



BRANDON SCHOOL DIVISION

November 20, 2019

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

TO BE HELD MONDAY, NOVEMBER 25, 2019
5:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, November 12, 2019.
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) Ms. Amanda Burnack, grade ½ teacher, and students from Linden Lanes School, presenting on and displaying artwork they have been creating in their classroom.
- b) Kory McLean Grade 7/8 teacher, and students from Linden Lanes School Grade 7/8 Leadership Class, sharing their artwork and presenting on Secret Path Week.
- c) Michelle Olinyk, Grade 6 teacher, and students from Betty Gibson School, presenting on and displaying artwork they have been creating in their classroom.

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 – November 25, 2019.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education and Community Relations K. Fallis

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) e-bulletin – November 20, 2019 (Appendix 'A')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 78/2019 That the transition out of the International Baccalaureate (IB) Program at École secondaire Neelin High School occur using the following process, be approved:
- Advanced Placement courses to be phased in;

- Staff for Advanced Placement courses be within the current staffing ratio;
- Budget for IB courses be reduced to be consistent with the other two high school budgets.

7/9/2019 That the Board find the monitoring report on Monitoring of the Continuous Improvement Plan Report, to be acceptable and does so by this motion.

5.06 Bylaws

By-Law 12/2019

1st Reading:

That By-law 12/2019, being a borrowing by-law in the amount of \$1,127,800 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford School
Green Acres School
King George School
Maryland Park School
Riverheights School

Project

One Modular Classroom Unit
Heating System and Unit Ventilator Replacement
Roof Top Unit Replacement
New K-8 School
Roof Replacement

be now read for the first time.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- Finance and Facilities Committee Meeting – 8:30 a.m., Tuesday, November 26, 2019, Conference Room.
- Personnel and Policy Committee Meeting – 1:30 p.m. Friday, December 6, 2019, Boardroom
- NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, December 9, 2019, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), TUESDAY, NOVEMBER 12, 2019.

PRESENT:

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

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

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

REGRETS:

Ms. D. Kejick.

The Chairperson called the meeting to order at 5:15 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

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

Trustee Montague added three (3) items for In-Camera.

Mr. Bartlette – Mr. Murray

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held October 28, 2019 were circulated.

Mr. Bartlette – Ms. Letain

That the Minutes be approved.

Carried.

Ms. Letain – Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (5:18 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Student Matter and received Board direction.
- b) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

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

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Mr. Gustafson provided information on a Board Operations Matter and answered Trustee questions.
- b) Trustee Montague discussed a Board Operations Matter with Trustees. The Secretary-Treasurer responded to questions and received direction from the Board.
- c) Trustee Montague spoke on a Board Operations matter.

- Trustee Inquiries

- a) Trustee Montague asked questions regarding a Board Operations Matter. The Superintendent/CEO provided a response.

Ms. Fallis – Ms. Letain

That the Committee of the Whole In-Camera do now resolve into Board. (7:02 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:07 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

Ms. Kristyn Smith, grade 3/4 Teacher, and students from Linden Lanes School, gave a presentation on artwork from their class which was displayed in the Boardroom.

Ms. Elaine McKay, grade 3/4 Teacher, and students from Riverview School, gave a presentation on their artwork also and shared their pieces with the Board of Trustees.

Green Acres School Teacher Caroline Dorn shared a collage created by her grade 3/4 students in honour of Remembrance Day.

Trustee Ross thanked the students for making their presentations and sharing their artwork, and also thanked the teachers and parents for accompanying the students to the meeting.

3.02 Communications For Information

- a) Ms. Alison Johnston, LIFT Committee Chairperson, Brandon Teachers' Association, October 31, 2019, sent to Trustee Ross, Board Chairperson, providing information on the annual Learning Information For Teachers (LIFT) day held on Friday, October 25, 2019. Ms. Johnston notes that the LIFT conference is organized by teachers for teachers, and is the only day on the school calendar that is set aside for teachers to choose professional development specifically in their area of interest. LIFT Conference 2019 offered over 60 sessions to over 1,300 educators, setting a new attendance record. While most of the sessions were held at Crocus Plains Regional Secondary School, a number of other schools in the Division also hosted sessions. The Brandon Teachers' Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the Brandon School Division that they are able to continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Western Manitoba. Ms. Johnston also indicates that, through a variety of community partnerships, the LIFT Conference continues to grow and expand.

Ordered filed.

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the November 12, 2019 Report of Senior Administration:

- Celebrations
 - We Day – October 30, 2019
 - Manitoba Education and Training – George Fitton School will be joining the Community Schools Program
- Information Items
 - Presentations
 - Continuous Improvement at Waverly Park School – R. Stallard, T. Ramsey, C. Halls
 - 2018-2019 Continuous Improvement Report – M. Wilson, Dr. Casavant

Trustee Ross thanked everyone for their presentations.

Ms. Bambridge – Ms. Letain

That the November 12, 2019 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 October 24, 2019 was circulated.

Mr. Murray – Ms. Letain

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Matters

- a) e-bulletin – October 30, 2019

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

77/2019 Mr. Murray – Mr. Montague

That Trustees be paid the appropriate indemnity for attending the MSBA Fall Education Session and General and Regional Meetings to be held in Winnipeg on November 22 and 23, 2019.

Carried.

5.06 Bylaws

Mr. Montague

By-Law 11/2019

2nd Reading:

That By-law 11/2019, being a borrowing by-law in the amount of \$2,486,600 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Maryland Park School

École New Era School

Riverheights School

Project

New K-8 School

Steam Unit Ventilator Replacement

Roof Replacement

be now read for the second time, having been first read on October 28, 2019.

Carried.

3rd Reading:

That the rules be suspended and By-Law 11/2019 be now read for a third and final time, and taken as read, finally passed.

Carried.

5.07 Giving of Notice

Ms. Fallis

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 12/2019, for the purpose of borrowing to meet partial costs for various construction projects in the Division.

5.08 Trustee Inquiries**6.00 ANNOUNCEMENTS**

- a) Education and Community Relations Committee Meeting – 1:30 p.m., Wednesday, November 13, 2019, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 25, 2019, Boardroom.

Mr. Bartlette - Ms. Fallis

That the Board do now resolve into Committee of the Whole In-Camera. (8:05 p.m.)

Carried.

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

Mr. Murray – Mr. Montague

That the Committee of the Whole In-Camera do now resolve into Board. (8:18 p.m.)

Carried.

7.00 ADJOURNMENT

Ms. Bambridge – Ms. Fallis

That the Board do now adjourn. (8:19 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 25, 2019

A. Administrative Information

I. CELEBRATIONS

1. MEETINGS WITH SCHOOL LEADERS

Between September 24 and November 14, 2019, 38 individual meetings were held for every School Leader and the Superintendent/CEO. The purpose of these meetings was to build a collaborative understanding for a career path for each School Leader. This included some discussion around reflecting on their managerial strengths and opportunities for growth, and what professional development supports we could envision to align with their career aspirations.

2. 2019 PROVINCIAL SENIOR HONOUR BAND

Six senior high students from Brandon School Division were selected to participate in the 2019 Provincial Senior Honour Band. These students were chosen through a rigorous audition process from a pool of the most experienced band students across the province. The Provincial Senior Honour Band participated in three intense days of rehearsals, culminating in a beautiful performance on November 9 at Jubilee Place in Winnipeg. Congratulations to Caden P., Jessica O., Janis K., Amaya S., Kate B., and Leanne G.!

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from November 7, 2019 to November 18, 2019.

- November 7, 2019 – meeting with Chris Czarnecki, School Leader,

“Accepting the Challenge”

St. Augustine School

- November 7, 2019 – meeting with Tracy Ramsey, School Leader, Waverly Park School
- November 7, 2019 – meeting with Suzanne Sullivan, School Leader, École secondaire Neelin High School
- November 7, 2019 – meeting with Kurt Hunter, School Leader, Vincent Massey High School
- November 7, 2019 – meeting with Joey Patsack, School Leader, Riverheights School
- November 7, 2019 – meeting with Susan Gilleshammer, School Leader, Brandon School Division Off Campus
- November 7, 2019 – media interview – Colin Slark, The Brandon Sun
- November 8, 2019 – meeting with Craig Laluk, School Leader, École Harrison
- November 12, 2019 – meeting with Kevin Tacan, Indigenous Elder, Brandon School Division
- November 12, 2019 – meeting with Barbara Miller, School Leader, Maryland Park School
- November 13, 2019 – telephone meeting with Cheryl Chuckry, Staff Officer/Crucial Conversations® Facilitator, Professional and French Language Services Department, The Manitoba Teachers' Society
- November 14, 2019 – meeting with J. R. Reid Staff and Cale Dunbar, President, Brandon Teachers' Association
- November 14, 2019 – meeting with Cale Dunbar, President, Brandon Teachers' Association
- November 14, 2019 – meeting with Sandy Harrison, School Leader, Valleyview Centennial School
- November 14, 2019 – meeting with Barbara Miller, School Leader, Maryland Park School
- November 14, 2019 – meeting with Phil Vickers, School Leader, École New Era School
- November 14, 2019 – meeting with Bryanne McLaughlin, Continuous Improvement Coach, Earl Oxford School
- November 15, 2019 – debrief meeting re: recent Hold and Secure incident
- November 16, 2019 – City of Brandon holiday parade

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENT</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	1 total	1 – 5 day	Drug and Alcohol AP
High Schools	21 total	1 – 3 day 5 – 3 day 3 – 5 day 3 – 5 day 1 – 5 day 3 – 5 day 3 – 10 day 1 – 10 day 1 – 15 day	Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol AP Assaultive Behavior Cyberbullying Unacceptable Behaviour Assaultive Behaviour Unacceptable Behaviour Cyberbullying

IV. INFORMATION ITEMS

1. PUBLIC SCHOOLS FINANCE BOARD (PSFB) POLICY CHANGES

For InformationD. Labossiere

The Division has received communication advising that PSFB has recently made changes to policies pertaining to Capital Reserves and Disposition of Surplus Properties. (Appendix A and Appendix B)

Capital Reserves:

PSFB has determined that school division spending on self-funded capital projects will be strictly limited until such time as the forthcoming K-12 educational review is complete.

To this end, PSFB has restricted:

1. New self-funded capital projects
2. Creation of new capital reserve accounts by school divisions
3. Increases to the value of existing school division capital reserves

These restrictions may be lifted in the future, pending the outcome of the K-12 review.

Disposition of Surplus Properties:

When disposing of Surplus property, school divisions will no longer keep a portion of the net proceeds of the sale. The full net proceeds from the sale of

surplus properties will be retained by the Province to help offset current and future capital investments in Manitoba public schools.

This is provided as information. Please contact me should you have any questions.

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT AT BRANDON SCHOOL DIVISION OFF CAMPUS

For Information S. Gilleshammer, R. Willoughby

Susan Gilleshammer, Acting Principal and Raven Willoughby, Continuous Improvement Coach/Literacy Support, will provide an update on Continuous Improvement initiatives in progress at Brandon School Division Off Campus.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information Y. Otukoya

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

Dr. Marc D. Casavant
Superintendent/Chief Executive Officer



Education

The Public Schools Finance Board

402 - 258 Portage Avenue, Winnipeg, Manitoba, Canada R3C 0B6

T 204-945-0205 F 204-948-2001

www.manitoba.ca

November 12, 2019

Superintendents of School Divisions
Secretary-Treasurers of School Divisions

Dear Colleagues:

RE: Policy Changes

The Public Schools Finance Board (PSFB) has recently made changes to policies pertaining to Capital Reserves and Disposition of Surplus Properties.

Capital Reserves:

PSFB has determined that school division spending on self-funded capital projects will be strictly limited until such time as the forthcoming K-12 educational review is complete.

To this end, PSFB has restricted:

1. New self-funded capital projects (with possible case-by-case exceptions related to accessibility projects)
2. Creation of new capital reserve accounts by school divisions
3. Increases to the value of existing school division capital reserves

These restrictions may be lifted in the future, pending the outcome of the K-12 review

Disposition of Surplus Properties:

When disposing of surplus property, school divisions will no longer keep a portion of the net proceeds of the sale. The full net proceeds from the sale of surplus properties will be retained by the Province to help offset current and future capital investments in Manitoba public schools.

The revised section, *2.6.2 Disposition of Surplus Properties of the School Capital Policy and Procedures* document is attached for your reference.

Sincerely,



Angelo De Francesco
A/Executive Director

c. Chairs of School Boards

2. SCHOOL CAPITAL POLICY AND PROCEDURES

2.6 SCHOOL DIVISION PROPERTY: LAND AND BUILDINGS

2.6.2 Disposition of Surplus Properties

1.0 POLICY STATEMENT

Prior PSFB approval is required for the disposition of any school division owned property (land and/or building), by way of sale or lease or other means. PSFB authorization is also required for partial dispositions.

The disposition of school division property must be initiated by the school division as the legal owner of the property through a formal resolution of the board.

A school board may not engage in speculative, for profit ventures involving any surplus building or surplus land. Such ventures include any and all forms of property development, land development, building projects, re-zoning and similar enterprises.

2.0 PURPOSE

To set out the provisions and procedures for the disposition of surplus school property by school divisions in Manitoba.

3.0 STATUTORY PROVISIONS

The Public Schools Act

Sale of school site or other property

67 Subject to section 174, a school board may dispose of any school site or school property not required by the school board.

The Planning And Land Dedication For School Sites Act (Public Schools Act Amendments)

Money respecting land for school sites

68.1(1) A school board must account separately for money

- (a) that it received from the sale or lease of land that was conveyed to it; or
- (b) that was paid to it in lieu of land being conveyed to it; by a developer, as required under subsection 137.1(3) of The Planning Act or subsection 259.1(3) of The City of Winnipeg Charter

Notice of intention to dispose of land

68.2(1) A school board must not dispose of land until it has presented the proposed disposition, and the reasons for it, at an open meeting of the board and heard from persons present who wish to make submissions regarding the disposition.

Public notice

68.2(2) The school board must, at least 14 days before the open meeting at which a disposition of land will be considered, give public notice of the meeting.

Authority for disposal of land

Section 174(1) - Subject to any regulations made under The Education Administration Act, the school board of a school division shall not dispose of any land or buildings owned by it, or any interest or right therein, by way of sale, lease, gift or otherwise, unless it first obtains the authorization of the finance board and, where the finance board authorizes the disposal of any land or buildings owned by a school board, or any interest or right therein, it may require that the moneys realized from the disposal be paid over to the fund.

*The Education Administration Act
Regulations*

4(1) For the purpose of carrying out the provisions of this Act the minister may make regulations

- (v.1) respecting the disposal of land or a building, including a school site, that a school board owns or in which it has an interest or right, including regulations*
- (i) prescribing the process to be followed by the school board in disposing of it, and*
- (ii) requiring that priority be given to prescribed persons or organizations who might wish to acquire it;*

4.0 POLICY PROVISIONS

4.1 Retention of Surplus Property

Priority should be placed on the retention of surplus school properties in cases where the school division and PSFB mutually determine a potential future school need, based on demographic and related criteria including regeneration possibilities.

PSFB may support net retention costs in the case of inactive surplus buildings designated for retention by PSFB, during the vacancy period, where there is mutual agreement that there is a future potential school need and until such time that a suitable lessee is determined.

PSFB will continue to exercise influence in divisional disposition plans, including consideration of usage of surplus properties that may be required for governmental purposes, but that approved disposition activities be kept at the school division level.

4.2 Sale of Surplus Property

PSFB may authorize a school division to sell surplus school property where:

- the surplus property does not need to be placed in reserve for a probable future need
- the surplus property is not needed by government or another public school board

The full net proceeds from the sale of surplus properties will be retained by the Province to help offset current and future capital investments in Manitoba public schools.

In the determination of net proceeds resulting from a sale, the following general types of expenditures shall be taken into account:

- net costs of operating the building, while vacant, following the effective date of school closure, provided that the school board has appropriately advised PSFB (e.g. utilities, caretaking, taxes etc.)
- obligations associated directly with the disposition of the property
- costs to retire outstanding debentures (capital debt)
- costs to satisfy formal obligations associated with construction or acquisition

The net proceeds will be deposited in the Fund for subsequent use in capital projects throughout Manitoba.

4.3 **Lease of Surplus Property**

Priority must be given to community or non-profit organizations in the lease of surplus property. Leases to community groups or non-profit organizations should require the lessee to assume only up to the direct costs associated with the occupancy and operation of the property including utilities, caretaking, maintenance and repair, insurance, property taxes (if applicable), etc.

Leases to organizations other than those referred to above, may require the lessee to make payments exceeding the direct costs above and, in those cases where leases provide for a profit to be realized, PSFB may determine that a portion of the profit be returned to PSFB.

4.4 **Transfer or Sale to Other Government Levels**

In cases of sale or transfer to government or to municipalities, in respect of heritage buildings, or retention by the school division for non-school purposes, the costs identified under net proceeds should be satisfied from proceeds.

5.0 POLICY PROCEDURES

- 5.1 School buildings and property identified as no longer required and available for disposition must be identified in the school division's Five-Year Capital Plan submission or in a board motion and letter to PSFB amending the school division Five-Year Capital Plan submission.

In its Five-Year Capital Plan submission or in its written communication to PSFB, the school board shall explain why the property is no longer required by the school division.

5.2 **Disposition (Sale) Procedures**

In the event that the decision reached is that the property will not be reserved for future school use, PSFB will authorize the school board to proceed with the notice of intention to dispose of the surplus property.

The procedures for sale of surplus property applies to any building(s) and/or land owned by the school division and includes:

1. The school board must present the proposed disposition and the reasons for it, at an open meeting of the board and hear from persons present who wish to make submissions regarding the disposition.
2. The school must at least 14 days before the open meeting at which a disposition will be considered, give public notice of the meeting.
3. Upon receiving the school board's request to proceed with the disposition process, PSFB will authorize the school board to advertise the availability of the property on an unconditional sale basis.

4. Prior to the public advertisement of the property for sale, government departments, agencies, Crown Corporations, etc., will be surveyed for the purpose of determining a governmental need for the property.
5. In the advertising process, the school board will advertise publically the availability of the property in at least three prominent advertisements in leading newspapers having a general circulation in the province and newspapers serving the local communities, supplemented by posters in various public buildings including municipal offices, in the communities and electronic notices on the school division's website.
6. Following a 90-day advertising period, the school board shall formally notify PSFB of all proposals received and advise PSFB of its recommendations including consideration of any governmental or municipal requirements.
7. In the review of proposals, reasonable consideration will be extended to sale proposals submitted by potential user groups whose objectives are to meet educational, recreational, or cultural needs within the community (e.g. early learning and child care centres; adult education or training centres; community cultural, recreational, resource, museum, social service or library centres; arts and crafts, music centres; senior citizens centres; heritage centres)
8. In cases where advertising the availability of properties fails to attract any proposals either for sale, the school board shall inform PSFB and request further direction.

5.3 Lease Procedures

In the event that PSFB and the school division determine that the property is to be reserved for future school use, PSFB will advise the school board accordingly and authorize the school board to advertise the availability of the property limited to a lease basis. The lease advertisement process shall closely follow the process detailed in 5.2 of this policy.

Proposed leases to be entered into are subject to the approval of PSFB, in accordance with provisions of The Public Schools Act, prior to execution. A school division must submit its request not less than 90 days prior to the proposed commencement date of the lease to allow for proper consideration of the request by the PSFB.

The request for lease approval must include confirmation that:

1. The school division has complied with the intent of 5.2 of the Disposition Policy regarding the solicitation and consideration of lease proposals
2. Funds not required to meet the immediate operating costs of the property will be placed in a capital reserve account to address necessary repairs of a capital nature
3. The school division will carry out periodic inspections to ensure that surplus school property is being maintained appropriately to meet future school needs
4. The school division will, prior to a lease renewal, re-assess the status of the surplus school based on both a demographic and building condition analysis

5. The lease includes prohibition on assignment
6. The lease includes a right of termination by the school division for convenience on one year notice (or less)
7. The lease includes a right of termination by the school division on six months notice (or less) in the event that the property is required for any public school purposes or in the event that the property requires repair/rebuilding which the school division is not in a position to carry out
8. In the event that the lease includes proposed capital improvements to be made by the school division, an acknowledgment that such capital improvements will require prior PSFB approval
9. In the event that the proposed lease includes a renewal clause, an acknowledgment that any renewal will also require PSFB approval

Each request for lease approval must include a copy of the proposed form of lease and a summary of the salient terms of the lease, including:

1. Identification of the property, including whether or not the lease will include any furnishings, equipment, etc.
2. Name of the proposed tenant and an indication of whether the tenant is a not-for-profit organization
3. The proposed use of the property
4. The duration of the lease in an active school shall be no more than one year (renewal to be approved annually)
5. The duration of the lease in a surplus school (preferably three years and no more than five years)
6. Any renewal rights
7. Insurance coverage required to be held by the tenant
8. Indemnification by the tenant
9. Tenant responsibility for operating costs (including taxes)
10. Tenant responsibility for repairs and maintenance
11. Provisions as to tenant improvements
12. A summary of the costs to the school division to retain the property vacant

(PSFB recognizes that certain terms of the lease may be outstanding, pending the outcome of the request.)

In regards to tenant improvements, PSFB recognizes that school divisions may negotiate a variety of terms, depending on the nature of the improvements and other factors. Tenant improvements are to become the property of the school division on the expiry or termination of the lease.

5.4 Other Means: Demolition; Gift/Donation; Exchange/Swap of Surplus Property

Prior PSFB approval is required for demolition, gift/donation, and exchange/swap of surplus property.

The Public Schools Finance Board – Policy and Procedures Manual

APPENDICES AND SCHEDULES		LAST REVIEW
		September 18, 2019
DATED		NEXT REVIEW
September 18, 2019		



BRANDON SCHOOL DIVISION

Education and Community Relations Committee Minutes

Wednesday, November 13, 2019 – 1:30 p.m.

Boardroom, Administration Office

Present: K. Fallis (Chair), D. Kejick, L. Letain, P. Bartlette (Alternate)
M. Casavant, M. Gustafson (arrived at 2:24 p.m.)

1. CALL TO ORDER

The Education and Community Relations Committee Meeting was called to order at 1:33 p.m. by Committee Chairperson, Trustee Kim Fallis.

2. APPROVAL OF AGENDA

There were two (2) additions to the agenda:

- International Baccalaureate (IB) Program Review
- Smudging in Schools

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the September 25, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Specialist Presentations

Dana Dvorak – Early Years Literacy Specialist

The Committee received a presentation on Ms. Dvorak's work as the Divisional Early Years Literacy Specialist. Some highlights from her presentation are as follows:

- Continuous Improvement Plan – Moving Forward
- Foundational Outcomes
 - Building Capacity
 - Collaborative Work
- Running Records Workshops – Targeted and Responsive Instruction
- Lightbulb Learning – Comments and feedback on Workshop

Eva Eberts – French Language Specialist

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

- Roles of the Specialist and how it relates to Continuous Improvement
- Generalist, French Specialist, French Immersion, French, English Program work

Marsilah Peirson – Supplemental Support Administrator II (Tier II)

The Committee received a presentation on Ms. Peirson's work as the Divisional Supplementary Support Administrator, Student Achievement Support Services. Some highlights from her presentation are as follows:

- Continuous Improvement Plan Work – Response to Intervention
- Targeted Intervention:
 - Develop and implement plan
 - Monitor, review and revise the plan
- Process and Structure – meeting the goals of the targeted interventions
- Student Specific Educational Plans with Daily Plans for Implementation
 - Student Specific Goals
 - Specific skills or behaviours that the student will master in a one year time period
 - Performance Objectives
 - Goals are broken down into small, manageable components or steps
- Student Specific Educational Plans with Daily Plans for Implementation
- Progress Monitoring – Weekly: Literacy and Self-Management
- IEP Goals
- Feedback from School Team

Dr. Marc Casavant, Superintendent/CEO, spoke on the Continuous Improvement Plan and the results the Division is seeing through this work. He noted that there is noticeable gains with the Tier I learners. Discussion took place in response to the Superintendent's request for input on how to close the gap for all learners. The specialists indicated that teachers are more and more targeted in instructional practices, adding that the more you know what to teach, the more you know what students need to learn. Learning specific methods and strategies are used to hone in on a target. Early stages data review, with teacher teams, where sharing ideas and discussion takes place, is important. Targeted intervention and intentional instruction, and what that looks like was also discussed. School team collaboration is an important way to know if targeted intervention is working.

Trustees asked questions for clarification.

B) Review of International Baccalaureate (IB) Program – École secondaire Neelin High School

Mr. Mathew Gustafson, Assistant Superintendent, provided background and context on the École secondaire Neelin High School IB Program Review. He noted that École secondaire Neelin High School conducted the review with consideration to feedback received from teachers, students, parents, guidance counsellors and the IB coordinator. School statistics on the number of students completing the diploma were provided.

The school identified student needs in French Immersion programming and enrichment programming. Two (2) options were presented to the Committee regarding the program. The Committee discussed the options and agreed that they would like to maintain some level of enrichment programming at École secondaire Neelin High School, with transition out of the IB program as recommended in option #2.

Trustees asked questions for clarification.

Recommendation:

That the transition out of the International Baccalaureate (IB) Program at École secondaire Neelin High School occur using the following process be approved:

- Advanced Placement courses to be phased in;
- Staff for Advanced Placement courses be within the current staffing ratio;

- Budget for IB courses be reduced to be consistent with the other two high school budgets.

(Mr. Gustafson exited the meeting at 2:38 p.m.)

C) Smudging in Schools

The Superintendent/CEO advised that there have been requests from schools that would like a space for smudging. Dr. Casavant noted that various options for smudging buildings/rooms have been looked at, however, some do not meet the current fire codes, some are a health issue for students and staff, and others are quite costly.

The Committee discussed the importance of this accommodation to those in the Indigenous community in regards to Truth and Reconciliation, and felt it was a worthy conversation to be having.

Dr. Casavant will continue to search out space options for smudging and provide updates to the Committee as information becomes available.

D) Sub-Committee Reports – Received for Information

- Brandon Community Drug and Alcohol Education Coalition – October 24, 2019
- Brandon Urban Aboriginal People's Council – NIL
- Friends of Education Fund – October 29, 2019
- Parent/Guardian/Division – NIL

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: TBD.

The meeting adjourned at 2:58 p.m.

Respectfully submitted,

K. Fallis (Chair)

D. Kejick

L. Letain

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION MEETING

October 24, 2019 9:00 am to 10:30 am

Present:

Addictions Foundation of Manitoba
Brandon Friendship Centre
Brandon Police Service
Brandon School Division

Child and Family Services
Department of Families
Prairie Mountain Health
Probation Services

Corinne Hamilton
Randa Nadjiwon Cancade
Chief Wayne Balcaen
Elaine McFadzen
Bryce Ridgen
Trustee Peter Bartlette
Brad Twordik
Jaime Lombaert
Angela McGuire-Holder
Breanna Dick
Mark Hewins
Kimberley Toews
Ferlin Asham

Regrets:

Addictions Foundation of Manitoba
Assiniboine Community College
Brandon Friendship Centre
Brandon Ministerial Association
Brandon School Division

Brandon University
CFB Shilo
Child and Adolescent Treatment Centre
City of Brandon
Community Development Department
Probation Services

Jamie Tompkins
Caley Strachan
Gail Cullen
Dwayne Dyck
Chad Cobbe
Ken Seekings
Trustee Lisa Letain
Karen Doty-Sweetnam
Elaine Desbiens
Chris Bromley
Mayor Rick Chrest
Richard Greer
Liz Spence

Welcome and Agenda Review

Mrs. McFadzen welcomed everyone to the meeting. Introductions were done. There were no additions to the agenda. There were no changes or omissions to the May 9, 2019 meeting minutes.

Coordinator's Report (including Youth Revolution)

Ms. McGuire-Holder's report is attached.

Vaping and Risk Factors Associated with It

Mrs. McFadzen spoke to the fact that over the past few years the number of students vaping has increased significantly. This has caused an increase in suspensions among high school students that are vaping in the schools; and in the past six months an increase in the number of K-8 suspensions related to vaping as well. Mrs. McFadzen has met with Ms. Glenda Short from Prairie Mountain Health regarding the long-term effects of vaping. Ms. Short and Ms. Toews will have someone from Prairie Mountain Health attend the November 19, 2019 Divisional Leadership Team meeting to speak to the School Leaders about effects of vaping.

Mr. Ridgen shared that he has been in consultation with Constable Linov on how to address vaping in schools. Students are vaping in the bathrooms, which is difficult to monitor. There are a number of students who vape at a designated location off school property. School Administrators are concerned with what is in the vape, as it could be a number of things.

Mr. Lombaert shared that he had two suspensions from vaping last year.

Mr. Twordik said that for some of the families, it is more about educating parents as some parents feel that vaping is better than smoking cigarettes.

Ms. Toews shared that information on vaping is changing rapidly. At one point Health Canada was sharing that vaping was a safer option than smoking and was used as a method of quitting smoking. Now it is learned that it is a trigger to start smoking. Harm reduction is a big topic in health care. Family messaging and inclusion of all students is critical within this model.

Ms. Hamilton said that within the adult population they see at AFM people are smoking, not vaping. As materials are being developed, new research is always coming out so it is hard to distribute materials before the messages are changing. Ms. Hamilton noted that she will add vaping to the family programs provided at AFM to create awareness.

Partner Updates

Addictions Foundation of Manitoba

- Drug Treatment Court program started in Brandon in September. AFM has a 0.5 position working with them. If someone has a possession charge and it is deemed that the reason they have the charge is because they are addicted, instead of going through the normal court process their lawyer can ask for them to go through the Drug Treatment Court. The person would stay with the program for two years. If the person didn't complete the two year program they would then have to go to court

- Will be hiring a Newcomer Outreach Family Worker – working with Westman Immigration Services. This program helps to educate families that are new to Canada on the laws regarding drug and alcohol use. The AFM worker will also work with the Westman Immigration Services worker in the schools
- School Counsellors are extremely busy. Also have a youth based counsellor that works out of the AFM office
- RAAM (Rapid Access to Addictions Medicine) has been expanded to add an additional day. Clinics run on Tuesdays and Wednesdays from 9:00 am to 1:00 pm

Brandon Friendship Centre

- Stepping Out on Saturdays is a harm reduction program for kids with FASD. The program works with students that are connected with CFS
- Brandon Bear Clan has seen an increased number of drop ins. Still have a large amount of homeless people. The Bear Clan is working to keep these people safe until the homeless shelter opens in November
- The first AGM for Brandon Bear Clan will be held this year. Looking for more women to join the Women's Council
- Brandon Bear Clan is still doing the needle clean up as well
- Are hoping to start a Youth Patrol in March. This would be a great opportunity for youth to get involved in the community
- There are almost 300 people registered with the Brandon Bear Clan, and this fall will be the 300th patrol

Brandon Police Service

- Attended the YR Kick Off last Friday. It's a great kick start to the leadership that will come into our community
- Community Mobilization Steering Committee received funding for a program coordinator last year. Hired a coordinator last week, Janine Peltier, that will start on November 4
- Constable Linov is the new High School Resource Officer; Constable Potter is the School Resource Officer for K-8. The Officers help with Violent Threat Risk Assessments in the schools
- Constable Potter has a cadet program that she started a few years ago. There was a hiatus last year, but the program will be up and running on Tuesday nights again this year. This program is for students ages 13 to 17
- Continuing to focus on drug distribution networks in the City. The seizure monies received back supported the Project 529 Garage Bike Registration last year
- Coppers Shoppers Event will be held again this year in conjunction with the Shoppers Mall. This is for youth who would benefit shopping with a police officer for a day. The student will get to go shopping, have lunch, and then are able to wrap all of their presents that they purchase for family
- Monster Mash will be held again on October 31, 2019
- Edibles have now come into legislation for marijuana. There can be some serious health effects with this type of drug use such as toxicity. The message to be sent out to

parents is to keep edibles locked up as you would any other alcohol or prescription medication to keep away from children

- Chief Balcean noted that they are trying to train some staff on oral fluid screen devices, and other ways to detect edibles. He noted it is a very hard thing to detect

Brandon School Division

- Trustee Bartlette noted that the services present in the room, and the services provided, are very beneficial to our students. Trustee Bartlette thanked the members for the work they do for our young people

Vincent Massey High School

- A new theme this year at Massey is groups of students that are high drug users causing disturbances after school hours

Child and Family Services

- Four half-time IPS (Indigenous Perspectives Society) workers have been hired. They work on youth caseloads for four years. First year is relationship building, second year is working through trauma, third year is connecting back to family
- Agency has hired two Family Group Counselling staff members. These staff work with families to strengthen family networks. Statistics from this show that the number of youth coming into care has gone down
- Development and Engagement Centre (DEC) has just been opened. Children expressed that the Elspeth Reid Family Resource Centre was more for families and students didn't like workers coming into the schools. The DEC is a place for Social Workers to be able to connect with youth in a more comfortable environment
- Running a teen talk group – currently has eight female students in the group
- Ms. Dick noted that any student that has ever been in care could apply for free tuition in Manitoba through the Tuition Waiver Program. Would like to meet with School Social Workers to pass this information along
- The Telus Good Program is a program that gives a phone and two year free contract to a student who has been in care after their 18th birthday up to age 26

Department of Families

- There is a new employment related program called Jobs On. This is for mostly single people, without children, to help get them off EIA. Experienced EIA workers would work with individuals to help get them off the program
- Going online with a lot programs. Children and Adult Disability programs are in the midst of case streaming. There is a move to go online with the program. Parents with children of disabilities would be able to do a lot more to self-serve
- Family Conciliation – divorce laws will change in summer of 2020. Words like custody and access will no longer be used
- Provincial Government is in the process of Family Changes and Reform. A lot of this programming will go online as well. The official start date was February 21, 2019. Doing a lot more mediation rather than assessments. The whole goal is for families to have quicker service without having to go to court for services

Prairie Mountain Health

- Detox units opened up September 12. 7th Street Health Access Centre will help with the paperwork to get into the program. It is a 30 day detox
- Struggling with an STBBI (sexually transmissible and blood-borne infections) crisis. This has a strong correlation with drug use. Working hard to get on top of this program. Need to address (reduce) the stigma with STBBI. Fourth year students from Brandon University are working on a stigma program
- Have hired a harm reduction coordinator
- Teen Clinics are still being provided in the high schools. A network of health care providers are working to provide similar health promotion services at Brandon University and Assiniboine Community College
- Healthy Together Now – Healthy Brandon is chaired by Nikki Dean. People can apply four times a year around the four key pillars of healthy which include: healthy eating, physical activity, mental wellness and smoke free living. Organizations are encouraged to apply for funding up to a maximum of \$5000

Probation Services

- Still seeing a lot of meth concerns. Have been having some success in getting people into detox
- AFM and Probation are in talks about expanding an AFM worker working with adults in their office
- Drug Treatment Court is up and running. Have two people in the program right now. There are two Probation Officers currently working for this program
- Numbers continue to go down, concerns are being dealt with outside of the courts

Meeting adjourned at 10:40 am.

Next Meeting Date

February 20, 2020

Mission: *Emphasis on the prevention of harm from the rise of drugs and alcohol through students' choice of positive lifestyles. Accomplished through education, life-style wellness activities, leadership opportunities together with community & school volunteerism*

Theme: Making The Difference in their schools and community
100 Random Acts of Kindness

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

Kick Off: October 18, 2019

Theme: Making the Difference

Mini Theme: Random Acts of Kindness Challenge

Focus for choice of performer's: "Weird hobbies you can do for a job"

Program Line up:

Elder Kevin Tacan
Pomelo (student band: Kobe Lim & Shantel English)
Bubble Man (with life story)
Knowledge Keeper Tim Bone & Drummers
Meadow's student: Ashton (grade 5)- Crowhop & Grass Dance
Kindness Confetti Challenge (100 Random Acts of Kindness this school year)
Ken the Magician (with inspiration messages)
YR planning Time

Inspirational Kindness Videos

Year End Ceremony Video (4 minutes)

Teacher inspiration awards- student choice & voice



@YR_in_BrandonMB



@youthrevolution.bsd

Website: <https://www.bsd.ca/schools/youthrevolution>





BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Tuesday, October 29, 2019
4:00 p.m. – 5:00 p.m.

Location: Conference Room, Administration Office

Present: L. Letain, C. Rose, A. McGuire-Holder, T. Curtis, D. Pelletier, L. Arndt,
C. Dunbar and E. Jamora

Regrets: Ken Seekings and V. Findlay

Recording: M. Smoke-Budach

Call to Order

The meeting was called to order at 4:05 p.m. by Trustee L. Letain, Committee Chairperson.

1. Approval of Agenda

Chairperson Trustee L. Letain invited changes/additions to the agenda. No amendments were made to the agenda.

Accepted.

2. Approval of Previous Meeting Minutes

Chairperson Trustee L. Letain invited changes/additions to the minutes dated Tuesday, November 27, 2018. No amendments were made to the previous minutes.

Accepted.

3. Financial Report Summary: 12 months ending June 30, 2019 and 3 months ending September 30, 2019 – E. Jamora

E. Jamora delivered a detailed overview of the Financial Reports by category; she highlighted contributions, withdrawals and closing balances. The committee asked questions for clarification.

Lastly, E. Jamora shared that all Principals would be informed of their discretionary balances as of July 1, 2019 now that audited financial statements are complete.

Motion to accept the Financial Report: L. Arndt

Accepted.

4. Advertising – Yearly Thank You – E. Jamora

E. Jamora advised that the yearly “Thank You” advertising campaign was complete in October 2019. This entailed placing a colored ad in the weekend edition of the Brandon Sun, and in the news feed of the Brandon School Division website. Lastly, thank you cards will be mailed out to Friends of Education Donors who have made larger contributions in the past year (>\$1,000).

The committee discussed creating awareness for the Friends of Education Fund Committee at the school level. It was shared by a committee member, most teachers have no knowledge of the Friends of

Education Fund. The committee agreed to make a request to be on the next Division Leadership Team agenda. The following members volunteered to participate in the delegation: A. McGuire-Holder, L. Letain, and L. Arndt.

5. Administrative Procedure 3075 – The Friends of Education Fund Committee - E. Jamora

E. Jamora explained the Administrative Procedure was amended in May 2019: the format was standardized, under *Membership* the Superintendent/CEO was removed, under *Term of Membership* the renewal term was changed from three to five years and lastly under *Regulations*, the receipt threshold was changed from \$20 to \$25.

The committee discussed the status regarding representation from the “Brandon Retired Teachers Association”. A. McGuire-Holder advised she had reached out to them on numerous occasions but had not received a positive response.

It was agreed that minutes from previous meetings would be forwarded to C. Dunbar, to review, and he would bring a response back to the Committee in this matter.

Accepted.

6. Adjournment and confirmation of next meeting:

The meeting was adjourned at 4:55 p.m.

The next meeting date was confirmed for April 28, 2020 at 4:00 p.m. – 5:00 p.m., Administration Office.

Respectfully submitted,

L. Letain, Chairperson



Appendix 'A'

e-bulletin

November 20, 2019

MANITOBA
School Boards
ASSOCIATION

191 Provencher Blvd. Winnipeg, MB R2H 0G4
Phone: 204-233-1595 Toll Free: 1-800-262-8836

www.mbschoolboards.ca

Follow us on Twitter [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)

NOMINATIONS ARE OPEN

Information about and nomination forms for our awards and recognition programs is being distributed in today's divisional email. The package has also been [posted](#) to our website. The association sponsors three specific programs.

- Long service trustee recognition honours trustees who have served for 12, 16, or 20 years on a public school board in Manitoba.
- The Presidents' Council Award recognizes exemplary service and outstanding achievement, innovative thinking, personal initiative, and lasting and pervasive impact in the field of public education. In 2020, nominations for this award will be accepted in the category of community member or support staff.
- The Manitoba School Boards Association Student Citizenship Awards recognize six outstanding young people and one student group who are active participants in their communities and schools.



All awards will be presented at the association's March convention. The deadline for receipt of nominations for all awards is February 7, 2020.

ELECTIONS CANADA SUPPORTS

The federal election may be over, but there is no deadline when it comes to learning about Canada's democracy. That's why Elections Canada is offering a pilot program in Manitoba that includes in-person support for educators. Elections Canada will come to you for professional learning events, staff or departmental meetings, co-teaching or classroom demonstrations, or presentations. As well, their [Elections and Democracy](#) page includes a wealth of resources and tools for learning, teaching, and engaging about federal elections and democracy. Specialized educators can offer support in using Elections Canada's learning resources that are linked to curricula, and not just social studies, but also mathematics, Indigenous studies, language arts and more. To learn more, contact education@elections.ca.



NOMINATIONS FOR PROVINCIAL EXECUTIVE POSITIONS

To date, one nomination has been received for positions to be elected at the association's March convention. Sandy Nemeth has been nominated by Louis Riel S.D. for Vice-President (boards serving 6000+ students). Other positions that are up for election in 2020 are Directors for Regions 1, 3 and 5 (one of the two positions). The first call for nominations was made in [writing](#).

The second call will be made on the morning of Saturday, November 23, at the association's fall general meeting, while the third and final call will come at the call to order of the annual convention, on March 12, 2020. Nominations may also be made at any time by submitting them in writing to the Nominating Committee, c/o the association office.



PROVINCIAL BUDGET CONSULTATIONS

The Manitoba government has released [preliminary information](#) about public consultations on the province's 2020 budget. Dates and locations of the first three consultations were included in a November 15 news release: November 25 in Brandon, December 11 in Winnipeg, and December 16 in Gimli. According to the news release, the province is planning additional sessions in Winnipeg as well as in Altona, Dauphin, Flin Flon, Gillam and Thompson in January. Telephone town halls, consultations with frontline government workers, and an online public survey are also planned as part of the consultation process, which is expected to run through February 2020. Additional details will be posted on the [government website](#) as they become available.



FALL PD AND CONVENTION

Following this week's professional development day, we will be posting as many of the presentations as possible to our website. Links will be provided from our [homepage](#), so please pay us a visit!

Instructions and forms for booking guest rooms at the Delta Hotel for our March convention were distributed to secretary-treasurers earlier this week. In this



Leading Change
with courage, clarity and resilience

first round, all divisions are able to book a guaranteed five guest rooms, providing they return the necessary forms to the Delta by Monday, December 9. As of Monday, December 16, any remaining rooms in our block will become available for on-line booking through a dedicated link that will be provided to divisions prior to that date. Our block will be released after February 10, and any rooms cancelled after that date will incur a penalty of one night's room charge plus taxes and applicable fees.

follow us [@MBSchoolboards](https://twitter.com/MBSchoolboards)

