



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Monday, April 24, 2017 – 12:00 p.m.
Boardroom, Administration Office

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

1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 12:10 p.m.

2. APPROVAL OF AGENDA

Trustee Bowslaugh added two items to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 5, 2016 were received as information.

The Committee discussed the Superintendent's Indigenous Education Leadership Round Table Meeting on April 7, 2017. Trustee Bowslaugh asked questions for clarification.

Student feedback notes from the École New Era School and Waverly Park School lunch visits were received as information and the student comments were discussed.

The Committee suggested the next student focus lunch visit be held at Meadows School on May 24, 2017.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

- a. **School Division/Parent/Guardian Advisory – November 26, 2016 & February 1, 2017**
Trustee Sumner provided a review of the School Division/Parent/Guardian Advisory Committee meeting minutes. School fundraising and pop machines in schools was discussed. The pros and cons of the Division having Parent Advisory Councils was discussed. The Committee discussed increasing the BSD contribution amount for playgrounds to \$50,000 from the current amount of \$30,000. Trustee Buri will speak with Mayor Rick Chrest to find out when activation of the new playground funds will begin.
- b. **BUAPC** - Trustee Bowslaugh provided a verbal report on the Brandon Urban Aboriginal Peoples' Committee meeting she attended. She noted that the Committee is working towards being an incorporated group.

- c. Trustee Bowslaugh indicated she had attended the Interprovincial Association on Native Employment (INE) Luncheon and an announcement of enhanced support for the Respect in Schools Program.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, May 29, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

P. Bowslaugh, Chair

G. Buri

K. Sumner

S. Bambridge (Alternate)



BRANDON SCHOOL DIVISION

Office of the Superintendent of Schools / Chief Executive Officer

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

Mr. G. E. (Greg) Malazdrewicz, Assistant Superintendent

Mr. Mathew Gustafson, Assistant Superintendent

PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE

Date: Wednesday, November 16, 2016

Time: 7:00 – 9:00 pm

Location: Division Office Board Room

MINUTES

1. Welcome and Agenda Review

Trustee Kevan Sumner welcomed the committee members to the meeting and inquired whether there were any additional items for the agenda.

- A discussion was held regarding invitations from individual Parent Council groups to Trustees attending their school based meetings. This is a good way for introductions to be held and for your parent council group to hear information about this specific committee. If your Parent Council Group wishes to have a Trustee attend a meeting, please feel free to contact them by email. [Click here to locate their contact information.](#)
- BSD On Track is a new monthly publication from the Brandon School Division to help facilitate the communication between our staff, students and families, and the community at large. If you wish to receive an electronic version of this newsletter, please send an email to info@bsd.ca with the subject line: SUBSCRIBE.
- BSD is continuously experiencing significant growth in its student population. We have increased approximately 1.9% this year, and will continue to see that growth over the next five years. BSD will continue to work with the government to make a plan to accommodate this challenge. Our Number 1 priority is a new school; we are averaging a 1.9% increase each year, currently 1/3rd of our schools are either close to capacity or over capacity, within the next 3-4 years, we will see that 2/3rds of our schools will be close to or over capacity.

“Accepting the Challenge”

2. School Reports – Discussion

Waverly Park School

- WP just completed school pictures, using Photography by Dale;
- Held our Halloween dance, finished our magazine fundraiser – hitting a new plateau, but will continue with it, holding our volleyball jamboree in December, and hosting an Artist in the School;
- Our hot lunch program is still in trial mode.

Green Acres School

- Not a lot going on for fundraising, our main fundraiser is Peak of the Market. With a student population over 200, only about half participate in fundraising. To make up for that difference, we ask our families to send in \$10 per child;
- We will host a hot lunch for students before Christmas and a dance;
- We currently have two separate parent councils – we have our regular council and a separate lunch program council. We would like to see them back as one whole group, with one bank account instead of two. We have one paid position and the remainder of the group is volunteer based;
- We will also be hosting a breakfast for everyone prior to the Christmas break.

King George School

- Forgot to mention at our last meeting that we had Fred Fox (Terry Fox's brother) visit our school recently. Our students were very happy and excited to have him there;
- We have our annual Christmas concert coming on December 20th;
- He held our annual Remembrance Day ceremony with a guest speaker;
- Our recent movie night brought good attendance;
- About 30 Youth Revolution student were recently at We Day in Winnipeg;
- Will be having a school clothing sale soon, but this is not a fundraiser;
- Fundraising: our hot lunch program runs every week; we have five people help with sorting orders and counting money; Peak of the Market (had difficulty reaching the minimum order count this year); selling Dominos Pizza gift cards and others.

Linden Lanes School

- [Munch-A-Lunch Program](http://munchalunch.com) was successful, the cost for the 12-month program is \$270 with a 4% charge using credit cards on pay pal. The program offers a 3-month trial period. (<http://munchalunch.com>)
- Fundraising focus is currently on our playground, we should have enough funds in 3 years to build; held a Mom's Pantry fundraiser, raising \$2500; and Vista Gift Cards will be done before Christmas;
- We have held discussions with school staff regarding what our new playground might look like and adjusting our goals (using the Onanole Natural Playground as a visual).

Onanole Natural Playground
Website: <http://www.onanoleplayground.com/>
Phone: 204.848.2402
Email: onanoleplayground@hotmail.com

City of Brandon
Perry Roque, Director of Community Services
Email: p.roque@brandon.ca

NOTE: Playground Replacement Schedule – will be discussed at our February 1, 2017 meeting.

Meadows School

- Held our magazine sale at the start of the year, sales have gone down less and less each year, but we will continue to maintain this fundraiser; other fundraising includes; pizza days, movie night again in the spring and Farm to School;
- Our students reached out in the community recently:
 - Creating Blessing Bags to provide to the less fortunate members of the community. Every grade was responsible for an item in the bag (most items were available at the dollar stores.
 - Held a toque & mitt drive, items were collected and donated to the Samaritan House;
 - Our EY & MY students held a food drive which was a huge success
 - Our EY students also held a stuffed animal drive.

Alexander School

- We held our back to school BBQ in September with our playground unveiling;
- Fundraising consists of our fall supper – this is normally a huge sell out; and garlic sausage sale. Our students have created Christmas cards which they plan to sell as well;
- We have met with our teachers and established their “Teacher Wish List” consisting of two picnic tables and a water bottle refill station and the bus to transport our YR students to We Day in Winnipeg.

Date of Next Meeting: February 1, 2017

Dr. Marc D. Casavant
Superintendent of Schools/CEO

/tlc



BRANDON SCHOOL DIVISION

Office of the Superintendent of Schools / Chief Executive Officer

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

Mr. G. E. (Greg) Malazdrewicz, Assistant Superintendent

Mr. Mathew Gustafson, Assistant Superintendent

PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE

Date: Wednesday, February 1, 2017

Time: 7:00 – 9:00 pm

Location: Division Office Board Room

MINUTES

1. Welcome and Agenda Review:

Trustee, Pat Bowslaugh welcomed the committee members to the meeting and inquired whether there were any additional items for the agenda.

2. The School Playground:

Trustee, Pat Bowslaugh introduced Ralph Clark to the Committee and briefly explained the process used by the Brandon School Division and the City of Brandon regarding the Playground Replacement Schedule (attached as Appendix "A").

The purpose behind the Playground Replacement Schedule is to ensure that there is equal opportunity amongst the schools in the queue to upgrade and/or rebuild, and to ensure the health and safety of our students using the equipment.

Presentation by Ralph Clark, Physical Education/Health Education Specialist:

Mr. Clark presented "The School Playground" with key points as follows:

- What role does play have in the development of the whole child;
- Canadian Health Measure Survey Results;
- Screen Time;
- Creating Resilient Children;
- Types of Playgrounds: Traditional v. Natural; and
- Factors to consider when designing and building a playground.

Mr. Clark had also presented this subject to our Board of Trustees on January 23, 2017. If you wish to review Mr. Clark's presentation again, please [CLICK HERE](#).

"Accepting the Challenge"

Committee Inquiries:

What is available for our schools and parent councils in terms of financial grants?

Attached as Appendix “B” is a list of financial grants available for schools and parent councils. This list was compiled by Ralph Clark, Physical Education/Health Education Specialist.

What is the difference between Traditional Playgrounds and Natural Playgrounds?

Traditional Playgrounds are found in the majority of BSD school grounds. Materials include metal (a combination of steel and aluminum) and plastic. A number of components in a Traditional Playground can be confined to a small area and may include a unique piece of equipment that is separate from the main structure.

Natural Playgrounds includes elements of nature to provide an environment where students can play and learn. There are typically five elements of a Natural Playground: rolling topography, boulders, logs, pathways, large trees and shrubs. A Natural Playground might also include an outdoor learning area which can be used by a classroom teacher or it can be used as an area for students to gather and socialize.

What happens if a current playground is deemed unsafe?

If a playground is deemed unsafe, items may be removed or “walled-off” to be repaired or replaced.

3. School Reports:

École Harrison

- Students recently attended a French Cinema at the Landmark Theatre – it was a great outing for the kids to actually see the French Language used in the community;
- Looking to have a Spring Fundraiser to balance off the fall fundraising – previously used Farm to School, Buick Test Drive for our playground and Vista Cards every couple of months with a main focus at Christmas time;
- For our playground expansion, we are hoping to put aside \$1,000 every year to help cover the costs, hoping to incorporate some natural playground elements, such as an outdoor classroom into the school yard.

Meadows School

- Our fundraising has consisted of: Booster Juice and pizza days. We will be having a movie night in the spring;
- With the recent passing of Nancy Miller, due to leukemia, we are working on doing something as a school community in her honour;
- With regards to Lunch Program Supervisor Position – what is the process for obtaining a criminal record check? This process is outlined in the brochure attached as Appendix “C”

Kirkcaldy Heights School

- We have had a number of fundraisers: sausage sale, Vista Gift Cards, Booster Juice, we are currently looking into a chocolate bar fundraiser;
- Will be hosting a Family Bingo in February along with our annual Winterfest;
- Our school is hosting the BSD Budget Consultation on February 15;
- We hold a number of fundraisers over the year, we have submitted a survey to our families to see if they would be interested in submitting a payment in lieu of fundraising
 - The Office of the Superintendent is currently reviewing fees requested of families by schools and parent councils due to a review by the legislative system; this could be considered another form of taxation by the school system; there have been class action law suits filed against school boards in other jurisdictions; we are looking at ensuring that any fees collected by the schools and parent councils are standard across the board.
- Regarding our school's lunch program – is it mandatory for Educational Assistants (EAs) to have first aid training?
 - First aid training is not mandatory for our EA staff;
 - BSD does occasionally offer first aid training to staff, if there is enough interest, we will look into possibly providing additional training;

Linden Lanes School

- Our report is similar to Kirkcaldy Heights;
- Fundraising possibilities include chocolate bar, paint night and a vehicle test drive;
- We are focusing our fundraising on our playground at this time (scheduled replacement for 2019), looking at both natural and traditional playground options.

Betty Gibson School

- We are dialing back our fundraising – focusing more on how to get our families involved in the school;
- Coming back to school after the Christmas holiday break, we had 18 new students – 9 of which are Syrian refugees;
- A great new feature welcoming our students and families to the school is a welcome sign which includes all of the different languages we have in our building;
- Our FAST Program (Families And Schools Together) is starting up again at the school – this is a 10 week program where we invite families in to share activities to connect our parents, students and schools together.
 - An invitation has been extended to Blaine Aston, Principal at Betty Gibson School) to attend the **April 10, 2017 Board Meeting at 7:00 pm**, to present more information about this program to our Trustees. **Parent Council Members are welcome to join us in the gallery or view the meeting online at www.bsd.ca.**

Waverly Park School

- We have recently hosted an Artist in the School event, paid for by the Parent Council;
- We continue with our hot lunch program and our pizza days – the kids seem to love it.

Alexander School

- We do not do any fundraising in December and January;
- We held our annual Parent Council Pancake Breakfast in December;
- Our school held an internet safety presentation with Val Caldwell for our students, and Maxine Schminke from the Red Cross was recently at the school;
- We will be hosting the Westman Juried Art Show through the Manitoba Arts Council;
- We now have an EA riding on the school bus; and
- Have installed a new water fountain in the school paid for by the Parent Council.

4. Others:

From the Office of the Superintendent/CEO:

- In April, we will be hosting a meeting with regards to the launch of our new Strategic Continuous Improvement Plan – the meeting will include information on:
 - What is it?
 - What does it look like?
 - What does it do?

Our Senior Administration, Board of Trustees, School Administrators, Specialists and Community partners have been working very hard to see this come to life. A lot of heavy lifting, challenging questions, and research has been involved in determining our best practices moving forward.

- Gail McDonald, Principal from George Fitton School, was recently named one of Canada's Outstanding Principals by the Learning Partnership Canada. [Click here to view the complete story on our website.](#)

From the Office of Communications:

- Brandon School Division has recently launched its official Facebook Page: [@BrandonSchoolDivision](#)
- Our Youth Revolution Program Coordinator has recently launched an official Twitter Page: [@YR_in_BrandonMB](#)
- You can follow Brandon School Division on Twitter as well: [@BrandonMBSD](#)
- Be sure to follow us on Twitter and give us a Like on Facebook!

From the Office of the Secretary Treasurer:

We are currently in the process of developing our Budget for the 2017-2018 School Year. Please take note of the following meetings:

DEVELOPING OUR BUDGET FOR THE 2017-2018 SCHOOL YEAR	
Regular Board Meeting – Preliminary Budget Presentation Monday, February 13, 2017 at 7:00 pm BSD Administration Office, Board Room 1031 – 6 th Street, Brandon	Public Budget Consultation Wednesday, February 15, 2017 at 7:00 pm Kirkcaldy Heights School, Gymnasium 10 Knowlton Drive, Brandon
All Day Budget Meeting Tuesday, February 21, 2017 at 9:00 am BSD Administration Office, Board Room 1031 – 6 th Street, Brandon	Regular Board Meeting – Public Budget Feedback Presentations Monday, February 27, 2017 at 7:00 pm BSD Administration Office, Board Room 1031 – 6 th Street, Brandon
Special Board Meeting – Final Budget Approval Monday, March 6, 2017 at 7:00 pm BSD Administration Office, Board Room 1031 – 6 th Street, Brandon	

All of the above meetings will be streamed live on our website at www.bsd.ca. If you have any questions regarding our Budget, please send them via email to: info@bsd.ca.

Please note the date of our next meeting has been changed to April 12, 2017.

Dr. Marc D. Casavant
Superintendent of Schools/CEO

/tlc

**Brandon School Division
Playground Replacement Schedule
November 2015**

School	Original Playground Review - July 2011					November 2015	
	Current Conditions	Meets Standards	Useful Life Remaining in Years	Total	Scheduled Replacement Year	Actual Replacement Year	Revised Scheduled Replacement Year
St. Augustine	7.0	8.0	13.0	28.0			2016
Earl Oxford	7.5	7.0	9.0	23.5	2017		2017
Betty Gibson	8.5	8.5	10.0	27.0	2016		2018
Linden Lanes	8.0	8.5	16.0	32.5			2019
Alexander	8.5	9.0	18.0	35.5			2020
Riverview	8.5	9.0	18.0	35.5			2021
JR Ried	9.0	9.0	18.0	36.0			2022
Kirkcaldy Heights	9.0	9.0	19.0	37.0		2006	2023
King George	8.0	8.0	16.0	32.0		2007	2024
New Era	EY	6.5	7.0	8.0	21.5		
	MY	8.5	9.0	19.0	36.5	2008	2025
Waverly	EY	9.0	9.0	20.0	38.0		
	MY	9.0	9.0	25.0	43.0	2010	2026
George Fitton	EY	8.0	8.0	15.0	31.0		
	MY			-		2011	2027
Harrison				-		2011	2028
O'Kelly	6.0	5.0	2.0	13.0	2012	2012	2029
Meadows	7.5	6.0	7.0	20.5	2012	2012	2030
Riverheights	6.5	6.0	4.5	17.0	2013	2013	2031
Green Acres	7.0	6.0	2.0	15.0	2014	2014	2032
Valleyview	6.0	6.0	3.5	15.5	2015	2015	2033

PLAYGROUND GRANTS

The Winnipeg Foundation

<http://www.wpgfdn.org/Granting/ApplyforaGrant.aspx>

Manitoba Community Services Council

<http://www.mbcsc.ca/grants>

Hometown Manitoba

<https://www.gov.mb.ca/agriculture/rural-communities/economic-development/hometown-manitoba.html>

Community Places Program

<http://www.gov.mb.ca/housing/cpp/>

Neighborhoods Alive

http://www.gov.mb.ca/housing/neighbourhoods/apply/apply_nrf.html

Manitoba Liquor & Lotteries

<http://www.mbl.ca/content/community-support>

GRO1000

<http://www.communitiesinbloom.ca/gro1000-canada/>

Toyota Evergreen Learning Grounds School Ground Greening Grants

<https://www.evergreen.ca/get-involved/funding-opportunities/school-ground-grants/>

VOLUNTEER INFORMATION

**BECOME A
VOLUNTEER IN
BRANDON
SCHOOL DIVISION**

For Assistance



www.bsd.ca

If you require further assistance
please contact:

Office of Human Resources
1031 6th Street, Brandon
Phone: 204-729-3121
Email: human.resources@bsd.ca



www.bsd.ca

STEP 1:**Obtain a certified (CARC)
Child Abuse Registry
Check**

- Child Abuse Registry Check applications must be submitted through Brandon School Division in order to be exempt from the volunteer fee.
- Obtain the Volunteer CARC application from the School Administrative Assistant and complete the following sections of the form at the school office:
 - Part 1: Date and Signature
 - Part 2: Section B-1 through to B-7
 - Part 3: Print Full Name
- Present two pieces of ID to be verified by the School Administrative Assistant, who will then sign the form and submit it to the Office of Human Resources on your behalf.

Processing time:

- 4-6 weeks but may take longer.
- Your completed Child Abuse Registry Check will be received back to the Office of Human Resources where it is kept on file.

STEP 2:**Obtain a certified (CRC)
Criminal Record Check**

If you reside within the City of Brandon:

- Your CRC is completed at Brandon Police Service.
- The fee is paid at Brandon Police Service at the time of submission.
- You can receive reimbursement of the volunteer fee by bringing in your original completed CRC and receipt of payment to the Administration Office (1031 6th Street, Brandon).

If you reside outside of Brandon:

- Your CRC is done at your local RCMP Station.
- Obtain a “Waive Fee Letter” from the School Administrative Assistant; provide this to the RCMP to have your CRC processed at no charge.

When completing the forms please note:

- There are specific times allotted for the agency to complete CRC's.
- You will be required to present two pieces of ID, one being photo ID.
- Identify that the CRC is being done for “Volunteer Purposes”.
- Identify and sign to ensure the “Vulnerable Sector” check is being completed.
- Indicate the BSD Contact as “Director of HR”.

Processing time:

- 1 week but may take longer.
- Bring in your completed original Criminal Record Check to the Administration Office for us to make a verified copy to keep on file.

Possible Exceptions

**(where a new CARC/CRC
may not be required)**

- Individuals who are previous volunteers at any BSD school, who continue to volunteer in consecutive academic years. However, if you are wanting to volunteer in an additional school, and your volunteer record checks on file are older than 3 years, a new CRC and CARC will need to be completed through the school in which you are wanting to be added.
- Individuals who are presently employed by BSD.
- Individuals who present original documents performed by another agency/organization within the preceding 4 months.

Please note in all circumstances original documents must be inspected and certified copies filed with the Office of Human Resources.