



BRANDON SCHOOL DIVISION

June 7, 2017

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

TO BE HELD MONDAY, JUNE 12, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, May 23, 2017.
Adopt.
- b) Special Board Meeting, May 29, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

2.04 Board Operations

- Reports**
- Trustee Inquiries**

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

- a) Martina Francisco, Grade 10 Vincent Massey student, being recognized for representing Manitoba in the "New Element Contest" in March 2017.
- b) Angelina Zhang, Grade 1 New Era student, being recognized for her third-place score in the Canadian Math Kangaroo Contest.

3.02 Communications for Information

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

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

The Chairs of Standing Committees of the Association are also provided. (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 – June 12, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Policy Review Committee Meeting S. Bambridge
- b) Divisional Futures and Community Relations Committee Meeting P. Bowslaugh
- c) Brandon School Division Long Service Employee Recognition Evening K. Sumner

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

- Ebulletin – May 17, 2017 (Appendix 'B')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

5.06 Bylaws

5.07 Giving of Notice

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

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Finance Committee Meeting – 12:00 p.m., Thursday, June 15, 2017, Boardroom.
- b) Brandon School Division Retirement/Resignation Dinner – 6:00 p.m., Thursday, June 15, 2017, Victoria Inn.
- c) Personnel Committee Meeting – 9:30 a.m., Friday, June 16, 2017, Boardroom.
- d) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, June 19, 2017, Boardroom.
- e) Brandon Community Drug and Alcohol Education Coalition – 9:00 a.m., Tuesday, June 20, 2017, Boardroom.
- f) Education Committee Meeting – 12:00 p.m., Tuesday, June 20, 2017, Boardroom.
- g) Policy Review Committee Meeting – 12:00 p.m., Wednesday, June 21, 2017, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 26, 2017, Boardroom.

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, MAY 23, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton.

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

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

REGRETS:

Mr. G. Malazdrewicz, Assistant Superintendent.

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Trustee Sumner noted he had three (3) items for In-Camera.

The Superintendent noted he had two (2) Personnel item for In-Camera.

The Secretary-Treasurer noted he had one (1) Personnel item for In-Camera.

Mr. Murray – Mr. Buri

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held May 8, 2017 were circulated.

Mrs. Bowslaugh - Ms. Bambridge

That the Minutes be approved.

Carried.

Mr. Kruck – Mr. Sefton

That the Board do now resolve into Committee of the Whole In-Camera. (6:01 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) The Superintendent provided information on a two (2) Personnel Matters.
 - c) The Secretary-Treasurer provided information on one (1) Personnel Matter.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) Trustee Sumner provided an update on a Board Operations Matter.
 - b) Trustee Sumner discussed a Board Operations Matter.
 - c) Trustee Sumner provided information on a Board Operations Matter.
 - d) Trustee Bambridge discussed a Board Operations Matter with Trustees
- Trustee Inquiries

Mr. Buri – Dr. Ross

That the Committee of the Whole In-Camera do now resolve into Board. (7:00 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:05 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

3.02 Communications For Information

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the May 23, 2017 Report of Senior Administration:

- Administrative Information

- Celebrations
 - Brandon School Division Grade 4 Oratorical Event – May 5, 2017
 - Brandon School Division Middle Years Oratorical Event – May 10, 2017
 - Brandon School Division Grades 3-8 Concours D'Art Oratoire – April 5, 2017
- Presentations
 - Communications – Year End Report

Trustees asked questions for clarification and thanked Ms. Curtis for all the work she does for the Division.

Dr. Ross – Mr. Buri

That the May 23, 2017 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Finance Committee Meeting

The written report of the Finance Committee meeting held on May 8, 2017 was circulated.

Mr. Sefton – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

a) Finance Committee Meeting

The written report of the Finance Committee meeting held on May 18, 2017 was circulated.

Mr. Sefton – Ms. Bambridge

That the Minutes be received and filed.

Carried.

b) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on May 15, 2017 was circulated.

Trustee Ross asked questions for clarification regarding a questionnaire for custodial staff at Vincent Massey High School. Mr. Labossiere responded that the Division will be asking employees a number of items to find out how things are operating since a change was made last year.

Trustee Bartlette asked questions for clarification regarding school Administrative Assistants and banking procedures. Trustee Sefton responded that the concern was around safety and security and whether administrative assistants should sign out when leaving to do banking and sign back in when they return to the school.

Mr. Kruck – Mr. Buri

That the Minutes be received and filed.

Carried.

c) Trustee Evaluation At-Hoc Committee

Trustee Bambridge provided a verbal report on the Trustee Evaluation Ad-Hoc Committee.

Trustees asked questions for clarification. The Trustees agreed they would like to complete the Trustee Evaluation forms this year.

Ms. Bambridge – Mr. Bartlette

That the Minutes be received and filed.

Carried.

5.02 Delegations and Petitions

- From Previous Delegation

- From Board Agenda

- MSBA Matters

a) ebulletin – May 3, 2017

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

65/2017 Mr. Bartlette – Mr. Sefton

That a wheelchair school bus be provided to the Society for Manitobans with Disabilities for their Summer Program from July 4 to August 25, 2017 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

66/2017 Mr. Sefton – Mr. Kruck

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

2.08 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

Trustee Kruck asked questions regarding Full Day Every Day Kindergarten, and noted if the program was solely used for children in need, the Division could possibly service a far greater number of children than it does right now. He asked if there is any way to change things so that the Division could use the Full Day Every Day Kindergarten programs solely for children in need and to serve a wider catchment area.

Dr. Casavant responded that the Board put in the parameters and how they are used now. If the Board so chooses to fund those programs over and above the regular half day Kindergarten program, then the Division would be able to do that.

6.00 ANNOUNCEMENTS

- a) Friends of Education Fund Committee Meeting – 11:30 a.m., Tuesday, May 23, 2017, Conference Room.
- b) Divisional Futures and Community Relations Committee Meeting – 12:00 p.m., Monday, May 29, 2017, Boardroom.
- c) Brandon School Division Long Service Employee Recognition Evening – 7:00 p.m., Thursday, June 1, 2017, Riverbank Discovery Centre.
- d) Policy Review Committee Meeting – 11:30 a.m., Monday, June 5, 2017, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 12, 2017, Boardroom (6:00 P.M. – In-Camera Portion).

Mr. Kruck – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (7:48 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

Mr. Murray – Dr. Ross

That the Committee of the Whole In-Camera do now resolve into Board. (8:15 p.m.)

Carried.

7.00 ADJOURNMENT

Ms. Bambridge – Mr. Buri

That the Board do now adjourn. (8:15 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 9:00 A.M., MONDAY, MAY 29, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Ms. S. Bambridge (by phone), Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. M. Sefton.

Recording Secretary: Secretary-Treasurer, Mr. D. Labossiere.

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

REGRETS:

Dr. L. Ross, Vice-Chairperson, Mr. G. Buri, Mr. J. Murray.

CALL:

The Chairperson called the meeting to order at 9:02 a.m. and referred to the Call.

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

a) Personnel Matter.

Mr. Bartlette – Mr. Sefton

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

a) Confidential #1 was reviewed. The Committee Chairperson spoke to the report.

Mr. Kruck – Mrs. Bowslaugh

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

Carried.

IN BOARD

67/2017 Mrs. Bowslaugh – Mr. Bartlette

That Confidential #1 and the recommendations therein be approved.

Carried.

Mr. Sefton – Mr. Bartlette

That the meeting do now adjourn (9:15 a.m.).

Chairperson

Secretary-Treasurer



BRANDON TEACHERS' ASSOCIATION

Appendix 'A'

The Town Centre
Unit D4 – 800 Rosser Avenue
Brandon, MB R7A 6N5
Ph: (204)729-3141
Email: Office@btateach.com
Website: www.btateach.com

May 31, 2017

Dr. Marc Casavant, Superintendent
Brandon School Division
1031 – 6th Street
Brandon MB R7A 4K5

Dear Dr. Casavant:

The following is for your information:

The officers of the Brandon Teachers' Association for the term beginning July 1, 2017 and continuing to June 30, 2018 are:

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

The Standing Committees of the Association will be chaired by:

BTA CoSL	- Kelly Braun
Budget Committee	- Lionel Ogg
Collective Bargaining	- Tammy Tutkaluk
Constitution Committee	- Cale Dunbar
Education Finance	- Mary Louise Davis
Employee Benefits	- Angela McGuire-Holder
Equity & Social Justice	- Lynn Nicol
Nominations	- Kevin Chambers
Professional Development	- Jenna Sambrook/Krista Adams
Public Relations	- Yvonne Williams
Resolutions	- Jodi Armour
Thinking of You	- Jodie Stapleton
Workplace Safety & Health	- Erik Been

Sincerely,

Peter Buehler
President

Brandon Teacher's Association

Copies: BSD Secretary Treasurer's Office, Chair of the Board of Trustees



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 12, 2017

A. Administrative Information

I. CELEBRATIONS

1. YOUTH REVOLUTION PROJECT: CANADA DAY 150

Youth Revolution students from J. R. Reid School and Vincent Massey High School collaborated on a project celebrating Canada's upcoming 150th Birthday. The project, "Canada Day 150", focused on four important Canadian themes: Youth, Diversity & Inclusion, Environment, and Reconciliation.

2. VINCENT MASSEY HIGH SCHOOL – 2017 UNIVERSITY OF TORONTO BIOLOGY COMPETITION

Vincent Massey High School AP Biology students participated with great success in the 2017 University of Toronto Biology Competition. A number of students from Vincent Massey participated, and they finished as high as 38th overall and 86th overall, out of 3317 students. Vincent Massey's team score was 17th out of 215 teams from across Canada.

3. SAY MAGAZINE – PROFILE OF THE CITY OF BRANDON

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from May 17, 2017 to June 6, 2017.

- May 17, 2017 – teleconference with Ms. Anne Saftich and Mr. Mike East, IBM Canada
- May 18, 2017 – Brandon Chamber of Commerce Luncheon
- May 23, 2017 – telephone meeting with Ms. Mary Lou Mendro, Probe Research Inc.

"Accepting the Challenge"

- May 24, 2017 – Brandon University/Brandon School Division Research Committee meeting
- May 25, 2017 – meeting with Mr. Jim Mihaly, Publisher, The Brandon Sun
- May 25, 2017 – Brandon Urban Aboriginal Peoples Council (BUAPC) meeting
- May 26, 2017 – Brandon University Convocation Ceremony
- May 30, 2017 – telephone meeting with Mr. Wayne McNeil, Respect Group Inc.
- May 30, 2017 – meeting with Mr. Kevin Tacan, Indigenous Elder, and students from Vincent Massey High School
- May 30, 2017 – meeting with Mr. Mark Frison, President, Assiniboine Community College, and Dr. Steven Robinson, Vice-President (Academic & Provost), Brandon University
- May 31, 2017 – film screening of “Colonization Road” (event organized by BUAPC)
- June 1, 2017 – Brandon School Division Long Service Recognition Event
- June 6, 2017 – Brandon Teachers’ Association Retirement Event

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	2 total	2 – 3 day	Weapons
High Schools	15 total	1 – 3 day 1 – 3 day 2 – 3 day 1 – 4 day 9 – 5 day 1 – 8 day	Weapons Assaultive Behaviour Unacceptable Behaviour Weapons Drug and Alcohol Unacceptable Behaviour

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

LETTERS OF RECOGNITION

For InformationDr. Casavant

Correspondence has been received from Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education. He wrote to express thanks for the outstanding contributions made by two Brandon School Division teachers to test development committees.

Mr. Sukhminder Bath, Vincent Massey High School, was commended for his contributions to the Grade 12 Applied Mathematics Test Development Committee.

Ms. Lindsay Kendall, École secondaire Neelin High School, was commended for her contributions to the Grade 12 English Language Arts Test Development Committee.

2. BUS/VEHICLE ACCIDENT

For Information.....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, May 31, 2017. At approximately 4:57 p.m. while on regular route assignment Bus 40-49 was involved in a collision with another vehicle. The incident occurred as the Northbound bus stopped at a railroad crossing. The bus was rear-ended by another vehicle. There were no students on the bus at the time of the accident. The accident has been reported to Manitoba Public Insurance. This is provided as information.

V. PRESENTATIONS

1. NEO-NATAL INTENSIVE CARE UNIT (NICU) – VINCENT MASSEY HIGH SCHOOL/ALEXANDER SCHOOL YOUTH REVOLUTION PROJECT: FULFILLING A NEED

For InformationA. McGuire-Holder, and
Students from Vincent Massey High School Youth Revolution Team

Youth Revolution students from Vincent Massey High School and Alexander School worked together to help fulfill a need they saw in the community. The project was the result of a student passion project from one of the Vincent Massey High School students (Danielle I.) The students gifted the NICU at Brandon Regional Health Centre with a donation to help purchase much needed equipment. They were also extremely fortunate to receive a private tour of the NICU.

2. ACCESSIBILITY PLAN UPDATE

For InformationG. Malazdrewicz

The Brandon School Division continues in the work of ongoing compliance with the Accessibility for Manitobans Act (AMA). The attached summary of activities provides an update of recent activity. Please see Appendix A.

Since the Act came into effect, the Brandon School Division has:

1. Reviewed building access focusing on customer access and washrooms
2. Audited barrier free/gender neutral washrooms currently available
3. Audited access to customer service spaces in eight (8) buildings
4. Established a formal Accessibility Plan
5. Established *Clear Print Accessibility Guidelines* for public documents
6. Scheduled training for school personnel for Fall of 2017

In November, the Accessibility Committee will provide a report on the first year of implementation, customer service training, and a physical plant plan for the future.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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

Accessibility Plan Reporting Back

Action 1: Establish Accessibility Working Group

Progress Update	Next Steps	Timeline
Accessibility Coordinator appointed	Complete	Complete
Accessibility Working Group appointed	Complete	Complete
Accessibility Working Group reporting structure and schedule outlined	Next compiled report to Sr. Admin to reach Board Table in June 2017	May 2017
Board accepted Accessibility Plan January 2017	Complete	Complete

Accessibility Plan Reporting Back

Action 2: Engage in a Facility Accessibility Planning Process

Progress Update	Next Steps	Timeline
Determined phase one of Action #2: <u>Facility Accessibility Planning Process</u> . Phase one will include a plan to audit all school and divisional buildings	<ul style="list-style-type: none"> Follow through with actions listed below 	Spring 2017 – Spring 2018
Determined members of audit group. This will include Mel Clark, John Minshull, Phil Emmerson, Bob Day and Marsilah Peirson/Veronica Adams	<ul style="list-style-type: none"> Mel will invite Phil to join our audit group Phil will have to make request for sub on March 24th and May 5th. 	Spring 2017 – Spring 2018
<p>Created audit schedule and timeline. Visitations to three buildings will be made on Friday mornings (dates to be determined). Schools will be grouped as follows:</p> <ul style="list-style-type: none"> Neelin/George Fitton/Harrison/Green Acres – <i>completed on March 24th</i> King George/Riverview/St. Augustine/New Era – <i>scheduled for May 5th</i> Waverly Park/Riverheights/Valleyview/Linden Lanes Earl Oxford/Betty Gibson/Admin Office/Meadows Crocus Plains/Vincent Massey/Kirkcaldy Heights J. R. Reid/O'Kelly/Alexander Offsite Programs 	<ul style="list-style-type: none"> Mel will send calendar invites for dates chosen (March 24th , May 5th) 	Visitations planned for spring 2017 (March and May) and to continue during 2017-2018 school year.

Progress Update	Next Steps	Timeline
Checklist that has been completed by Mel Clark was reviewed and discussed	<ul style="list-style-type: none"> • Mel will have Carla create a checklist for the audits • Add front office accessibility criteria to the checklist (customer service focus) 	March 24, 2017
Submission of quarterly report to Mr. Malazdrewicz as per reporting guidelines	<ul style="list-style-type: none"> • Committee will meet to write report • Submit report 	April 2017 June 2017

Accessibility Plan Reporting Back

Action 3: Develop and Implement a Staff Awareness and Training Program

Progress Update	Next Steps	Timeline
Establish Working group	Prepare content of awareness training for school administrative assistants	May 2017 (dependent on the progress of Action #4)
Communication Protocol	Prepare content of awareness training for school administrative assistants based on the established protocol	June 2017
Awareness Training	Provide awareness training for school administrative assistants and employees of BSD <ol style="list-style-type: none">1. Awareness Webinar – general employees2. Skill Set Training – School Administrative Assistants	September/October 2017

Accessibility Plan Reporting Back

Action 4: Offer and Provide Information in Accessible Formats

Progress Update	Next Steps	Timeline
Reviewing resources for recommendations and examples/templates for webdesign	Redesign our website based on recommendations/templates and WCAG	3 to 6 months
Reviewing resources for recommendations and examples/templates for print media	Create new print media based on recommendations/templates	Annual as new reports are required Ongoing as current material is reprinted
Reviewing the different signage required at all the schools	Create new signs based on recommendations and templates	Ongoing
Reviewing resources for recommendations and examples/template	Consider what additional signage/maps are required to meet requirements	Ongoing
Reviewing available options for augmenting public announcements	Deploy additional options as paging solutions are upgraded	Ongoing

Accessibility Plan Reporting Back

Action 5: Establish an Accessibility Monitoring Program

Progress Update	Next Steps	Timeline
Quarterly report to Senior Administration	Quarterly report schedule established to outline reporting timelines and purposes. May/June – Progress Update, considerations for projects from surplus funds. September/October – Progress Update, considerations for budget proposals. December/January – Progress Update, considerations for future projects. February/March – Progress Update, current project evaluation	Next update September 2017
Establish a reporting format	Template developed	Complete



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, May 17, 2017 – 12:15 p.m.
Boardroom, Administration Office

Present: S. Bambridge (Chair), P. Bartlette, G. Kruck, K. Sumner
M. Casavant, D. Labossiere

Guests: P. Bowslaugh, M. Sefton

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 12:25 p.m.

2. APPROVAL OF AGENDA

Review of the Draft Policy Manual was added to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 5, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Draft Policy Manual Review

Review and discussion took place on the Draft Policy Manual. Edits and revisions were noted and will be forwarded to Ms. Judy White, Consultant, for updating.

The Committee agreed that any significant changes to procedures should be shared with the Board as information.

Due to time constraints, continuation and completion of the Draft Policy Manual review took place on Tuesday, May 23, 2017 at 3:30 p.m.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 3001 – “Budget Deadlines and Schedules”

Mr. Denis Labossiere, Secretary-Treasurer, noted that this policy is administrative in nature. The Finance Committee sets the Budget Dates each year and the dates do not always correspond with the timelines set out in the policy. Mr. Labossiere noted that in the new Policy Manual, he is recommending that three finance policies be merged into one “Fiscal Management” Policy. The Committee agreed to look at this matter further when reviewing the draft of the new Policy Manual.

B) Policy 4047 – “Nutrition Policy”

The Committee discussed this Policy, noting that it is an administrative procedure and Senior Administration should be making the decisions regarding this policy.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, June 5, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Monday, May 29, 2017 – 12:00 p.m.
Boardroom, Administration Office

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

Regrets: G. Buri

1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 12:04 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 24, 2017 were received as information.

Student feedback notes from the May 24, 2017 Meadows School lunch visit were received as information and the student comments were discussed.

The Committee discussed school playground replacements.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

a. School Division/Parent/Guardian Advisory – April 12, 2017

Trustee Bowslaugh provided a review of the School Division/Parent/Guardian Advisory Committee meeting minutes. The Committee discussed ideas for future meetings.

b. BUAPC - Trustee Bowslaugh provided a verbal report on the Brandon Urban Aboriginal Peoples' Committee meeting.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, June 26, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 1:01 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

G. Buri

K. Sumner

S. Bambridge (Alternate)

MORE ON THE 2016 CENSUS

Statistics Canada has released the second round of data from the [2016 Census of Population](#). These new data reveal more about Canadians, including their age, their sex, and the types of dwellings they live in. Several census data tools are also available. These tools, which include the [Census Profile](#) and the [Focus on Geography Series](#), can help school boards learn more about the population make-up and trends in their own communities.



Four more releases of census results are scheduled for publication in the upcoming months: August 2 (families, households, marital status and language); September 13 (income); October 25 (immigration, ethnocultural diversity, housing and Aboriginal peoples); and November 29 (education, labour, journey to work, language of work, mobility and migration).

THE 20/20 ON 20K3

The provincial government's move to eliminate targeted funding for class-size reduction in the early years generated a lot of discussion. Association President Ken Cameron [responded](#) to one article that raised concerns about the potential impact of this policy change on students by looking at the class-size research. That [research](#)—distilled by the US-based Center for Public Education—suggests that a one-size fits all approach to class-size reduction has its shortcomings. The allocation of resources, including resources to reduce class size, is a decision better made at the local level by educators and school boards, on the basis of students' identified needs. You'll find Ken Cameron's complete [response](#), which includes links to both the original [article](#) and the [research](#), on our [advocacy page](#).



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POLICY UPDATES

The association's updated [policy manual](#) has been posted. This new version reflects decisions made through the resolutions process at the 2017 convention. The manual is divided into three sections: foundation statements (vision, mission, mandate, beliefs, values and brand), policies (statements of principle in nine areas), and current resolutions (resolutions other than policies that have been adopted or reaffirmed by the membership within the past five years).

SUMMER RISKS



Summer's almost here, and while the warmer days are welcome, their sometimes-companions—severe weather and increased school vandalism—are not. Check out the Risk Management [Best Practices Bulletin](#) on tornadoes, for some advice on preparing for and keeping safe during summer storms. As well, our school vandalism prevention program is back again this summer. Residents living near schools in the Winnipeg area are encouraged to keep an eye open for suspicious activity, including graffiti, arson, on-site use of drugs or alcohol, and signs of break and enter. Incidents can be reported to a dedicated tip-line at 204-231-4556. The Corps of Commissionaires security company will respond to calls and a mobile security unit will visit the scene as quickly as possible.



DOUBLE-CHECK OUR ACCURACY

Each year, before we publish our trustee datebook, we ask divisions to check our information for accuracy. We want to make sure that we've spelled everyone's name correctly, that we have the right person in the right job, and that we've caught any changes in your division's address or phone number. That information for verification went out in this week's divisional email, with a request that you notify us of any corrections by Friday, June 30. And remember, you can keep us informed about changes as they occur by emailing Administrative Assistant [Jennifer Esau](#). We appreciate your help in keeping us current!

