St. James-Assiniboia SD

Nominations may be submitted in writing to the Nominating Committee c/o the association office, or emailed to Executive Assistant [Andrea Kehler](#).

FALL MEETING FOLLOW-UP

Many of the [presentations](#) that were included at our Fall PD in November have been posted to our website. You can link to them from our [Trustee Education](#) page. While you're there, why not check out some of our on-demand learning opportunities? And while we're on the topic of our fall meetings, thank you to all the trustees who volunteered to be included in our latest [video](#) on local voices, local choices. The response was so overwhelming that we weren't able to include everyone, but we appreciate all volunteers!


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