



BRANDON SCHOOL DIVISION

September 11, 2020

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

TO BE HELD MONDAY, SEPTEMBER 14, 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, August 24, 2020.
Adopt.
- b) Inaugural Board Meeting, September 8, 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**

- a) Ms. Karen Tole-Henderson, Past President, and Ms. Virginia Helmer, President, Manitoba Music Educators' Association (MMEA), August 21, 2020, addressed to Dr. Linda Ross, Chairperson, Board of Trustees, and Dr. Marc Casavant, Superintendent/CEO, requesting that the Board of Trustees and Senior Administration reconsider the "pause" to Band and Choral classes for the beginning of the school year. The MMEA understands that extra precautions will need to be taken to ensure that singing and playing wind instruments can be done safely. They note that there are a number of safe alternatives that can be provided to students in choral and band classes, including the proposed "Teacher Focus and Timetabling for High School" (Page 20, BSD Re-Opening Schools Plan).

The MMEA has shared Returning to Manitoba Music Classrooms Recommendations for school reopening with members and with Superintendents across Manitoba. They note that it will be more difficult for students to "fit" Band and Choir back into their timetables if it is not included from the start. There is a huge concern that a "pause" will have long-term negative effects on these programs. The Board of Trustees is encouraged to seriously reconsider the proposed pause and to include Band and Choir classes from the beginning of the fall semester. (Appendix 'A')

Receive and file.

3.03 Communications for Action**4.00 REPORT OF SENIOR ADMINISTRATION****- From Report of Senior Administration**

- a) Review Report of Senior Administration – September 14, 2020.

5.00 GOVERNANCE MATTERS**5.01 Reports of Committees****5.02 Delegations and Petitions (Max. 15 minutes)****5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Executive Highlights – August 10, 2020 (Appendix 'B')
- b) E-Bulletin – September 9, 2020 (Appendix 'C')
- c) Call for Nominations and Resolutions 2021 (Appendix 'D')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 52/2020 That the following Committees, Sub-Committees and External Board Representatives for the 2019-2020 school year be and are hereby discharged with thanks:

Education and Community Relations
Finance and Facilities
Personnel and Policy

MSBA Resolutions

Brandon Community Drug & Alcohol Education Coalition
Brandon Urban Aboriginal Peoples' Council
Friends of Education Fund
Job Evaluation Review
Parent/Guardian/Division
Support Personnel Labour Management
Teacher Liaison
Workplace Safety & Health

- 53/2020 That the Committees of the Board, effective September 14, 2020, be and are hereby approved as follows:

Education and Community Relations: Committee of the Whole

Finance and Facilities: Committee of the Whole

Personnel and Policy: Committee of the Whole

- 54/2020 That the Ad-Hoc Committee of the Board, effective September 14, 2020 be and is hereby approved as follows:

MSBA Resolutions: J. Murray, L. Ross

- 55/2020 That the Sub-Committees of the Board, effective September 14, 2020 be and are hereby approved as follows:

Brandon Community Drug and Alcohol Education Coalition: K. Fallis
Alternate: D. Kejick

Brandon Urban Aboriginal People's Council: D. Kejick
Alternate: L. Ross

Friends of Education Fund: L. Letain
Alternate: J. Murray

Job Evaluation Review: S. Bambridge, L. Ross
Alternate: L. Letain

Parent/Guardian/Division: Committee of the Whole

Support Personnel Labour Management: J. Murray
Alternate: S. Bambridge

Teacher Liaison: K. Fallis, L. Letain, J. Murray
Alternate: S. Bambridge

Workplace Safety and Health: S. Bambridge
Alternate: K. Fallis

56/2020 That the appointment of Danniele Carriere as the Senior Election Official for the Brandon School Division, as chosen by the City of Brandon, with duties as set forth in The Municipal Councils and School Boards Election Act, be approved.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, September 28, 2020, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

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, AUGUST 24, 2020.

TRUSTEES PRESENT: L. Ross, Chairperson K. Fallis
D. Kejick L. Letain
J. Murray

BY PHONE: S. Bambridge, Vice-Chairperson
P. Bartlette

ALSO PRESENT: M. Casavant, Superintendent/CEO
D. Labossiere, Secretary-Treasurer
M. Gustafson, Assistant Superintendent
E. McFadzen, Assistant Superintendent
K. Rance, Live Streaming Video Operator

The Chairperson called the meeting to order at 7:01 p.m. with a traditional heritage acknowledgement.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Trustee Bartlette added one Point of Privilege to the agenda.

Ms. Fallis – Ms. Letain

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held June 22, 2020 were circulated.

Ms. Kejick – Ms. Bambridge

That the Minutes be approved as circulated.

Carried.

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- Trustee Inquiries

2.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was provided as information.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****2.04 Board Operations****- Reports****- Trustee Inquiries****POINT OF PRIVILEGE:**

Trustee Bartlette advised the Board and Senior Administration that he would be resigning from his Trustee position effective September 30, 2020.

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

- a) Dr. Linda Ross, Chairperson, Board of Trustees, Brandon School Division, January 8, 2020, addressed to the Honourable Kelvin Goertzen, Minister of Education, noting that vaping has become a serious concern in the Brandon School Division. Vaping suspension records for the 2018-2019 and 2019-2020 school years (up to November 12, 2019) were provided for reference. Dr. Ross cited the Canadian Government's Official website, which states that children and youth are especially susceptible to the harmful effects of nicotine, including addiction. Information on the website also speaks to the harmful effects of vaping liquid and the chemicals used for flavour in vaping products. Further, the Canadian Council of Chief Medical Officers of Health called for measures including restrictions on the accessibility and availability of vaping products, and reducing the appeal of products to youth, including plain packaging, health warnings and regulating the sale and marketing of vaping products and flavourings.

Dr. Ross noted that Nova Scotia and Prince Edward Island are leading the way to help restrict the use of e-cigarettes, by making changes such as banning sales of flavoured e-cigarettes and juices and raising the legal age to buy tobacco and e-cigarettes from 19 to 21. Dr. Ross asks that the Provincial Government review and revise, as necessary, the current laws on vaping, as action is required to address this issue.

Received as information.

- b) Mr. David Yeo, Acting Assistant Deputy Minister, K-12 Education Division, Manitoba Education, August 14, 2020, addressed to Dr. Linda Ross, Chairperson, Board of Trustees, responding to Dr. Ross's letter of January 8, 2020, regarding the Brandon School Division's concerns around the use of vaping products by students. Mr. Yeo indicates that Manitoba Education is currently updating the Substance Use/Misuse and Addictions curriculum, which includes nicotine and vaping. Along with current school-based programs designed to address the use of tobacco and vaping products, additional teacher resources are being developed. Mr. Yeo notes that as of December 2019, Health Canada announced new proposed regulations which will further restrict the promotion of vaping products aimed at reducing

advertising exposure to youth. Contacts for public health messaging and information on additional resources on vaping are also provided. Mr. Yeo encourages school communities to be proactive in promoting student wellness and thanks the Brandon School Division for raising concerns on this important issue.

Received and filed.

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, thanked Senior Administration and their Executive and Administrative Assistants, Manitoba Education and the Chief Medical Officer for the amount of work that has gone on in this province to create a re-opening of schools plan, both at the Provincial level and at the local level.

The Superintendent/CEO provided highlights on the following items from the August 24, 2020 Report of Senior Administration:

- Administrative Information
 - Suspensions
 - Suspension Report for the 2019-2020 School Year
 - Manitoba Education Correspondence:
 - Letter from David Yeo Acting Assistant Deputy Minister, Manitoba Education
 - Proclamation re: Peace Days – September 15 to September 21, 2020

Trustee Murray asked questions for clarification regarding 9-12 Vocational Programing under the COVID-19 restrictions.

Mr. Mathew Gustafson, Assistant Superintendent, responded that while the yellow level alert is active, the Division would be 50% in-class learning and 50% remote learning. If the Division moves into the orange level, schools will bring students into vocational areas for practical pieces, and concentrate on theory aspects during the remote learning piece.

Dr. Casavant added that the Division is still looking at operating as a yellow alert, as there has been no direction that education is shifting to the orange alert. If Divisions do move to an orange alert, Grades 9-12 would be educated from an online remote system so that K-8's could be adequately spaced out and use some of the high school spaces to assist with this.

Trustee Murray asked Senior Administration to explain why there has been a pause in music education.

Mr. Gustafson reviewed the August 13th communication from Manitoba Education, which provided school divisions with direction and guidelines on how to create their back to school plans. There were areas in the document that spoke to choir and wind instruments. Musical activities involving singing or wind and bass instruments may increase the risk of COVID-19 transmission. Choir practices and band practices pose a higher level of risk and special consideration should be given to how they are held, room ventilation and distance between performers. As there are no specific interventions that eliminate the risk from these group activities at this time, it is difficult to provide guidance for choral or wind instruments. Schools may consider cancelling these activities for the upcoming year or initially for the fall term as further evidence on the risks becomes available. Senior Administration reviewed the information and had to have plans out by the end of that week. When

looking at the age of the Division's music rooms, the size, the ability to be able to spread people out, the ventilation within that, the steps that would be needed to sanitize the music stands and the percussion equipment, it quickly became evident that the Division was not going to be able to meet the standard that would have been set. The Division sees large value in those classes, so they have been paused for the first semester, with the hope that if the guidelines or directives change, the Division will be able to re-instate those courses for this year.

Trustee Bambridge asked questions for clarification regarding the yellow and orange alerts in the Prairie Mountain Health Region.

The Superintendent/CEO advised there was an assumption that the orange alert meant that everyone in Prairie Mountain Health was under the orange alert. The understanding now, in correspondence from the Department of Education, is that the Prairie Mountain Health Region has been put under orange, but education will be directed sometime before school starts to determine whether or not divisions within Prairie Mountain Health will be an orange or yellow alert.

Trustee Bambridge asked about the plan for special needs students during the alerts.

Ms. Elaine McFadzen, Assistant Superintendent, responded that Special Needs children are a priority in the Division, and that they are in school programming every day.

Trustee Murray thanked Senior Administration for their answers to his questions, as this means the public now has a place to hear information around the vocational and music programs.

Ms. Bambridge – Mr. Murray

That the August 24, 2020 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Finance and Facilities Committee Meeting

The written report of the Finance and Facilities Committee meeting held on August 19, 2020 was circulated.

Trustee Bartlette asked Mr. Denis Labossiere, Secretary-Treasurer, to speak on the difference in the final Maryland Park School Tender amounts due to COVID-19.

The Secretary-Treasurer responded that in order to meet COVID guidelines and distancing, some of the changes from the original Tender quantities were a reduction in group tables, and an increase in individual student desks and tables. This increased the cost of the Tender from approximately \$401,000 to \$412,000 (\$11,000).

Mr. Bartlette – Ms. Bambridge

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

50/2020 Ms. Kejick – Mr. Murray

That the Tender from the following vendors in the total amount of \$412,495.73 (including taxes) to supply and install furniture at Maryland Park School, funded through the New School Capital Reserve, be accepted.

Accent Environments Inc.	\$ 182,957.81
Art Metz Contract Interiors	36,303.43
Christies Office Plus	166,491.26
Schoolhouse Products Inc.	26,743.23
Total	\$ 412,495.73

Carried.

51/2020 Mr. Murray – Ms. Kejick

That the proposal from Johnson Controls in the amount of \$277,594.20 (plus applicable taxes) for facility lighting upgrades at Vincent Massey High School and École Harrison, funded through the 2020-2021 Operating Budget, be accepted.

Trustee Bartlette asked the Secretary-Treasurer to provide a breakdown of the costs for this project.

The Secretary-Treasurer advised that the cost of \$277,594.20 is pre-tax. With tax, the total cost is approximately \$301,000. There is a MB Hydro rebate of just over \$40,000 and a Climate Action Incentive Fund (CAIF) grant of \$227,000. Net cost to the Division is approximately \$34,000 for replacing the lights at Vincent Massey High School and École Harrison.

Carried.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

Trustee Bartlette asked for the details around the changes to transporting students by school bus.

The Secretary-Treasurer advised that due to restrictions and guidelines to ensure Division students are safe, an additional five (5) buses have been added to accommodate and transport as many students to the schools as possible.

In discussions with the Province, the priority for busing was for eligible students in the following order:

- All Kindergarten to Grade 12 students living outside the City of Brandon boundaries (rural) will continue to receive school bus transportation.
- All Kindergarten to Grade 12 students with special needs will continue to receive school bus transportation.

- All Kindergarten to Grade 8 students that attend Alexander School and O'Kelly School will continue to receive school bus transportation.
- All Kindergarten to Grade 8 students within the City of Brandon boundaries (urban) that have more than 1.6 kilometers to walk in order to reach their designated school will continue to receive school bus transportation.
- The Division is suspending school bus transportation within the City of Brandon for all Grade 9-12 students.

The focus is to transport the Division's most vulnerable/youngest students to school.

6.00 ANNOUNCEMENTS

- a) Inaugural Board Meeting – 9:30 a.m., Tuesday, September 8, 2020, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 14, 2020, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings will take place with no members of the public present, until further notice. We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/board/meetings/Pages/board-meeting-live-streaming.aspx>

7.00 ADJOURNMENT

Mr. Murray – Ms. Fallis

That the Board do now adjourn (7:30 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE INAUGURAL 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 9:30 A.M., TUESDAY, SEPTEMBER 8, 2020.

TRUSTEES PRESENT:

L. Ross, Chairperson	S. Bambridge, Vice-Chairperson
P. Bartlette	K. Fallis
D. Kejick	J. Murray
L. Letain	

ALSO PRESENT:

D. Labossiere, Secretary-Treasurer
B. Sangster, Recording Secretary
K. Rance, Live Streaming Video Operator

The Secretary-Treasurer, Mr. Denis Labossiere, was in the Chair.

The Acting Chairperson called the meeting to order at 9:35 a.m., with a traditional heritage acknowledgement, followed by a listening of O'Canada.

CALL:

The Acting Chairperson advised that the Inaugural Meeting of the Board had been called for the purpose of organization for the ensuing year, as set forth in the Agenda.

ELECTION OF CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted that Trustee Ross had requested her name be brought forth for the position of Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Chairperson of the Board for the ensuing year, noting that a nominator only was required.

There were no further nominations for the position of Chairperson.

Mr. Bartlette – Ms. Bambridge
That nominations do now cease.

Carried.

The Acting Chairperson declared Linda Ross to be duly elected by acclamation as Chairperson of the Board for the ensuing year commencing September 8, 2020.

ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted that Trustee Bambridge had requested her name be brought forth for the position of Vice-Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Vice-Chairperson of the Board for the ensuing year, noting that a nominator only was required.

There were no further nominations for the position of Vice-Chairperson.

Ms. Fallis – Mr. Murray

That nominations do now cease.

Carried.

The Acting Chairperson declared Sherilyn Bambridge to be duly elected by acclamation as Vice-Chairperson of the Board for the ensuing year commencing September 8, 2020.

The Acting Chairperson invited the newly elected Chairperson, Linda Ross, to assume the Chair for the remainder of the meeting.

Point of Privilege:

Trustee Sherilyn Bambridge expressed that her prayers have been with the students of the Brandon School Division, the Staff of the Brandon School Division, for every employee of the Brandon School Division and the families of the Brandon School Division. She noted that her hope and prayer is that not one child, not one person, not one employee of the Brandon School Division would be infected with COVID-19, and that the students within Brandon School Division would find safety within our walls once again. Trustee Bambridge explained that she takes those thoughts forward in prayer, and wanted to express to the public, to the Board of Trustees and the staff of the Brandon School Division that no decisions made concerning the education of students have been made lightly. Thoughts and prayers are with all of the staff, students and families of the Brandon School Division.

Trustee Ross thanked Trustee Bambridge for her remarks, noting that we are living in unusual times, and as Trustee Bambridge indicated, a lot of planning has gone into the coming year. There are only so many things the Division can plan for, and she hopes that everything goes well and that we do not have any COVID illness amongst Division students and staff.

SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:

The Secretary-Treasurer read a letter addressed to the Board of Trustees wherein he advised, in accordance with the provisions of Section 53(5) of The Public Schools Act, that he holds no occupations of trust other than that of Secretary-Treasurer of The Brandon School Division.

ADJOURNMENT:

Ms. Bambridge – Ms. Kejick

That the meeting do now adjourn (9:44 a.m.)

Carried.

Chairperson

Secretary-Treasurer



MANITOBA MUSIC EDUCATORS' ASSOCIATION
L'ASSOCIATION MANITOBAINE DES ÉDUCATEURS DE MUSIQUE
191 HARCOURT STREET WINNIPEG MB R3J 3H2
PHONE (204) 888-7961

August 21, 2020

Virginia Helmer
President

Les Chalmers
Vice-President

Karen Tole-Henderson
Past President

Amanda Ciavarelli
Manitoba Orff Chapter

Dr. Stuart Sladden
Manitoba Choral Association

Jennifer Shead
Manitoba Band Association

Jordan Laidlaw
Manitoba Classroom Guitar
Association

Leanne Jensen
Board Member

Tyler Yip
Board Member

Dear Dr. Ross, Chairperson and Dr. Casavant, Superintendent/CEO

The Manitoba Music Educators' Association recognizes that planning for the 2020 – 2021 school year is unlike any other. We are aware that the Brandon School Division has chosen to “pause” Band and Choral classes for the beginning of the school year and will ask students to register for other courses in order to meet graduation requirements. While we understand that extra precautions will need to be taken to ensure that singing and playing wind instruments can be done safely, we would request that the Brandon School Board and Senior Administration re-consider and include these courses from the start of the school year. Even if restrictions on singing and playing are deemed necessary, we believe that there are a number of safe alternatives that can be provided students in choral and band classes. We are aware of several school divisions who have made the decision to maintain specialty programming in their schools.

The proposed “Teacher Focus and Timetabling for High School” (Page 20, BSD Re-Opening Schools Plan) would work very well for High School Band and Choral Classes. Music educators are able to adapt their courses to allow students to sing and play asynchronously while online and in-person classes would provide opportunities for studies to go well beyond singing and playing. The Manitoba Music Curriculum for Grades 9 – 12 provides countless opportunities for music students with making, creating, connecting and responding.

The MMEA has shared Returning to Manitoba Music Classrooms Recommendations for school reopening (attached) with members and with Superintendents across Manitoba. We are also supporting Manitoba music educators with Sketches of Practice which provide ideas for a robust music education in across all delivery models.

As you continue planning for the 2020-2021 school year, it is important to note that it will be more difficult for students to “fit” Band and Choir back into their timetables if it is not included from the start. There is a huge concern that a “pause” will have long term negative effects on these programs. We encourage the Brandon School Division Board of Trustees to seriously reconsider the proposed pause and to include Band and Choir classes from the beginning of the fall semester. Thank you for your time and consideration. The MMEA is more than willing to discuss our concerns and to assist Brandon Music educators as they move forward with planning for music learning in Fall 2020.

Sincerely,

Karen Tole-Henderson
Past President, Manitoba Music Educators' Association

Virginia Helmer
President, Manitoba Music Educators' Association

CC Ms. Sherilyn Bambridge

Mr. Peter Bartlette

Ms. Kim Fallis

Ms. Delvina Kejick

Ms. Lisa Letain

Mr. Jim Murray

Mr. Mathew Gustafson



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 14, 2020

A. Administrative Information

I. CELEBRATIONS

Every school in Brandon School Division created a 2020 Re-Opening Plan that was shared with their school community and posted to school websites.

II. COMMUNITY CONNECTIONS

Since August 20, 2020, Dr. Casavant has participated in many meetings regarding COVID-19 and plans for the re-opening of schools. Meeting groups included the following: Manitoba Education, Manitoba School Boards Association, Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, Prairie Mountain Health, City of Brandon, Members of the Legislative Assembly, Southwest Superintendents Group, and Brandon School Division staff.

Additional meetings include:

- August 20, 2020 – meeting with Enver Naidoo, Local Immigration Partnership Coordinator, Brandon Neighbourhood Renewal Corporation
- September 1, 2020 – meeting with IBM Canada
- September 2, 2020 – question and answer session with Kevin Cameron, Director, North American Center for Threat Assessment and Trauma Response Inc.
- September 3, 2020 – Media Open House at Betty Gibson School
- September 3, 2020 – meeting with Cale Dunbar, President, Brandon Teachers' Association

"Accepting the Challenge"

III. INFORMATION ITEMS

1. MANITOBA EDUCATION CORRESPONDENCE

LETTER FROM HONOURABLE KELVIN GOERTZEN, MINISTER, EDUCATION; AND HONOURABLE CAMERON FRIESEN, MINISTER, HEALTH, SENIORS AND ACTIVE LIVING

For Information Dr. Casavant

Correspondence was received from Honourable Kelvin Goertzen, Minister, Education; and Honourable Cameron Friesen, Minister, Health, Seniors and Active Living regarding the Manitoba Healthy Schools Initiative. The letter confirmed that Brandon School Division received a Healthy Schools Grant in the amount of \$23,379.00 for the 2019/2020 school year, to support our work in collaboration with community partners, including local regional health authorities, to deliver Healthy Schools programming.

2. HEAD TEACHERS 2020-2021

For Information Dr. Casavant

The Superintendent/CEO has approved the following Head Teachers for the 2020/2021 school year:

Alexander	Shannon Kohut, Krista Clayton, Laura Kirkup
Betty Gibson	Kristen Welsh, Krista Adams
Crocus Plains	Brent Allum, Paula Nelson
Earl Oxford	Bryanne DeRoo, Charlene Ayers
George Fitton	Bart Brown, Jodi Smart
Green Acres	Shane Baranyk, Glenn Steele, Malcolm Oldcorn
Harrison	Bernie Perreux, Glen Simard
J. R. Reid	Shannon Graham, Cathie Hollier, Jen Anderson
King George	Bryce Ketcheson, Anastasia Giannopoulos
Kirkcaldy Heights	Jason Curtis, Warren Birch
Linden Lanes	Angeline Templeton, Amanda Burtnack
Maryland Park	Cynthia Kelly, Krystal Tillie
Meadows	Janelle Jones, Alicia DeDecker
Neelin	Robert Cullen, Mattie Braden
New Era	Nicole Olson, Neil Bessette
O'Kelly	Curtis Halls, Paige Tayler, Lee-Anne Featherstone
Prairie Hope	Raven Willoughby, Carolyn Blaine, Tammy Ballingall
Riverheights	Justin Chuchmuch, Sharon Bartley

Riverview	Kelly Corkish Makkituq, Cathy Grain, Maureen McDuffe
St. Augustine	Trina Hayter, Mike Kanski, Heather Swaenepoel
Spring Valley	Crystal Todd
Valleyview	Ben Zubrycki, Margo Bell, Cindy Swallow
Vincent Massey	Kevin Grindey, Erin Kowal
Waverly Park	Bobbi Meyer, Jeff Sawchuk

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information T. Mendel

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. DISCHARGE/APPOINT BOARD COMMITTEES

For Action D. Labossiere

It is now necessary to establish the various committees for 2020-2021. Included in the agenda is a motion to discharge with thanks the 2019-2020 committees. An In-Camera Board Meeting was held following the Inaugural Meeting, Tuesday, September 8, 2020 for Trustees to consider the members of the various committees for 2020-2021. Motions have been included in the agenda appointing the new committee members with the individual names to be added as agreed upon. Please contact me should you require further information in this regard.

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**

Executive Highlights

Monday, August 10, 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

Sherilyn Bambridge
Director Region 1
204-724-7841

Leah Klassen
Director Region 2
204-325-8093

Lena Kublick
Director Region 3
204-406-4889

Vaughn Wadelius
Director Region 4
204-623-3073

Sandra Lethbridge
Director Region 5
204-951-9686

Julie Fisher
Director Region 5
204-261-7963

Chris Broughton
Director Region 6
204-509-8642

1. The executive approved the following committee appointments/reappointments:
 - Resolutions and Policy Committee: Vaughn Wadelius, Kelsey S.D.
 - Aboriginal and Indigenous Education Action Planning Committee: Lisa Makwebak, Park West S.D.
 - Convention Planning Committee: Vaughn Wadelius, Kelsey S.D.
2. The President confirmed the appointment of Cheryl Smukowich, St James-Assiniboia S.D., to the Manitoba High School Athletic Association and Kayla Moore, Fort la Bosse S.D., to the Manitoba Rural Learning Consortium.
3. Fall regional meetings will be held in the days following the November 21 General Meeting, scheduled (virtually) for the morning of Saturday, November 21. Regional meetings also will be held virtually, and will be approximately two hours in length. Directors will follow up with boards regarding potential discussion topics. The following dates were approved for the Fall 2020 Regional meetings:
 - Region 5/6—Saturday, November 21, p.m.
 - Region 1—Monday, November 23, a.m.
 - Region 2—Tuesday, November 24, a.m.
 - Region 3—Wednesday, November 25, a.m.
 - Region 4—Thursday, November 26, a.m.
4. President Alan Campbell provided an overview of a recent telephone meeting with Education Minister Kelvin Goertzen. Topics discussed included:
 - pandemic planning;
 - communications to boards from the Schools Finance Branch; and
 - timing of release of the Report of the Education Review Commission.
5. Chief Financial Officer Robyn Winter provide an overview of additional costs and possible savings related to office operations during the pandemic.
6. Information was provided on the province's renewal of funding for the Respect in School program. The association has restated its ongoing commitment to this program, which is in place in schools throughout the province.

JW/hd

*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 September 14, 2020.*

YOU HAVE QUESTIONS? WE HAVE ANSWERS!

This month, school boards across Manitoba are holding their inaugural meetings, which include the election of board chairs and vice-chairs. For anyone new to the role (or just wanting a refresher course on meeting procedure), check out our [Practical Procedure](#) series of Division Dispatches. The [Short Answers to Common Questions](#) dispatch is a good place to start. It provides answers to ten common questions about voting and interpersonal/meeting dynamics, based on the requirements of *The Public Schools Act* and *Robert's Rules of Order*. Others in the series take a deeper look at topics such as abstaining, committee of the whole, suspending debate, and revisiting a decision. Most are available in both text and video format, and some include additional resources.



- Region 1—November 23;
- Region 2—November 24;
- Region 3—November 25; and
- Region 4—November 26.

As in previous years, meeting agendas will include an update from President Alan Campbell, presentation of the audited financial statements, nominations, and regional discussion of resolutions. The [Call for Nominations and Resolutions](#) is being distributed in today's divisional email. There will be no cost to participate in any of these meetings, but pre-registration will be required. Details to follow!

SPEAKING OF VIRTUAL MEETINGS...

The Canadian School Boards Association will be holding a virtual General Meeting on Friday, October 2. All members are invited to attend. The agenda and meeting link will be posted on the [CSBA website](#).



BACK TO MEETING-NORMAL

Certain emergency orders impacting school board operations expired on July 31, 2020. This means that the normal provisions of [The Public Schools Act](#) and the [Electronic Meetings Regulation](#) are now back in full force. Specifically:



- where there is a vacancy on a school board, a by-election must be held "as soon as reasonably practicable" [PSA 26(5)];
- each trustee must be physically present at a board meeting at least once every three months [PSA 39.7.1(2)]; and
- the board chair, superintendent, and secretary-treasurer (or a designate for each of these positions), plus one other trustee must be present in the meeting room during an electronic board meeting (*Electronic Meetings Regulation* 5).

If you are wanting to revise your board's electronic meeting policy in light of recent experience and are looking for some guidance, sample policies, or a second opinion, contact [Heather Demetrio](#).

NOVEMBER MEETINGS

Just a reminder that the Fall General and Regional Meetings will be held virtually this year. The General Meeting will be held on the morning of Saturday, November 21, and will run for a maximum of three hours. The Region 5/6 meeting will be held later that same day, beginning at 1:00 p.m. All other regions will meet in the morning, beginning at either 8:30 or 9:00 a.m., in accordance with the following schedule and for a maximum of two hours:

CONNECTING PEOPLE AND JOBS

Did you know that the association recently added a page to its website to help connect those looking for work in the education system with available positions—permanent, temporary, or supply? [K-12Careers.ca](#) has links to job postings in every school division and district in Manitoba, along with maps to acquaint job-seekers with the geographical location of school divisions, and an overview of the basic [minimum qualifications](#) for positions ranging from custodian to bus driver to EA to clerical to teacher.



School divisions across Manitoba are **CURRENTLY HIRING** permanent, temporary, and supply/substitute staff for teaching and non-teaching (custodial, transportation, clerical and instructional support) positions. Visit k12careers.ca for links to postings in all school divisions.



Les divisions scolaires du Manitoba **EMBAUCHENT** du personnel permanent, temporaire et suppléant pour les postes d'enseignement et non enseignant (conciergerie, transport, secrétaire, et soutien pédagogique). Rendez-vous à emplois-scolaires.ca pour accéder aux offres courantes.

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M A N I T O B A

School Boards

A S S O C I A T I O N

Call for Nominations and Resolutions 2021



Manitoba School Boards Association 2021-2022 Provincial Executive First Call for Nominations

Member school boards and trustees are now invited to nominate candidates for the 2021-2022 Manitoba School Boards Association Provincial Executive. The following positions will be elected for two-year terms in 2021:

- President
- Vice-President (Boards with fewer than 6,000 students)¹
- Directors for Regions 2, 4, and 5 (one position)

¹ all boards save and except the following: Brandon, Hanover, Louis Riel, Pembina Trails, River East Transcona, Seven Oaks, St. James-Assiniboia, and Winnipeg

Nominations may be made in any of three ways:

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

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

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

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

Sincerely,

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

Manitoba School Boards Association Call for 2021 Convention Resolutions

The Resolutions and Policy Committee is now inviting member boards to submit resolutions for consideration at the Association's 2021 Annual Convention. The deadline for receipt of resolutions and supporting rationale at the Manitoba School Boards Association office is **Friday, November 6, 2020**. Resolutions received on or before that deadline will be deemed **regular resolutions**.

Content and form of resolutions

As described in By-law 5 (11) (c), resolutions must take the form of a by-law amendment, a policy amendment, or a request for action.

- **By-law amendment or new by-law:** Both regular and emergent (see below) resolutions in this category require a minimum of one-month notice to members. Existing by-laws can be found in Section B of the Executive Manual at http://www.mbschoolboards.ca/documents/exManualFOR_WEB.pdf.
- **Policy addition or amendment:** Resolutions in this category seek to amend the association's existing policy statements, or create a policy statement in an area not previously addressed. Existing association policies can be found at <http://www.mbschoolboards.ca/documents/c2020/Policies%20and%20Requests%20for%20Action%202020.pdf>
- **Request for Action:** Resolutions in this category are action items that direct the association to do something, either directly or through its lobbying efforts. Requests for action should align with existing association policy. Requests for action are time-limited to three years or the completion of the requested action.

General information

- Resolution must be presented at the appropriate regional meeting and be passed by the majority of trustees in attendance at that meeting in order to go forward for consideration at a general meeting.
- Each region may adopt a maximum of five resolutions for forwarding as regular resolutions. Resolutions presented but not adopted at the regional meeting may be forwarded, upon a majority vote in the affirmative at the regional meeting, to the provincial executive as a request for action.
- **Emergent resolutions** are those resolutions that are received in the period between the deadline for receipt of resolutions and the conclusion of the last executive meeting prior to the membership meeting at which resolutions will be considered, and which relate to an issue which was not evident prior to that deadline. The provincial executive will assess each such resolution to determine whether it is truly emergent in nature, and if so, will direct that the resolution in question be included among those being considered at the general meeting. If the resolution is determined not to be emergent, it may still be considered at the AGM, at the request of the sponsoring board, if such consideration is supported by two-thirds of voting trustees.

Information that will help you develop clear and relevant resolutions can be found in the resolutions primer enclosed.

Sincerely,

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

Be it resolved

A resolutions primer for Manitoba school boards



Introduction

This document has been compiled to answer some of the most common questions about the Manitoba School Boards Association resolution process. It provides a roadmap for school boards that are developing resolutions to take forward to regional meetings, as the first step in getting them on the convention floor.

A resolution is any motion that comes before the annual general meeting (the convention) of the Manitoba School Boards Association. A resolution may be a new by-law or by-law amendment, a new policy or policy amendment, or a request for action. Any resolution related to a by-law has some special rules attached to it, which are explained below. Whether a resolution is a policy or request for action is determined by the content of the resolution; the process for dealing with either of these two types of resolutions on the convention floor is the same.



Getting started

Most school boards start thinking about possible resolutions to bring to convention when the call for resolutions goes out in early fall. But the right time to think of submitting a resolution is any time—whenever a matter comes to your board's attention that has implications for other boards throughout the province.

When that time comes, your first step should be checking out what's already on the books. To do that, refer to the association's current *Policies and Requests for Action* or by-laws (part of the Executive Manual), as applicable. These can be found as downloads under About—Governance at www.mbschoolboards.ca.

If you are asking the association to do something, either directly or indirectly, any resolution you develop will be considered a **request for action**. Direct requests are those things that are within the association's own control—something like providing a specific type of professional development for trustees. Indirect requests for action usually include words such as "lobby" or "advocate." The association is unable to achieve the ultimate goals of the resolution on its own, but is being directed to work with other organizations, frequently government, to achieve it. If a request for action already exists, there is no benefit in bringing it back before the membership, unless the upcoming convention will mark three years since its original adoption. Requests for action have a three-year life-span, and will fall from the books after that time unless they are once again adopted by the membership. This will only happen if a board initiates that process.

M A N I T O B A

School Boards
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The association currently has **policy** in eight broad areas:

1. School Boards and Trustees;
2. Funding and Financial Matters;
3. Education Programming;
4. Students;
5. Human Resources;
6. Transportation;
7. Facilities and Materials; and
8. External Organizations.

If your proposed resolution deals more with fundamental beliefs rather than a specific action, review the existing policies and consider some questions. Does the resolution relate to one of these eight areas? If so, does it add something new, or contradict something that the policy already contains? In either of those cases, your resolution should take the form of an amendment to the existing policy. Or does the resolution reflect some fundamental belief in an area that is not covered off by the existing policies? If that's the case, then your resolution should take the form of a brand new policy statement.

By-law changes are most commonly introduced by the association's provincial executive, but they can be initiated by a school board. So if your school board thinks the association should be doing something differently in regard to elections, the conduct of convention, the structure of regions, or any other matter that is governed by one or more of its ten by-laws, you can submit a by-law amendment for consideration. Unlike regular resolutions, proposed by-law amendments are decided by board ballots, and require an affirmative vote of two-thirds to be adopted. Other than that, they are treated as any other resolutions.

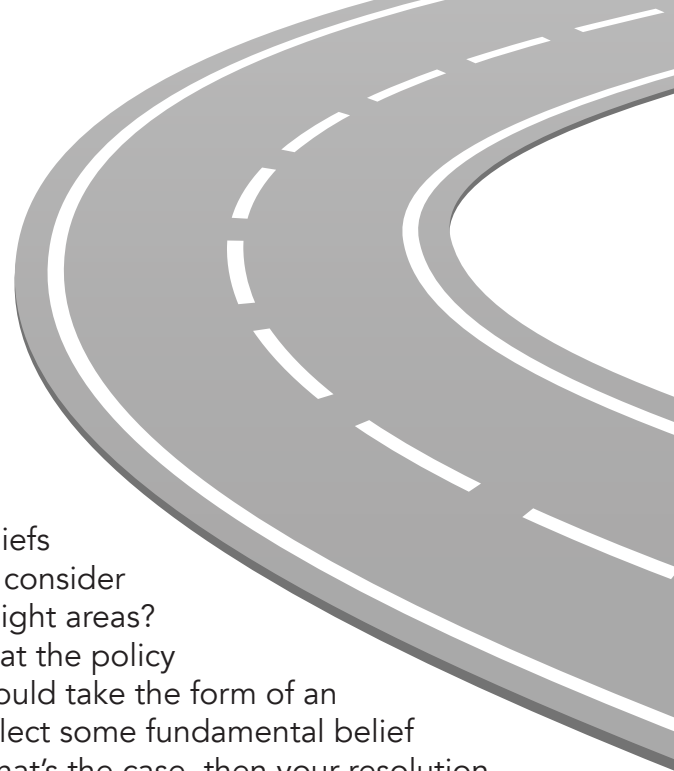


Drafting a resolution

Once a school board has decided to submit a resolution—and it has to be a board decision, not the decision of an individual trustee—the next step is actually drafting the resolution.

Resolutions that come before the membership of the Manitoba School Boards Association have a very specific, two-part format. The first part is the resolution proper. This always begins with the same wording: "Be it resolved that the Manitoba School Boards Association" Those words are followed by some direction, such as that they advocate for, lobby, amend, or review. This first part of the resolution is the part that endures after the convention is over, so it must be clear, preferably concise, and able to stand on its own. This last point—able to stand alone—is especially important, because after convention, the resolution will be separated from the comments when it is incorporated into the association's policy manual. Resolutions should also be free from grammatical and spelling errors, and contain the correct names of any entities it includes, such as government departments.

The second part of the resolution is the comments. In some organizations this may be referred to as the rationale. The comments provide an opportunity for school boards to explain why they think their proposed resolution should be supported. Depending on the nature of the resolution, comments may include research, precedents, or even anecdotal evidence from the sponsoring school division. Comments are often used by school boards to open debate when the resolution reaches the convention floor, and that can be a useful way of thinking of them while they are being drafted.





Timelines and procedures

While school boards may consider what resolutions they would like to submit to convention on a year round basis, there are some strict timelines when it comes to actually making that submission.

The call for resolutions is sent to all school boards each fall, and that document contains a deadline. If a resolution is going to be considered at regional meetings—the first step in it getting to the convention floor—it must be received at the association office by that deadline. If it is not, it will not be considered by the region. If that happens, the sponsoring school board can ask the provincial executive to accept the resolution as an emergent resolution. If the executive agrees that the resolution deals with an emergent issue, it will go before the membership at convention. If it does not consider the matter to be emergent and declines to take it forward, the sponsoring board may still ask that it be considered at convention, but that will only happen if consideration is supported by two-thirds of voting delegates at convention.

Meeting the submission deadline and being included on a regional meeting agenda does not guarantee that a resolution will make it to convention. First (and perhaps obviously), it needs to be adopted by the region. Second, each region is limited to the number of resolutions that it can take forward to convention—a maximum of five. Most years, each region considers fewer than five resolutions, so this by-law provision does not come into play. When a region has more than five resolutions under consideration, it needs to prioritize them, and submit the five most important to the entire province, or truly requiring provincial support (such as a by-law amendment). But that doesn't mean that any remaining resolutions simply disappear. The region has the option of adopting them as requests for action that will go directly to the provincial executive for consideration. While such requests for action do not have the endorsement of the entire membership, this can be a good option for straight-forward resolutions that clearly align with existing association policies.

One final note on procedures. The association's Policy and Resolutions Committee reviews all resolutions prior to convention. It has the authority to edit submitted resolutions, and to identify any conflicts with existing by-laws or policy. Sponsoring school boards do have the right to decline to accept any proposed amendments, but they are strongly encouraged to work with the committee to address any identified concerns or issues.

Questions?

If you have questions about the resolutions process that are not answered in this document, please contact one of the following people at the association office:

- Josh Watt, Executive Director (jwatt@mbschoolboards.ca)
- Andrea Kehler, Executive Assistant (akehler@mbschoolboards.ca)

