



# BRANDON SCHOOL DIVISION

December 4, 2019

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

TO BE HELD MONDAY, DECEMBER 9, 2019  
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, November 25, 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****3.02 Communications for Information**

- a) Correspondence addressed to Trustee Ross, Board Chairperson, from the Speech Language Pathologists (SLPs), Brandon School Division, November 18, 2019, expressing their appreciation for supporting their attendance at the Closing the Gap Conference in Prior Lake, Minnesota. This conference brings together the leading experts and specialists in the area of Augmentative/Alternative Communication and Assistive Technology. With Brandon School Division's commitment to support and increase the use of Accessible Learning materials and training, this conference laid the foundation for developing further training, determining goals in their high impact role alike team and gathering insights to assist Division students.

The SLP's note that they appreciate the continued openness and support from Mrs. McFadzen and Dr. Casavant, and they appreciate the opportunity to learn and grow as a clinical group. The experience has already shown measurable impact with students and in school teams. (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 – December 9, 2019.

**5.00 GOVERNANCE MATTERS****5.01 Reports of Committees**

- a) Finance and Facilities

S. Montague

**5.02 Delegations and Petitions (Max. 15 minutes)****5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

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

### **5.05 Motions**

80/2019 That the Board of Trustees of the Brandon School Division opposes Quebec's Bill 21 that bans public servants in positions of authority, such as teachers, from wearing religious symbols, such as a turban, hijab, kippah or crucifix;

And further, that the Board of Trustees reiterate our commitment to all students, parents, staff and community members from diverse backgrounds of creating and supporting an inclusive and welcoming environment in our schools and in the community.

81/2019 That the request involving approximately fifteen (15) male and ten (10) female Crocus Plains Regional Secondary School students in grades 10 to 12, who are part of the Crocus Plains Design Drafting Department Travel Club, to make a trip to Greece from March 26 to April 3, 2021 be approved and carried out in accordance with Board Policy #9.

82/2019 That the Agreement between the Division, The Brandon Catholic School Board and The Roman Catholic Archiepiscopal Corporation regarding St. Augustine School be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures thereto.

83/2019 That Off-Campus School be now renamed as Prairie Hope High School.

84/2019 That the Tender from Benmarks in the amount of \$131,681.34 (including taxes) for The Supply and Installation of an Internet Protocol Paging Solution at J.R. Reid School, to be funded from the Designated Surplus, be accepted.

85/2019 That the proposal from Johnson Controls in the amount of \$508,887 (plus applicable taxes) for facility lighting upgrades at Crocus Plains, Earl Oxford and George Fitton, to be funded from the Designated Surplus, be accepted.

### **5.06 Bylaws**

#### **By-Law 12/2019**

##### **2<sup>nd</sup> 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 second time, having been first read on November 25, 2019.

##### **3<sup>rd</sup> Reading:**

That the rules be suspended and By-Law 12/2019 be now read for a third and final time, and taken as read, finally passed.

### **5.07 Giving of Notice**

### **5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Teacher Liaison Committee Meeting – 4:00 p.m., Wednesday, December 11, 2019, Boardroom.
- b) Support Personnel Labour Management Committee Meeting – 3:30 p.m. Thursday, December 12, 2019, Room 302.
- c) Finance and Facilities Committee Meeting – 8:30 a.m., Tuesday, December 17, 2019, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 13, 2020, Boardroom.
- e) Upcoming Budget Dates:
  - Budget Presentations – 7:00 p.m., Thursday, February 13, 2020, Boardroom.
  - Public Budget Consultation – 7:00 p.m., Thursday, February 20, 2020, Boardroom.
  - Budget Deliberations – 9:00 a.m., Monday, February 24, 2020, Boardroom.
  - Public Budget Presentations – 7:00 p.m., Monday, March 2, 2020, Boardroom.
  - Final Budget Approval – 7:00 p.m., Monday, March 9, 2020, Boardroom.

**7.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, NOVEMBER 25, 2019.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick (entered at 6:25 p.m.), 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:**

The Chairperson called the meeting to order at 6:05 p.m.

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Approval of Agenda**

Senior Administration added three (3) In-Camera items to the agenda.

Trustee Fallis added one (1) item for In-Camera.

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

Trustee Ross added two (2) items for In-Camera.

Mr. Murray – Mr. Bartlette  
That the agenda be approved as amended.  
Carried.

#### **1.02 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held November 12, 2019 were circulated.

Mr. Montague – 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. (6:11 p.m.)

Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### **2.00 IN CAMERA DISCUSSION:**

#### **2.01 Student Issues**

##### **- Reports**

- a) Trustee Ross discussed a Student Matter with the Board.
- b) Trustee Ross discussed a Student Matter. Senior Administration Answered Trustee questions. The Board provided direction to Senior Administration.

##### **- 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.
- c) Dr. Marc Casavant, Superintendent/CEO, discussed a Personnel Matter with the Board and answered Trustee questions.

##### **- Trustee Inquiries**

#### **2.03 Property Matters/Tenders**

##### **- Reports**

##### **- Trustee Inquiries**

#### **2.04 Board Operations**

##### **- Reports**

- a) The Secretary-Treasurer provided information on a Board Operations Matter and received direction from the Board.
- b) Trustee Montague spoke on two Board Operations Matters and received Trustee feedback.
- c) Trustee Montague provided information on a Board Operations Matter.

##### **- Trustee Inquiries**

- a) Trustee Fallis asked questions regarding a Board Operations Matter. Trustee Ross provided a response.

Ms. Fallis – Ms. Kejick

That the Committee of the Whole In-Camera do now resolve into Board. (7:01 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:04 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

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

Ms. Amanda Burntack, grade 1/2 Teacher, and students from Linden Lanes School, gave a presentation on artwork created in their classroom, which was displayed in the Boardroom.

Mr. Kory McLean, grade 7/8 Teacher, and leadership class students from Linden Lanes School, gave a presentation on their Secret Path Week project and shared artwork with the Board of Trustees.

Ms. Michelle Olinyk, grade 6 Teacher, and students from Betty Gibson School, gave a presentation regarding artwork from their class and shared their project pieces with the Board of Trustees.

Trustee Ross thanked the students and teachers for attending, presenting and sharing their beautiful artwork.

**3.02 Communications For Information****3.03 Communications For Action****4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the November 25, 2019 Report of Senior Administration:

- Celebrations
  - Meetings with School Leaders
  - 2019 Provincial Senior Honour Band
- Information Items
  - Public Schools Finance Board (PSFB) Policy Changes
  - Presentations
    - Continuous Improvement at Off-Campus – S. Gilleshammer, R. Willoughby

Ms. Bambridge – Mr. Murray

That the November 25, 2019 Report of Senior Administration be received and filed.

Carried.

**5.00 GOVERNANCE MATTERS****5.01 Reports of Committees**

- a) Education and Community Relations Committee Meeting  
The written report of the Education and Community Relations Committee meeting held on November 13, 2019 was circulated.

Ms. Fallis – Ms. Letain

That the Report be received and filed.

Carried.

- b) Manitoba School Boards Association (MSBA) Professional Development and Fall Meetings  
A verbal report of the MSBA Professional Development and Fall Meetings held on November 22 and 23, 2019, was provided by Trustee Bambridge.

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

Carried.

## **5.02 Delegations and Petitions**

### **5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Matters

- a) e-bulletin – November 20, 2019

## **5.04 Public Inquiries (max. 15 minutes)**

### **5.05 Motions**

78/2019 Ms. Fallis – Mr. Murray

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.

Trustees asked questions for clarification regarding transferring and reallocating resources from the IB program at École secondaire Neelin High School. Rationale for phasing out of the IB Program was provided by Senior Administration. Information was also provided on student enrolment and the percentage of students who have successfully completed the program.

Carried.

79/2019 That the Board find the monitoring report on Monitoring of the Continuous Improvement Report, to be acceptable and does so by this motion.

Trustee Murray proposed a friendly amendment to the wording of the motion.

### **Amended Motion:**

79/2019 Mr. Murray – Ms. Fallis

That the Board finds the monitoring report of the Continuous Improvement Plan to be acceptable and does so by this motion.

Carried.

## **5.06 Bylaws**

Mr. Bartlette

**By-Law 12/2019**



1<sup>st</sup> 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.

Carried.

**5.07 Giving of Notice**Mr. Montague

I hereby give notice that at the next Regular meeting of the Board of Trustees, I will bring forth a motion regarding Brandon School Division's opposition to Quebec's Bill 21.

**5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

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

Ms. Letain - Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (8:19 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:20 p.m.)

Ms. Letain – Ms. Fallis

That the Committee of the Whole In-Camera do now resolve into Board. (8:30 p.m.)

Carried.

**7.00 ADJOURNMENT**

Mr. Montague – Mr. Murray

That the Board do now adjourn. (8:30 p.m.)

Carried.

---

Chairperson

---

Secretary-Treasurer



November 18, 2019

Dear Trustee Ross,

The Speech and Language Pathologists would like to express our appreciation for supporting our attendance at the Closing the Gap conference in Prior Lake, MN. This conference is an annual event that brings together the leading experts and specialists in the area of Augmentative/Alternative Communication and Assistive Technology. Part of our experience included learning about the most prevalent evidence based practices, “in the trenches” practical strategies and the ability to see and try the newest assistive technology that will benefit our students who have complex communication and learning needs. With BSD’s commitment to support and increase the use of Accessible Learning materials and training, this conference laid the foundation for developing further training, determining goals in our high impact role alike team and gather further insights to assist our students. The depth of knowledge and information that was gained over the week will help us tremendously in our continued work.

In addition to learning an abundance of new information, attending this conference as a group along with Mrs. McFadzen allowed us to connect with our colleagues on a personal and professional level. The opportunity to develop relationships and become closer as a team will be instrumental as we move forward with our new initiatives. We truly appreciate the continued openness and support from Mrs. McFadzen and Dr. Casavant. This opportunity to attend together with our supervisor, not only indicated the school division’s desire to ensure the success of this initiative but also allowed us to have direct dialogue into planning, organizing and programming with our school division administrator at a deeper level. Having Mrs. McFadzen with us, learning beside us, was essential for team building and planning.

Again, we offer our sincere appreciation for this opportunity to learn and grow as a clinical group. This experience has already shown measurable impact with our students and in our school teams.

Sincerely,

Reagan Cuvelier, Kia Kingdon, Allison Manning, Deidre McNish, Lori Morningstar, Jan Pilling, Rene Snowdon, Lynda Sumner, Donna Wilson

Speech and Language Pathologists  
Brandon School Division

*Accepting the Challenge*



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

December 9, 2019

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. MENTAL HEALTH AND ADDICTIONS SUPPORTS

A Manitoba funding announcement took place on December 2, 2019 at Betty Gibson School, at which it was shared that the Manitoba government is investing \$4.4 million to enhance access to school-based mental health and addictions supports, beginning in Brandon, Portage la Prairie, and Steinbach.

This three-year investment will enhance existing school-based clinical teams with psychiatric nurses and addiction support workers. In partnership with school divisions, the Manitoba Adolescent Treatment Centre, regional health authorities and the Addictions Foundation of Manitoba, teams will provide mental health services directly in schools and support students with moderate mental health and addictions needs.

#### II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from November 19, 2019 to December 3, 2019.

- November 25, 2019 – meeting with Barbara Miller, School Leader, Maryland Park School
- November 25, 2019 – Brandon School Division Off Campus – School Naming Committee meeting
- November 26, 2019 – Continuous Improvement Plan – Divisional Leadership Team meeting
- November 27, 2019 – meeting with IBM K-12 Education

*“Accepting the Challenge”*

- November 27, 2019 – meeting with Alison Johnston, LIFT Conference Committee Chairperson, Brandon Teachers' Association
- November 28, 2019 – Brandon Urban Aboriginal Peoples Council meeting
- November 29, 2019 – Brandon Police Board meeting
- December 2, 2019 – Manitoba Education funding announcement regarding mental health and addictions supports for Manitoba Schools
- December 2, 2019 – meeting with Cale Dunbar, President, Brandon Teachers' Association
- December 3, 2019 – Workplace Safety and Health Training

### **III. SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENT</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	5 total	3 – 3 day 2 – 5 day	Assaultive Behaviour Unacceptable Behaviour
High Schools	20 total	8 – 3 day  3 – 4 day 1 – 5 day 1 – 5 day 2 – 5 day 1 – 7 day 2 – 8 day 1 – 15 day 1 – 20 day	Unacceptable Behaviour (2 vaping) Unacceptable Behaviour Drug and Alcohol AP Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour

### **IV. INFORMATION ITEMS**

#### **1. MANITOBA EDUCATION CORRESPONDENCE**

##### **PROCLAMATION RE: BULLYING AWARENESS AND PREVENTION WEEK**

For Information ..... Dr. Casavant

Correspondence was received from Honourable Kelvin Goertzen, Minister, Education, proclaiming the week of November 17-23, 2019 as Bullying Awareness and Prevention Week, in recognition of ongoing efforts to make all schools safe, caring and inclusive learning environments for children and youth.

## **LETTER REGARDING E-CIGARETTES (VAPING)**

For Information ..... Dr. Casavant

Correspondence was received from Honourable Kelvin Goertzen, Minister, Education, with a reminder that the use of e-cigarettes (i.e. vaping) is not permitted in schools. Under The Smoking and Vapour Products Control Act, the use of e-cigarettes is treated similarly to tobacco cigarettes. The Act restricts the use of e-cigarettes in any enclosed public place, which includes schools. Further to that, some e-cigarettes can also be used to consume cannabis. Using, possessing, or being under the influence of cannabis at school is prohibited under The Public Schools Act.

The letter also highlights the importance of reinforcing the message regarding the health risks associated with use of e-cigarettes. To this end, the Minister provided a statement that has been shared with all School Leaders, for inclusion in school newsletters. As well, Brandon School Division staff are encouraged to take advantage of outreach and information services offered by such organizations as the Manitoba School Boards Association, the Canadian Cancer Society, the Canadian Lung Association, and the Manitoba Tobacco Reduction Alliance.

## **2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY**

For Information ..... E. McFadzen

Vincent Massey High School submitted an off-site activity request for music students, consisting of fifteen (15) male and twenty-two female (22) students in grades 9 through 12, to make a trip to Truro, Nova Scotia from November 27 to December 2, 2019.

Bryce Ridgen, School Leader, Vincent Massey High School recommended this trip for approval. Elaine McFadzen, Assistant Superintendent has given approval for this trip.

## **3. TRUSTEE BY-ELECTION**

For Information ..... D. Labossiere

Kevan Sumner resigned from the Brandon School Division Board of Trustees effective September 9, 2019, creating a Trustee vacancy.

As per Section 26 of the Public Schools Act, the Brandon School Division is required to hold a By-Election to fill this vacancy.

I would like to advise that a Trustee By-Election will take place as follows:

- **April 2, 2020** – Nominations Open
- **April 8, 2020** – Nominations Close
- **April 28, 2020** – Advance Polls: 8:00 a.m. to 8:00 p.m., Division Administration Office

- **May 4, 2020** – Election Day: 8:00 a.m. to 8:00 p.m. (polling locations to be announced)

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

## **V. PRESENTATIONS**

### **1. CONTINUOUS IMPROVEMENT AT RIVERVIEW SCHOOL**

For Information ..... N. Warwaruk, C. Roberts

Nicole Warwaruk, Principal and Cheryl Roberts, grade 5/6 Teacher, will provide an update on Continuous Improvement initiatives in progress at Riverview School.

## **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.

#### **2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action ..... E. McFadzen

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for approximately fifteen (15) male and ten (10) female students in grades 10 to 12, who are part of the Crocus Plains Design Drafting Department Travel Club, to make a trip to Greece from March 26 to April 3, 2021.

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

#### ***RECOMMENDATION:***

*That the request involving approximately fifteen (15) male and ten (10) female Crocus Plains Regional Secondary School students in grades 10 to*

*12, who are part of the Crocus Plains Design Drafting Department Travel Club, to make a trip to Greece from March 26 to April 3, 2021 be approved and carried out in accordance with Board Policy #9.*

### **3. THE BRANDON CATHOLIC SCHOOL BOARD**

For Action .....D. Labossiere

On December 5, 2017, the Board of Trustees met with the Brandon Catholic School Board to discuss mutual matters and review the 1968 agreement and the several addendums between both parties for St. Augustine School. The Agreement has now been updated to reflect the current relationship regarding St. Augustine School. The Agreement is attached as Appendix B.

#### ***RECOMMENDATION:***

*That the Agreement between the Division, The Brandon Catholic School Board and The Roman Catholic Archdiocesan Corporation regarding St. Augustine School be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures thereto.*

Please contact me should you require further information.

## **II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

- 1. RESPONSE TO TRUSTEE MONTAGUE INQUIRY: “WITH THE INCREASING NUMBER OF SUSPENSIONS RELATED TO VAPING, AND WITH ALL THE MEDIA COVERAGE REGARDING THE NEGATIVE HEALTH EFFECTS ASSOCIATED WITH VAPING (INCLUDING SOME COUNTRIES SUCH AS INDIA OUTRIGHT BANNING THE PRODUCTS), I WOULD LIKE AN UPDATE FROM SENIOR ADMINISTRATION ON WHAT STEPS ARE BEING TAKEN TO ADDRESS THIS INCREASING ISSUE, INCLUDING INFORMATION AWARENESS, DISCIPLINE, ENGAGEMENT WITH HEALTH PROVIDERS, ETC.?”**

For Information .....E. McFadzen

Elaine McFadzen, Assistant Superintendent will provide a response to Trustee Montague’s inquiry that includes some of the actions taken by the Brandon School Division. Please see Appendix C.

**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**

THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

**BRANDON SCHOOL DIVISION**  
(hereinafter called "the Division")

- and -

**THE BRANDON CATHOLIC SCHOOL BOARD**  
(hereinafter called "the Board")

**THE ROMAN CATHOLIC ARCHIEPISCOPAL CORPORATION OF WINNIPEG**  
(hereinafter called "the Archdiocese")

WHEREAS in an Agreement dated August 9, 1968 the Parties hereto deemed that it was in the interests of the Division, of the Board and of the children, the education of whom the Parties hereto have a responsibility, that the Division and the Board be integrated;

WHEREAS several addendums to that original Agreement and other agreements entered into between the Parties hereto reflect the changing circumstances in their cooperative relationship;

AND WHEREAS the Parties hereto have agreed to enter into this Agreement to serve as the Master Agreement between the Parties and to reflect the current relationship;

NOW THEREFORE in consideration of the mutual covenants contained herein and the sum ONE (\$1.00) DOLLAR and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. This Agreement shall be deemed to have come into effect as of the 1<sup>st</sup> day of September, 2019 (the "Effective Date") and shall replace all former agreements entered into between the Parties and shall continue from year to year unless terminated in accordance with the provisions of paragraph 25 hereof.

**Authority**

2. The Board is the duly authorized representative of the Archdiocese and entitled to make day to day decisions regarding the operation of this Agreement and the Board and the Archdiocese represent and warrant that, unless notice to the contrary is received by the Division from the Archdiocese, the Division may rely on representations and decisions from the Board.

**Lease**

3. The land and building commonly known as St. Augustine's School, 330 – 3<sup>rd</sup> Street, Brandon, Manitoba (hereinafter called "the School") be leased by the Archdiocese to the



Division for the term of this agreement for the nominal sum of One (\$1.00) Dollar, the receipt whereof is hereby acknowledged by the Archdiocese.

#### **Taxes, Insurance and Improvements**

4. The Division shall be responsible to pay for:
  - a) taxes on the school.
  - b) costs of utilities, cleaning, repairs and maintenance of the School unless otherwise agreed upon or specified in this Agreement.
  - c) Moveable or fixed capital expenditures subject to other agreements between the Parties thereto.
5. The Archdiocese shall keep in full force and effect fire insurance.
6. The Division shall keep in full force and effect third party liability insurance in an amount of no less than \$5 Million. The Division shall insure its own contents and insure against loss of use.

#### **Programming**

7. The School shall be used by the Division to conduct classes for Kindergarten through Grade 8, both inclusive, in accordance with its obligations under *The Public Schools Act*.
8. The conduct, during normal times of usage by the Division, of such lawful religious exercises as are adopted and planned by the Board shall be subject to approval by the Division.
9. The Division has overall responsibility for complying with *The Public Schools Act*, and any mandated curriculum established by the Province of Manitoba. The Board and the Archdiocese recognize that religious exercises provided in the School are in addition to the regular curriculum and obligations of the Division under *The Public Schools Act*. The Board and the Archdiocese shall not exercise any authority over, or in any way seek to restrict, the delivery of mandated or optional programming, curriculum, or activities that are authorized by the Division and are made available at other schools in the Division.

#### **Role of the Board**

10. The role of the Board is advisory and consultative. Final decision making authority on all matters of education and operation of the school and the delivery of programming, including the hiring of teachers, the enrolment of students and access to the School shall rest with the Division.

**Division Policies to Prevail**

11. St. Augustine's School shall be operated pursuant to the policies and procedures of the Division and all staff, students, volunteers and visitors, as well as representatives of the Archdiocese and the Board shall be expected to abide by all Division policies when in the school or when participating in school activities, including, without limitation, the Division's policies in relation to the screening of volunteers.

**Enrolment**

12. The request of a parent(s) or guardian(s) that his/her/their child(ren) attend a specific school shall be considered by the Division in accordance with Division policies and procedures and Provincial legislation, regulations or guidelines. Within the parameters of the foregoing the Division will give preference to the children who are baptized Catholics for enrollment in the School so as to achieve and maintain an environment of spiritual teachings that has become an integral part of the school day and the atmosphere of the School.
13. The location of the residence of any student resident in the City of Brandon or the Division as a whole will not be a factor in the determination of access to facilities of St. Augustine school in the Division to that student. The Division is not required to provide transportation service to the School and the Division reserves the right to designate for any student the school which the student will attend in order that the Division meets transportation and other requirements.

**After Hours Use**

14. Arrangements may be made through the Principal of the School for use of facilities in the School by the Board or by organizations approved by the Board at such times as the School is not required by the Division. The normal times of usage by the Division are 8:00 a.m. to 6:00 p.m. on days declared to be school days by the Minister of Education or the Division. The Board shall have first preference for use of the School at times other than the above-described normal times.

**Capital Expenditures and Improvements**

15. The Division will obtain the approval of the Board for fixed capital expenditures on the School prior to incurring the expenditure and in the event this Agreement is terminated the Board will reimburse the Division for the cost of said fixed capital expenditures less fair and reasonable depreciation. The Board will not unreasonably withhold approval for capital expenditures deemed necessary by the Division.
16. In the event of termination of this Agreement the Board or the Archdiocese may purchase from the Division any moveable assets which are owned by the Division and normally used in the operation of the school as at the effective date of termination at an assessed value determined by an assessor acceptable to both parties.

### **Joint Liaison Committee**

17. On the request of either Party a joint liaison meeting attended by representatives of the Division, the Board, and where appropriate, the Archdiocese shall be convened for the purpose of considering matters of mutual concern.

### **Indemnifications**

18. The Board and the Archdiocese covenant to indemnify and save the Division harmless against and from any and all actions, proceedings, claims, demands, costs and expenses in respect of loss of or damage to property or personal injuries, including death, to the extent caused by the negligent act or omission, or misconduct of the Board or the Archdiocese or those for whom it is responsible. In case the Division shall be made a party to any litigation, through vicarious liability or otherwise, commenced by or against the Board or the Archdiocese, they shall hold the Division harmless and shall pay all costs, expenses and legal fees incurred or paid by the Division in connection with such litigation.
19. The Division covenants to indemnify and save the Board and Archdiocese harmless against and from any and all actions, proceedings, claims, demands, costs and expenses in respect of loss of or damage to property or personal injuries, including death, to the extent caused by the negligent act or omission, or misconduct of the Division or those for whom it is responsible. In case the Board or Archdiocese shall be made a party to any litigation, through vicarious liability or otherwise, commenced by or against the Division, it shall hold the Board or Archdiocese harmless and shall pay all costs, expenses and legal fees incurred or paid by the Board or Archdiocese in connection with such litigation.

### **Dispute Resolution**

20. In the event of a dispute or question arising during the term of this Agreement, which cannot be resolved between the Parties, that dispute or question will be submitted to arbitration as herein provided by one Party giving notice to the others. Within twenty (20) working days of receipt of the referral or the dispute or question to arbitration the Parties shall attempt to mutually agree upon a Sole Arbitrator to resolve the dispute or question. Failing agreement on a Sole Arbitrator, the Party giving notice will appoint an arbitrator and the other Party will appoint a second arbitrator within fifteen (15) business days of receipt of such notice. The two first named arbitrators will then appoint a third arbitrator within a further period of twenty (20) business days, failing which either party may apply to the Court of Queen's Bench to appoint such third arbitrator. The third arbitrator shall act as Chairman of the arbitration. The majority decision of the Board of Arbitrators shall be final and binding upon the parties hereto. The costs of arbitration shall be borne by the parties as the Board of Arbitration determines, and in the absence of such determination, on an equal basis.

### **Miscellaneous**

21. The Division, the Board and the Archdiocese each undertake to execute such documents and to do such things as shall be necessary to give effect to this Agreement.

22. This Agreement shall replace any prior Agreements made between the Parties and shall enure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.
23. Time shall be of the essence of this Agreement.
24. This Agreement may be amended only by an instrument in writing executed by the parties hereto.
25. This Agreement may be terminated by either Party effective the thirty-first (31st) day of July in any year upon the giving of notice in writing to the other Party on or before the first day of September of the immediately preceding year.
26. THAT any notice or other communication between the Parties under this agreement shall be in writing and shall be delivered personally to the other Party or employee of the Party or sent by registered mail, postage prepaid or by way of facsimile transmission to:
- a) if to the Division:  
Secretary-Treasurer  
Brandon School Division  
1031 – 6<sup>th</sup> Street  
Brandon, Manitoba R7A 4K5
  - b) if to the Board:  
Chairperson  
Brandon Catholic School Board  
327- 4<sup>th</sup> Street  
Brandon, Manitoba R7A 3H1
  - c) If to the Archdiocese  
Archbishop  
1495 Pembina Highway  
Winnipeg, MB R3T 2C6

or to such other address as the Parties may, from time to time, adopt by notice in writing to the other Party.

Dated at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

On behalf of  
THE BRANDON SCHOOL DIVISION

On behalf of  
THE BRANDON CATHOLIC SCHOOL BOARD

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CHAIRPERSON

---

SECRETARY-TREASURER

---

SECRETARY

On behalf of  
THE ROMAN CATHOLIC ARCHIEPISCOPAL CORPORATION OF WINNIPEG

---

ARCHBISHOP

G:\DO\SECTREAS\Agreements In Vault (Scanned)\+ Brandon Catholic School Board\2018\DRAFT - Brandon Catholic School Board and BSD - St. Augustines Agreement July 2018.docx



# BRANDON SCHOOL DIVISION

## Office of the Superintendent / Chief Executive Officer

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

Mr. Mathew Gustafson, Assistant Superintendent

Mrs. Elaine McFadzen, Assistant Superintendent

**DATE:** December 2019

**TO:** Board of Trustees

**REPORT PREPARED BY:** Mrs. Elaine McFadzen, Assistant Superintendent

**RE:** Response to Trustee Montague's Request for Information regarding an update on what steps are being taken to address the increasing issue of vaping, including information awareness, discipline, engagement with health providers, etc.

### Introduction

The following report was prepared in response to Trustee Montague's request for information regarding an update on what steps are being taken to address the increasing issue of vaping, including information awareness, discipline, engagement with health providers, etc.

### Legislation and Regulations

The consumption of tobacco and vapour products is governed under the Tobacco and Vapour Products Control Act. On September 1, 2016, this legislation took effect to restrict the sale, distribution, promotion, or advertising of tobacco and vapour products to minors (under 19). The legislation states that "a person must not use an e-cigarette, or hold an activated e-cigarette, in or on school property. Tobacco and vapour products are banned from public, indoor work environments and school grounds.

In 2018, the Legislative Assembly of Manitoba passed Bill 25 whereby the Smoking and Vapour Products Control Act was amended to the Non-Smokers Health Protection and Vapour Products Act.

Brandon School Division's Administrative Procedure 2135: Smoke and Vapour Free Environments is aligned with this legislation and has been implemented in all of the Division's school locations and communities.

*The Brandon School Division recognizes the harmful effects of smoke and vapour on the health of both users and non-users and further recognizes its responsibility to provide a healthy*

*environment. All Division property is designated no smoking and no vaping allowed. The use of tobacco products, vapour products and cannabis on school property and areas abutting school property is prohibited at all times for all employees, students, volunteers and visitors. School property is defined as all school buildings, grounds and properties including Division offices and facilities and any properties owned or leased by, or operated under the authority of the Division. The use of tobacco products, vapour products and cannabis is not permitted in private vehicles on school property, in Division owned vehicles and equipment, and in any vehicle used to transport students. The use of tobacco products, vapour products and cannabis is not permitted in a school-sponsored event (i.e. off-site activities). All employees are expected to comply with this Administrative Procedure and to assist with the enforcement of these restrictions. In exercising due diligence, the Superintendent/CEO or designate, Supervisors and School Leaders will inform the public of these restrictions and provide appropriate signage and website information. This Procedure will be communicated to existing and new employees.*

### **What is vaping?**

Vaping is inhaling aerosol or vapour produced by using devices like electronic cigarettes. These devices heat liquid into an aerosol that the user inhales into the mouth and lungs, where it is absorbed into the bloodstream. There are different kinds of vaping devices such as e-cigarettes, vape pens, vapes, mods, tanks or e-hookahs. Vapour products are always evolving and contain various chemicals and levels of nicotine. As per Health Canada, “vegetable glycerin and propylene glycol” are the main liquids in vaping products. These are considered safe for use in many consumer products such as cosmetics and sweeteners, however, the long-term safety of inhaling the substances in vaping products is unknown and continues to be assessed.

### **Vaping Concerns**

On April 11, 2019, the Public Health Agency of Canada published the *Statement from the Council of Chief Medical Officers of Health* on the increasing rates of youth vaping in Canada. It reports on the alarming number of youth vaping and describes this as a troubling trend, especially as many of the youth are non-smokers. Data from a 2018 Health Canada survey showed that 23% of Grade 7 to 12 students have tried an electronic cigarette.

Although Canada had tremendous success driving down youth smoking rates in recent years, there is concern that a new generation of youth addicted to nicotine may lead to a resurgence in smoking or create new public health problems that will reverse decades of progress.

Most concerning are the new types of vaping products on the market, like nicotine salts which have a far higher concentration of nicotine than cigarettes. A single nicotine pod can expose a user to the same amount of nicotine as an entire pack of cigarettes. Nicotine is highly addictive and can have harmful impacts on the brain, affecting memory and concentration in everyone and brain development in youth and young adults. It alters parts of the brain that controls attention, learning, mood, and impulse control. Early exposure to nicotine in adolescence may increase the severity of future dependence to nicotine and tobacco.

The heating process during vaping increases exposure to other chemicals like formaldehyde and contaminants in the product like metals (e.g. nickel, tin and aluminum) that could harm your health (e.g. cause lung damage). The long-term health impacts of long term vaping are largely unknown.

### **Why the increase in vaping?**

Vaping devices come in sleek high-tech designs that appeal to youth because of their novel, cool and harmless appearance. Vaping products come in a variety of attractive flavours and the majority contain nicotine. Furthermore, the use of these products is being widely shared via social media. Social media and online advertisements may project vaping as being the norm. It's easy to feel social pressure to vape. Youth may experiment to gain autonomy, belong to a peer group, or because they feel bored and rebellious. Youth may use it as a way to try to cope with stress, anxiety or depression.

### **Suspensions for Vaping**

**(most suspensions are three days but can increase in length to four or five days if it is a repeat infraction)**

	<b>SEMESTER 1 (2018-2019)</b>
K-8 Schools	3
High Schools	36
	<b>SEMESTER 2 (2018-2019)</b>
K-8 Schools	15
High Schools	26
	<b>September to November 12, 2019</b>
K-8 Schools	4
High Schools	19

### **Brandon School Division's Response to Student Vaping**

- June 3, 2019: Dr. Casavant, Superintendent/CEO met with Penny Gilson, CEO, Prairie Mountain Health and Glenda Short, Vice President Community Programs, Prairie Mountain Health to discuss vaping, as well as other related issues in the communities.
- September 26, 2019 rescheduled to October 17, 2019: Elaine McFadzen, Assistant Superintendent met Glenda Short to discuss the increase in youth vaping, the negative health effects associated with vaping, Health Canada's response, and how Health Promotions can assist BSD schools.
- October 21, 2019: Health Canada provided all schools with a Teens and Vaping package consisting of a Vaping Awareness Activity Sheet, Talking with Teens About Vaping Tip Sheet, and a variety of vaping posters.



- October 24, 2019: Kim Toews, Manager of Health Promotions, Prairie Mountain Health spoke to the topic of vaping at the Brandon Community Drug and Alcohol Education Coalition Committee Meeting. Ms. Toews spoke about the challenges of developing vaping resources as the information continues to change since the effects of vaping is not known.
- November 19, 2019: Erin McDougall, Education Specialist Health Promotions, Prairie Mountain Health, presented to School Leaders about vaping resources that are available for students, parents, and staff. She noted that the long-term effects of vaping are not yet known. Ms. McDougall shared information about the Healthy Together Now program that can provide schools with funding for vaping and tobacco reduction projects or activities for students. Schools can apply for funds up to \$5000. Schools can also order vaping poster boards. Ms. McDougall will be presenting at SPIN (Suicide Prevention Implementation Network) December 9, 2019. She will also be at the high schools with the Teen Health Clinics in January.
- November 19, 2019: Honourable Kevin Goertzen, Minister, Education provided school divisions with a statement that would be shared with all Grade 5 to 12 parents through school newsletters or messaging. The statement he shared is as follows:

*As I am sure that you have noticed, the use and popularity of e-cigarettes and “vaping” has been increasing in Manitoba. These trends come after years of decreasing smoking rates across the province, particularly among youth.*

*This trend is concerning as the use of e-cigarettes is not without risk, with evidence emerging around addiction potential and harmful chemicals contained in the vaping liquid. Therefore, as a province, we want to ensure we are being proactive and that tobacco use is not simply being replaced by e-cigarettes.*

*My office has provided a reminder to all schools that the use of e-cigarettes (as with conventional cigarettes) in any enclosed public space, including schools, is prohibited under The Smoking and Vapour Products Control Act. This prohibition is important to ensure that smoking, be it tobacco or e-cigarettes, is not normalized or thought of as a risk-free activity.*

*As e-cigarettes are a relatively new technology, we want to ensure that parents are also able to access clear and balanced information to be able to talk to their children. We know that nobody is more influential on a young person’s decisions than their parents and would therefore like to encourage you to explore the resources available from*

**Health Canada** - [www.canada.ca/en/services/health/publications/healthy-living/talking-teen-vaping-tip-sheet-parents.html](http://www.canada.ca/en/services/health/publications/healthy-living/talking-teen-vaping-tip-sheet-parents.html)

*Please take the time to examine this information and to share it with others.*

*Best wishes for a successful and enjoyable school year.*

- November 29, 2019: Erin McDougall gave a Health Promotions Presentation to Social Workers, High School Counsellors and Resource Teachers, Psychologists.
- At the present time the four high schools have taken the following steps towards educating their students:

- Crocus Plains Regional Secondary School – Health Canada posters are posted in the school and on October 21, 2019 the Consider the Consequences Tour educated the students on the hidden dangers of vaping.
- École secondaire Neelin High School – Presented dangers of vaping information with their students at Grade Group Meetings; have posters posted in the school; and discuss vaping as part of the health units in the Physical Education classes.
- Vincent Massey High School – The School Resource Office is engaging in conversations about vaping.
- Brandon School Division Off-Campus – The staff engage in one-on-one vaping conversations with those students who are using e-cigarettes.



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Tuesday, November 26, 2019 – 8:30 a.m.

Boardroom, Administration Office

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

---

### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 8:34 a.m. by Committee Chair, Trustee Stephen Montague.

### 2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added Johnson Controls – Light Retrofit to the agenda.

Trustee Montague added Accumulated Surplus to the agenda.

The agenda was approved as amended.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the October 22, 2019 meeting and the Stakeholder Meetings were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

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

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the memo to the Committee and the tender summary regarding the supply and installation of an IP paging solution at J.R. Reid School.

Mr. Labossiere noted that the estimated cost of this project is higher than anticipated due to outside labour costs which are required in order to have the work completed within the fiscal year. He added that the paging system upgrades will improve security and safety, communication and meet accessibility standards with strobe lights and electronic messaging.

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

#### Recommendation:

That the Tender from Benchmarks in the amount of \$131,681.34 (including taxes) for The Supply and Installation of an Internet Protocol Paging Solution at J.R. Reid School, to be funded from the Designated Surplus, be accepted.

## **B. Johnson Controls – Light Retrofit**

The Secretary-Treasurer provided and reviewed a document compiled by Johnson Controls detailing costs and specifications for lighting retrofits at Crocus Plains Regional Secondary School, Earl Oxford School and George Fitton School. He reviewed the vendor responses to the Request for Proposal issued by Johnson Controls for the project.

Trustees asked questions for clarification and the Committee agreed to bring forward a motion at the next Board meeting.

### **Recommendation**

That the proposal from Johnson Controls in the amount of \$508,887 (plus applicable taxes) for facility lighting upgrades at Crocus Plains, Earl Oxford and George Fitton, to be funded from the Designated Surplus, be accepted.

## **C. Accumulated Surplus**

Trustee Montague asked questions regarding the Accumulated Surplus. The Secretary-Treasurer reviewed the Accumulated Surplus calculations with the Committee and answered questions.

## **D. Confirm Payments of Account (October)**

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

The reports were accepted as circulated.

## **E. Review Monthly Reports (October)**

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

The Secretary-Treasurer reviewed the changes to reports regarding comparisons to the prior two (2) years.

The reports were accepted as circulated.

## **F. Sub-Committee Reports**

- Workplace Safety and Health – November 4, 2019

## **6. OPERATIONS INFORMATION**

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
  - École New Era School – Steam Unit Ventilator Replacement
  - Riverheights School – Roof Replacement
  - Linden Lanes School – Grooming Room Renovation
- The Secretary-Treasurer provided information on the following:
  - Meeting with Director of Facilities and Transportation and Public Schools Finance Board (PSFB) on November 18, 2019
  - Vincent Massey High School – Fitness Studio
  - Meadows School
  - Modular Classrooms
  - 5-Year Capital
  - Administration Building
  - Off-Campus

- Maryland Park School

**7. NEXT REGULAR MEETING: Tuesday, December 17, 2019, 8:30 a.m., Boardroom.**

The meeting adjourned at 10:16 a.m.

Respectfully submitted,

\_\_\_\_\_  
S. Montague (Chair)

\_\_\_\_\_  
P. Bartlette

\_\_\_\_\_  
J. Murray

\_\_\_\_\_  
L. Ross (Alternate)

<b>Complete Name and Address of Workplace</b>  <b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5  <b>Phone:</b> 2047293100  <b>Fax:</b> 2047272217  <b>Which Committee</b> ( if more than one ): <u>Central Committee</u>  <b>Meeting date:</b> 4 <sup>th</sup> <u>November, 2019</u>  <b>Date of next meeting:</b> 13 <sup>th</sup> <u>January, 2019</u>  <b>Number of employees</b> <b>at the workplace:</b> 700+	<b>Employer Members</b> (list all) 1. Yemi Otukoya 2. Stephen Montague 3. Caroline Cramer 4. Craig Laluk	<b>Occupation</b> Employer Co-Chair Trustee Director Principal	<b>Present</b> x x  x	<b>Absent</b>   x	
	<b>Worker Members</b> (list all) 1. Jamie Rose 2. Dale Seafoot 3. Tammy Tutkaluk 4. Scott Stapleton 5. Julie Braaksma 6. Danae Heaman 7. <del>Lorra</del> Eastcott 8. Eunice Hurd	Worker Co-Chair Teacher Teacher Head Custodian Teacher Educational Assistant Out of Scope – HR Teacher	X X X X X X X X		
	<b>Guests</b> (list any) Chuks Osakwe	WPS&H Officer			x

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
04/11/2019	<b>Agenda Approval:</b> Y. Otukoya called the meeting to order at 1:15 p.m.	The agenda was review,  Item 1. Discussion on who should be taking Minutes Was moved to item 2.  Motion: Braaksma/eastcott-that the agenda be adopted as amended.	
	1. Minutes:	Tammy request that the time of the meeting on the October 17, 2019 minutes be amended to 1:00-3:00 from 1:00-1:30. Carried. Danae noted that her position with the Division is an Educational Assistant not a Secretary. Motion: Seafoot/Rose- that the minutes of the October 17,2019, meeting be accepted as amended. Carried	

date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action to Be Taken	Action By (who & when)
	2. Workplace Health and Safety Minute, Recording Secretary.	<p>There was a discussion around who should be tasked with recording the minutes of this committee. Both co-chairs agreed that it would be a good idea to bring in a professional staff to record the minutes.</p> <p>Motion: Rose/Laluk-that management will appoint a staff member for an indefinite period to join the committee as a guest and record the minutes of the meeting.</p> <p>Carried</p>	
	3. Working Alone Guidelines:	<p>c. Discussion was held regarding different positions where by the persons in these positions were working alone. The procedure for providing information to new members on old business similar to this was also discussed. C.Laluk determined as per previous meeting minutes the document was submitted to Senior Administration for review but nothing further had been brought back. It was suggested that a sub-committee be created draft and recommend a policy.</p> <p>Motion: Rose/Braaksma- that a subcommittee be struck to finalize the working alone guidelines.</p> <p>Members of the committee will be J.Braaksma, S Monatgue,D. Seafort,J.Rose</p> <p>Carried</p>	

date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	4.Folders for WPSH and for WPSH safe work procedures:	<p>Jamie indicated that Lorra had spoken to this at the previous meeting in that this information could be uploaded by staff into their Atrieve eDocs.</p> <p>Discussion whether the instructions on how to upload these certificates could be included on the leave when staff were requesting to attend a session. Determined that this was not appropriate place as staff would not yet have their certificates to include.</p> <p>Yemi indicated members need to communicate this to their respective members so that they were aware that they could upload this in Atrieve.</p> <p>Discussion regarding upcoming opportunities occurred and it was determined that Safe Work Manitoba would be out on November 14 and December 3 to provide staff with their annual Fall Training. Committee members and safety reps are encouraged to register in Atrieve to attend. Other opportunities are also available in Brandon throughout the year through Safe Work Manitoba as per their website.</p> <p>Lorra indicated that currently there is only one date set up for Support Staff. Jamie asked if both dates could be opened up for this group. Lorra will open the second date for support staff.</p>	
	4. Numbering terms of reference	Committee would like the terms of reference Number. J.Rose was task with renumbering the Terms of reference.	
	6. Terms of Reference	<p>Tammy suggested removing “the committee shall encourage workers to discuss their workplace safety and health concerns with committee members and worksite representatives and suggest solutions” under the concerns of workers as it contradicts the MTS Code of Conduct. The MTS Code of conduct indicates that if a Teacher has an issue with a co-worker, they must discuss this with the Principal first.</p> <p>Discussion as to whether this does contradict the MTS Code of Conduct. Determined that the WPSH Act is Provincial legislation therefore it would supersede the MTS Code of Conduct in matters related to WPSH.</p> <p>From Item 2 Motion to have a recording Secretary take minutes.</p> <p>The Role of Admin Assistant will be reinstaed in the terms of reference,</p> <p>Lorra will make this change and provide to Jamie.</p> <p>It was agreed by the committee that the font of the terms of reference document needed to be changed so that the document was the same throughout</p>	



date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	<p>6. Lockdown Procedures:</p> <ul style="list-style-type: none"><li>➤ What happens to students/visitors that are outside when lockdown is in progress</li></ul> <p>When occupants in certain rooms (eg. Vocational classes) can't hear the PA system when there is a lockdown</p>	<p>T. Tutkaluk indicating that during a previous hold and secure incident within the Brandon School Division that the BTA President along with other visitors were outside unaware of why they could not get into the school.</p> <p>Discussion regarding what occurred at each committee member location.</p> <p>Committee agreed that the biggest concern was related to communication.</p> <p>C. Laluk indicated that Brandon Police Service K-8 Counsellor Alice Potter was currently in the process of gathering information related to this incident to provide feedback to the Division.</p> <p>Further discussion took place and it was determined that the committee wait until Brandon Police Service was able to provide more information which they gather.</p> <p>It was Agreed by the Committee that they will wait for further information from BSD and BPS before proceeding with recommendations.</p> <p>Craig indicated that in some locations (eg. Earl Oxford) there are strobe lights for those who are in vocational classes that may not hear the PA system. Craig is looking into this for his location however wonders if this may be a concern Division wide.</p> <p>Yemi indicated that more training may be needed Division wide on this type of alert. Group indicated that all locations are required to do drills on this so many times per year. Yemi felt that doing a Division wide drill with post debriefing would be beneficial.</p> <p>Discussion on how the drill would be communicated to locations was discuss. Steven indicated that he would bring this to the Finance Committee for discussion so that if it were to proceed all appropriate parties would be involved.</p>	
	<p>7. Next Meeting Dates</p>	<p>Next meeting dates were then set for:</p> <ul style="list-style-type: none"><li>• January 13, 2020</li><li>• March 23, 2020</li><li>• June 8, 2020</li></ul> <p>WPSH Officer is to send out meeting requests to members</p>	

date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	8. Adjournment	a. Motion: J.Rose/T. Tutkaluk to Adjourn meeting at 3:00. Carried.	

**Co-Chairpersons’ Signatures**    Please indicate by (X) in the brackets below who chaired this meeting.

**BOTH** management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.  
If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

**In my opinion, the above is an accurate record of this meeting.**

(    ) Print name and sign of Employer Co-Chair .....

(    ) Print name and sign of Worker Co-Chair.....