



# BRANDON SCHOOL DIVISION

January 22, 2021

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

TO BE HELD MONDAY, JANUARY 25, 2021  
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

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, January 11, 2021.  
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**

**3.03 Communications for Action**

**4.00 REPORT OF SENIOR ADMINISTRATION**

**- From Report of Senior Administration**

- a) Review Report of Senior Administration – January 25, 2021.

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

a) **Committee of the Whole**

December 14, 2020:

Education and Community Relations  
Finance and Facilities  
Personnel and Policy

L. Letain  
L. Ross  
J. Murray

January 11, 2021:

Education and Community Relations  
Finance and Facilities  
Personnel and Policy

L. Letain  
L. Ross  
J. Murray

**5.02 Delegations and Petitions (Max. 15 minutes)**

**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) e-bulletin – December 2, 2020 (Appendix 'A')
- b) e-bulletin – December 16, 2020 (Appendix 'B')
- c) e-bulletin – January 6, 2021 (Appendix 'C')
- d) e-bulletin – January 20, 2021 (Appendix 'D')

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

### **5.05 Motions**

- 02/2021 That the Board approve the research request from Joanna Ford, Brandon School Division, for the research project entitled "*Making Community Connections a Priority in High School Curricular Planning for Young Adult Newcomers*".
- 03/2021 That the tender for the supply and installation of Photocopier Equipment from Konica Minolta Business Solutions (Canada) Ltd. in the amount of \$510,380.00 (plus applicable taxes) for 60 months for 64 units, be accepted.
- 04/2021 That the Auditor's Engagement Letter regarding the Audit for the fiscal year ended June 30, 2021, between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.

### **5.06 Bylaws**

### **5.07 Giving of Notice**

### **5.08 Trustee Inquiries**

## **6.00 ANNOUNCEMENTS**

- a) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 6:00 p.m., Monday, February 8, 2021, Boardroom.
- b) Upcoming Budget Dates:
  - Budget Presentation – 7:00 p.m., Thursday, February 18, 2021, Boardroom.
  - Budget Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Monday, February 22, 2021, Boardroom.
  - Public Budget Consultation/Presentations – 7:00 p.m., Monday, March 1, 2021, Boardroom.
  - Final Budget Approval – 7:00 p.m., Monday, March 8, 2021, Boardroom.

### **Due to COVID-19:**

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

## **7.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING/COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:00 P.M., MONDAY, JANUARY 11, 2021 .

**TRUSTEES PRESENT:** L. Ross, Chairperson S. Bambridge, Vice-Chairperson  
C. Ekenna K. Fallis  
B. Foley J. Gobeil  
D. Kejick L. Letain  
J. Murray

**ALSO PRESENT:** D. Labossiere, Secretary-Treasurer  
M. Gustafson, Assistant Superintendent  
E. McFadzen, Assistant Superintendent  
B. Sangster, Recording Secretary

**REGRETS:** M. Casavant, Superintendent/CEO

The Chairperson called the meeting to order at 6:12 p.m. with a traditional heritage acknowledgement.

## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

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

Ms. Fallis – Mr. Foley

That the agenda be approved as amended.

Carried.

#### 1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held December 14, 2020 were circulated.

Ms. Letain – Mr. Gobeil

That the Minutes be approved as circulated.

Carried.

Ms. Letain – Ms. Fallis

That the Board do now resolve into Committee of the Whole In-Camera. (6:14 p.m.)

Carried.

**2.00 IN CAMERA DISCUSSION (COMMITTEE OF THE WHOLE):****2.01 Student Issues****- Reports**

- a) Trustee Gobeil provided information on a Student Matter. Mr. Mathew Gustafson, Assistant Superintendent, also provided additional information on the matter.

**- Trustee Inquiries****2.02 Personnel Matters****- Reports****- Trustee Inquiries****2.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****2.04 Board Operations****- Reports****- Trustee Inquiries**

Ms. Fallis – Ms. Letain

That the Committee of the Whole In-Camera do now resolve into Board. (7:53 p.m.)

Carried.

**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****5.00 GOVERNANCE MATTERS****5.01 Reports of Committees****5.02 Delegations and Petitions****5.03 Business Arising**

- From Previous Delegation**
- From Board Agenda**
- MSBA Matters**

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

**5.05 Motions****Late Motions:**

01/2021 Mr. Gobeil – Mr. Ekenna

That the Memorandum of Understanding (MOU) between The Brandon School Division and CUPE Local 737, with respect to Paid Administrative Leave for the Self-Isolation Period After Work Related Exposure for Casual Employees, for the 2020-2021 School year, be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

**5.06 Bylaws****5.07 Giving of Notice****5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 25, 2021, Boardroom.

**Due to COVID-19:**

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

**7.00 ADJOURNMENT**

Ms. Letain – Mr. Gobeil

That the Board do now adjourn (7:55 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

January 25, 2021

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. HEALTHY TOGETHER NOW GRANT

Brandon School Division was awarded a grant in the amount of \$5000 from Prairie Mountain Health. The *Healthy Together Now* grant program is a community-based initiative that builds on community partnerships, citizen engagement and community development to reduce the incidence of chronic disease. The initiative is designed to address four protective factors including: physical activity, healthy eating, tobacco reduction and staying tobacco free, and mental well-being.

Blake Stephens, Physical Education and Health Education Specialist, submitted the successful proposal: *Community Sidewalk Adventure Project*.

##### 2. SPEECH LANGUAGE PATHOLOGY DEPARTMENT INITIATIVE: KINDERGARTEN STARTER PACKS

In April 2020, Manitoba Education put out a call for success stories, to highlight the exceptional work undertaken in the education sector in Manitoba amid the COVID-19 pandemic.

Recently, an initiative from the Speech Language Pathology Department of the Brandon School Division was selected as a feature Manitoba Educator Success Story. Kindergarten starter packs were created to ensure that Kindergarten students, their peers, and teaching staff would be able to understand transitions, activities, directions, and communication within the classroom upon their return to in-class learning. The kits included visuals related to schedules, handwashing and behaviour, as well as a core board for students with minimal communication skills.

*“Accepting the Challenge”*

## **II. COMMUNITY CONNECTIONS**

## **III. SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>INAPPROPRIATE BEHAVIOUR</u>	<u>ASSAULTIVE BEHAVIOUR</u>	<u>DRUGS AND ALCOHOL</u>
Elementary	1 total	1	-	-
High School	6 total	4	-	2
		* 0 vaping	* 0 weapons	

\* Infractions may fall under more than one category.

## **IV. INFORMATION ITEMS**

## **V. PRESENTATIONS**

# **B. Business Arising for Board Action**

## **I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE**

### **1. PERSONNEL REPORT**

For Information ..... T. Mendel

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

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

### **1. RESPONSE TO TRUSTEE INQUIRY: “LUNCH PROGRAM POLICY; FEES ASSOCIATED WITH LUNCH PROGRAMS AND WHY; LUNCH PROGRAM PROCEDURES IN EACH ELEMENTARY SCHOOL”**

For Information ..... E. McFadzen

Elaine McFadzen, Assistant Superintendent will provide a response to this Trustee inquiry. Please see Appendix A.

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

**Denis Labossiere, CPA, CGA  
Secretary-Treasurer**





# BRANDON SCHOOL DIVISION

## Appendix A

**DATE:** January 2021  
**TO:** Board of Trustees  
**REPORT PREPARED BY:** Mrs. Elaine McFadzen, Assistant Superintendent

At the December 14, 2020 Board Meeting, Trustee Ekenna requested information as to an overview of the Brandon School Division lunch programs and procedures in elementary schools, and the fees associated with the lunch programs and why. The following report provides information to the request.

Brandon School Division's Administrative Procedure 4070: *Lunch Program* recognizes that the Division has a responsibility to provide access to lunch programs for some students; therefore, this Administrative Procedure (AP) provides procedures for two types of programs.

### **Background:**

#### **1. School Division Supervised Lunch Programs**

As per the AP, the School, under the direction of the School Leader, will provide noon-hour supervision for elementary school children who remain at school during the lunch period if:

- the student is transported, such as rural students, students participating in special programs, and students who are bused due to distance from school;
- students are participating in extra-curricular activities and cannot reasonably cover the distance between the home and school during the lunch break; and
- approved by the School Leader.

The Division provides Lunchroom Assistance (LRA) hours to the schools for supervision in accordance with budget guidelines. LRA hours are allocated to schools based on a formula calculation that looks at total school enrollment and the number of bused students. The LRA hours are assigned to educational assistants who provide lunchroom supervision.

#### **2. Parent/Authorized Community Group Supervised Lunch Period**

The Division will provide opportunity for parents to establish and operate a fee-based lunch program in the school building. Each parent or community group must establish a lunch program coordinator to work with the School Leader who will annually approve

the program and supervisors. Students are under the authority and supervision of the School Leader during the entire noon recess and all school rules and policies must be followed.

The lunch program will operate under the jurisdiction of the parent council where one exists or under the jurisdiction of a group of parents, or authorized community group, as approved by the School Leader.

The School Leader, in consultation with the parent council or authorized community group, will assign appropriate space(s) within the school, at no charge, and advise the parent/authorized community group as to the maximum number of students that can be accommodated.

The parent/authorized community group, in consultation with the School Leader, will establish:

- a recommended ratio of 1 adult/25 students;
- a reasonable fee scale (suggested maximum \$25 per month);
- orientation procedures for all adult supervisors regarding, but not exclusive to, telephone, first aid, cleaning supplies, garbage disposal, emergencies and safety; and
- procedures and routines, as well as expected behaviours, to which the parents agree prior to a student being accepted into the program. Consequences for failure to adhere to the rules may lead to withdrawal of lunch privileges at the school.

The parent/authorized community group will provide a program coordinator and supervisors. Remuneration may or may not be provided by the parent/authorized community group.

### **Summary:**

Most K-8 schools have a hybrid of school supervised lunch program for bused students and parent/authorized community group supervised lunch programs. These include Alexander School, Earl Oxford School, George Fitton School, École Harrison, King George School, Kirkcaldy Heights School, Meadows School, École New Era School, École O'Kelly School, Riverheights School, St. Augustine School, Valleyview Centennial School, and Waverly Park School.

At Betty Gibson School and Linden Lanes School the YMCA provides the Y-Run Lunch Program. The program is staffed by YMCA staff, and educational assistants also provide supervision. The monthly fee is \$36 with an additional \$15 for each additional sibling.

The schools that offer only parent council run lunch programs are Green Acres School, J. R. Reid School, Maryland Park School, and Riverview School; however, these schools do provide educational assistant supervision.

The monthly fees for most parent council lunch programs are \$20 or \$25, with the exception of Valleyview Centennial School (\$35). Most schools use a fee scale for additional siblings, except for George Fitton School (\$20), Kirkcaldy Heights School (\$20), and École O'Kelly School (\$18), which charge one fee per child. Some schools do have a cap on enrollment to the parent-run lunch program.

Alexander School has both community and bused students pay lunchroom program fees, with the bused students paying less because the school provides the supervision. Due to COVID this year, the lunch warmup and canteen services were not offered so the program has been free of charge for all students.

Please note that the four high schools are also offering daily lunch program options for their students who require it. Due to COVID-19 the lunches consist of cold items that are individually served or wrapped.



# BRANDON SCHOOL DIVISION

## Education and Community Relations Committee Minutes

Monday, December 14, 2020 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray

Also Present: D. Labossiere M. Casavant  
M. Gustafson E. McFadzen

Regrets: L. Ross

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### 1. COMMITTEE ITEMS

#### A. **Research Request – Dr. Cathryn Smith, Associate Professor, Faculty of Education, Brandon University: *Rural Remote Learning in Westman***

Dr. Marc D. Casavant, Superintendent/CEO, reviewed his memorandum to the Education and Community Relations Committee. The objective of this research is to identify effective approaches for delivering remote learning to students in the Westman region. The research questions is “what beliefs, practices and strategies are critical to remote rural learning?”.

The Brandon School Division Research Advisory Committee submitted a recommendation for approval, indicating that they believe this study has merit in assessing the effectiveness of the remote learning initiative. The importance of participation being voluntary is emphasized.

Dr. Casavant recommended approval of this request, given that participation is voluntary, and the data received will be of benefit to the Brandon School Division. The study aligns with the principle of continuous improvement. The COVID-19 pandemic has provided the Division with the challenge and opportunity to deliver programming via remote learning, and welcomes data that will help inform practice in this area going forward.

Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

#### **Recommendation:**

That the Board approve the research request from Dr. Cathryn Smith, Brandon University, for the research project entitled “*Rural Remote Learning in Westman*”.

### 2. OPERATIONS INFORMATION

**NEXT MEETING: Monday, January 11, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

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L. Letain



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Monday, December 14, 2020 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray

Also Present: D. Labossiere M. Casavant  
M. Gustafson E. McFadzen

Regrets: L. Ross

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### 1. COMMITTEE ITEMS

#### A. Stakeholder Meetings/Budget Feedback

The Committee received as information the meeting minutes and Budget Feedback from the stakeholder groups, which included Brandon Teachers' Association (BTA), CUPE Local 737 and the Brandon Chamber of Commerce.

Discussions took place regarding French Immersion recruitment and the current shortage of teachers. Trustee Ekenna asked if there are any Divisional goals to recruit a diverse percentage of teachers/employees into the active pool. Dr. Casavant responded that the Division does not have a statement around its Human Resource practice regarding employment equity/representative workforce.

The Committee agreed to bring this matter forward to an upcoming Committee of the Whole meeting.

#### B. Trustee Budget Request

The Committee reviewed Trustee Murray's Budget Request for the addition of eight (8) new school counsellors and the addition of \$1.2 Million for school nutrition programs. The Board discussed the requested items and asked questions for clarification regarding whether school nutrition is still available in the schools.

Ms. Elaine McFadzen, Assistant Superintendent, responded that the nutrition program Food for Thought is still fully in effect in 18 schools, with Maryland Park School being added in January. Schools may offer a breakfast or snack program. The Board of Trustees' staffing allocations for the Breakfast Program (3.0 hours at École New Era School) and the staffing allocation for the Food for Thought programs (2.0 hours each at Betty Gibson, George Fitton, King George, and Meadows Schools) is still in place.

Ms. McFadzen added that the Families Minister established a \$2.5 Million Home Nutrition and Learning Pilot Project (Breakfast Box) that provides breakfast to school-aged children. The Samaritan House in Brandon was included in this pilot which was to run from early July to the end of September. This project was later extended to the end of November and as of December 14, 2020 the Home Nutrition and

Learning Program has been extended to March 2021. Schools have received support and resources from a number of sources including grants, donations and through fundraising:

- Child Nutrition Council Grant
- Breakfast Clubs of Canada Grant
- Community Schools Grant
- President's Choice Children's Charity

Trustee Letain asked if conversations have occurred with staff, to find out whether student needs are being met. Ms. McFadzen indicated that there has been no notification from School Counsellors that needs are not being met.

Trustee Bambridge asked if there are less food programs currently or a reduction due to COVID-19. Ms. McFadzen responded that the programs are the same as pre-COVID-19.

Trustee Murray's request for the addition of eight (8) School Counsellors was discussed. Trustee Bambridge asked if School Counsellors are being moved to classroom teaching positions.

The Superintendent/CEO responded that yes, the School Counsellors are being moved to teaching positions as schools have had to split classrooms/programs to reduce class sizes, which means more teachers are needed.

Ms. McFadzen provided the following information regarding Counsellors and Social Workers:

School Counsellors:

- 18.275 FTE in counselling support in BSD
- 6.875 FTE is at the high schools and 11.4 FTE is at K-8 schools
- Three schools do not have school counsellors
- Providing Tier II and some Tier III supports
- School leaders determine how much time they will allocate to counselling services in their school as part of their School Instructional Plan

Social Workers:

- 13.0 FTE in Social Worker support in Division schools
- 4.5 FTE is at the High School level and 8.5 FTE is at K-8 Schools
- Can be assigned to 1 to 3 schools within their cluster of schools
- Providing Tier III supports

Trustee Murray asked if there was information on the Social Worker caseloads. Ms. McFadzen indicated she did not have these numbers, as there is currently no mechanism in place to track them, but added that they would vary from employee to employee.

Trustee Fallis asked questions regarding Tier II and Tier III levels and who those students would go to for support.

Ms. McFadzen provided the following information on Social Emotional Supports in Schools:

- Tier I (school-based focus) i.e. Calm Connect, Zones of Regulation, Positive Behaviour Intervention 7 Support (PBIS), programs like Strong Kids, Beyond the Hurt, wellness events, etc.
- Tier II (more targeted interventions/programs) i.e. We Day, social skills training, anger management, trauma informed practices, etc.
- Tier III (student specific interventions/supports) i.e. clinical supports, community agency involvement: Settlement Workers in Schools (SWIS), Child and Adolescent Treatment Centre (CATC), Children's Disability Services (CDS), Community Mobilization, Enhanced School-Based Mental Health and Addictions team, etc.

- The Youth Revolution projects within the school and in the community focus on emotional wellbeing, feeling connected and involved, relationships, and being part of a community. i.e. SPIN Gr. 9 Wellness Day. Middle Year Wellness Day, Bell Let's Talk, etc.
- BSD COVID-19 Bulletins were used to share information about community resources that are available.
- School counsellors and social workers work closely with students, families, and community agencies to provide the necessary resources and supports.

The Committee supported Trustee Murray's budget requests being included for discussion during Budget Deliberations.

### **C. Confirm Payments of Account (November)**

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

The reports were accepted as circulated.

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

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

The reports were accepted as circulated.

### Summary of Forecasted variances

The Secretary-Treasurer reviewed the Summary of Forecasted Variances for the 2020-2021 School year as of October 31, 2020. COVID-19 has impacted several revenue sources, specifically First Nations Students, International Students, fees for students from other divisions, vocational revenue and interest earned. The Division is waiting for confirmation of Provincial funding, which typically occurs in January.

COVID-19 has also resulted in several over-expenditures. The Secretary-Treasurer answered Trustee questions.

### COVID-19 update:

The Secretary-Treasurer provided an update on additional COVID-19 Expenditures that have already been incurred or will be incurred going forward. Current incremental expenditures for COVID-19 is \$2.5M.

Trustees asked questions for clarification. Discussion took place regarding teacher workload, the current shortage of teachers, substitute teachers, and remote learning.

## **2. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided updates on the following:
  - Crocus Plains Regional Secondary School – Roof Replacement
  - Maryland Park School – Construction update
  - Vincent Massey High School and École Harrison – Lighting Retrofit Project
  - Vincent Massey High School – Exterior Panel Replacement
  - Outdoor Basketball Backstop Replacement Project
- The Secretary-Treasurer provided additional updates on the following:
  - Brandon Schools Instrumental Music Association (BSIMA)
  - Response to Trustee Ekenna's Inquiry – Grooming Rooms in Elementary Schools:
    - 11 (55%) schools currently have grooming rooms



- 9 (45%) schools do not have grooming rooms, of which 4 schools are on the 5 year capital priority list

**NEXT MEETING: Monday, January 11, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

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L. Ross



# BRANDON SCHOOL DIVISION

## Personnel and Policy Committee Minutes

Monday, December 14, 2020 – 6:00 p.m.

Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray

Also Present: D. Labossiere M. Casavant  
M. Gustafson E. McFadzen

Regrets: L. Ross

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### 1. COMMITTEE ITEMS

#### A) Staffing Activity Report – In-Camera

The Committee reviewed the Staffing Activity Report. The Report was accepted as circulated.

#### B) Personnel Matter - In-Camera

Mr. Denis Labossiere, Secretary-Treasurer, and Dr. Marc Casavant, Superintendent/CEO, provided information on a Personnel Matter and answered Trustee questions. Board direction was given regarding the matter.

#### C) Personnel Matter – In-Camera

The Secretary-Treasurer spoke on a Personnel matter and answered Trustee questions. The Board provided direction on this matter.

#### D) Temporary Paid Administrative Leave – Substitute Teachers/Casual Employees

The Secretary-Treasurer reviewed a Memo from the Manitoba Schools Boards Association (MSBA) regarding recruitment and retention of substitute teachers and casual non-teaching support staff. The memo spoke to an amendment to collective agreements, which would provide temporary paid administrative leave for substitute teachers and casual employees up to ten (10) teaching/working days if those substitute teachers and casual employees are required to self-isolate as a result of an identified exposure to COVID-19 in the workplace.

The Committee supported a Memorandum of Understanding between the Brandon School Division and Brandon Teachers' Association for the 2020-2021 school year.

A Memorandum of Understanding between Brandon School Division and CUPE Local 737 will be reviewed at the January 11, 2021 Board meeting.

**Recommendation:**

That the Memorandum of Understanding (MOU) between The Brandon School Division and The Brandon Teachers' Association of the Manitoba Teachers' Society, with respect to Paid Administrative Leave for the Self-Isolation Period After Work Related Exposure for Substitute Teachers, for the 2020-2021 School year, be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

**E) Personnel Matter – In-Camera**

Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter and answered Trustee questions.

**2. OPERATIONS INFORMATION**

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update:
  - October 2020

**NEXT MEETING: Monday, January 11, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

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J. Murray



# BRANDON SCHOOL DIVISION

## Education and Community Relations Committee Minutes

Monday, January 11, 2021 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray  
L. Ross

Also Present: D. Labossiere M. Gustafson  
E. McFadzen

Regrets: M. Casavant

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### 1. COMMITTEE ITEMS

#### A. **Research Request – Joanna Ford, Teacher, Brandon School Division: *Making Community Connections a Priority in High School Curricular Planning for Young Adult Newcomers.***

Trustees reviewed the memorandum to the Education and Community Relations Committee from Dr. Marc D. Casavant, Superintendent/CEO. The objective of this research aims to understand the experiences of young adult newcomer students who have engaged with school and community supports through a Bridging and Transitioning program. The study will reflect on whether a Tier III program intervention can help close the gap for English as an Additional Language (EAL) learners by focusing on literacy and numeracy skills, while also facilitating community connections to build a sense of belonging.

The Brandon School Division Research Advisory Committee submitted a recommendation for approval, indicating that they believe there are benefits to this study in that it could shed light on the impact of EAL interventions/programming, and assist in closing the EAL achievement gap.

Dr. Casavant recommended approval of this request, given that participation is voluntary, and the data received will be of benefit to the Brandon School Division. The study aligns with the principle of continuous improvement, and specifically the ultimate outcome *decreased EAL achievement gap*.

Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

#### **Recommendation:**

That the Board approve the research request from Joanna Ford, Brandon School Division, for the research project entitled "*Making Community Connections a Priority in High School Curricular Planning for Young Adult Newcomers*".

**B. Manitoba Council for International Education (Membership Inquiry)**

Mr. Mathew Gustafson, Assistant Superintendent, provided the Committee with information regarding this inquiry. Discussion took place and Trustees asked questions for clarification. Mr. Gustafson will bring additional information to the next Education and Community Relations Committee meeting.

**C. Partnership with Brandon Friendship Centre Inc.**

Mr. Gustafson spoke to this item, noting that the Brandon Friendship Centre had reached out to Brandon School Division regarding a partnership involving cultural and land-based teachings. Meetings have taken place between the Brandon Friendship Centre and the Principals of École secondaire Neelin High School and Prairie Hope High School to collaborate on curriculums and explore the possibility of attaching credits to the teachings.

Ms. Amie Martin, Indigenous Education Learning Specialist, and Kevin Tacan, Indigenous Elder, will be taking part in upcoming meetings. Trustee Gobeil noted they are hoping that this pilot project will have a winter and spring delivery of courses.

**D. Trustee Inquiry Form – Trustee Ekenna**

Trustee Ekenna submitted a Trustee Inquiry form, requesting information on the following:

- Lunch Program Policy
- Fees associated with lunch programs and why
- Lunch program procedures in each elementary school

Trustee Ekenna spoke to this item, noting the lunch programs are not the same in all schools, are confusing for parents and at times logistically difficult for families.

The Committee agreed to request this information from Senior Administration and asked for a response at the January 25, 2021 Board meeting.

**2. OPERATIONS INFORMATION**

**NEXT MEETING: Monday, February 8, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

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L. Letain



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Monday, January 11, 2021 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray  
L. Ross

Also Present: D. Labossiere M. Gustafson  
E. McFaden

Regrets: M. Casavant

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### 1. COMMITTEE ITEMS

#### A. 2021-2022 Budget Process

##### Enrollment Projections

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Baragar enrollment projections and the 2021-2022 Enrollment Estimate. He noted that for the 2021-2022 Budget, the Division is projecting that the enrollment for September 2021 will increase by 1.2% (111 students) to 9,097 students.

##### Modular Classroom Request

The Secretary-Treasurer reviewed the Modular Classroom Request letter from PSFB. He reviewed the student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms will be requested for 2021-2022.

#### B. Photocopier Tender

The Secretary-Treasurer spoke to the photocopier tender and noted that the current lease with Konica Minolta Business Solutions (Canada) Ltd. will expire at the end of March 2021. He noted four (4) companies had met the requirements of the tender and provided proposals. The Assistant Secretary-Treasurer and Director of Management and Information Systems Technology had reviewed the tenders and recommended that Konica Minolta Business Solutions (Canada) Ltd. be awarded the photocopier tender for a 60 month period.

The Committee agreed to the recommendation as presented.

##### Recommendation:

That the tender for the supply and installation of Photocopier Equipment from Konica Minolta Business Solutions (Canada) Ltd. in the amount of \$510,380.00 (plus applicable taxes) for 60 months for 64 units, be accepted.

**C. BDO Canada LLP – Engagement Letters, January 6, 2021**

The Secretary-Treasurer reviewed the Auditor Engagement Letters regarding the Audit for the fiscal year ended June 30, 2021 between the Brandon School Division and BDO Canada, noting the recommendation encompassed the Enrolment and Public Compensation Disclosure audits. Trustee asked questions for clarification.

It was agreed that a motion would be brought forward to the next Regular Meeting of the Board of Trustees.

**Recommendation:**

That the Auditor's Engagement Letter regarding the Audit for the fiscal year ended June 30, 2021, between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.

**D. Confirm Payments of Account (December)**

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

The reports were accepted as circulated.

**E. Review Monthly Reports (November)**

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

The reports were accepted as circulated.

**2. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided an update on the following:
  - Maryland Park School – School Opening

**NEXT MEETING: Monday, February 8, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

---

L. Ross



# BRANDON SCHOOL DIVISION

## Personnel and Policy Committee Minutes

Monday, January 11, 2021 – 6:00 p.m.

Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
K. Fallis B. Foley  
J. Gobeil D. Kejick  
L. Letain J. Murray  
L. Ross

Also Present: D. Labossiere M. Gustafson  
E. McFaden

Regrets: M. Casavant

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### 1. COMMITTEE ITEMS

#### A) **Staffing Activity Report – In-Camera**

The Committee reviewed the Staffing Activity Report. The Report was accepted as circulated.

#### B) **Personnel Matter – In-Camera**

The Committee discussed a Personnel Matter In-Camera.

#### C) **Temporary Administrative Leave – Casual Employees**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed a Memorandum of Understanding (MOU) between Brandon School Division and CUPE Local 737 that provides temporary paid administrative leave for casual employees up to ten (10) working days if those casual employees are required to self-isolate as a result of an identified exposure to COVID-19 in the workplace.

The Committee supported a Memorandum of Understanding between the Brandon School Division and CUPE Local 737 for the 2020-2021 school year.

#### Recommendation:

That the Memorandum of Understanding (MOU) between The Brandon School Division and CUPE Local 737, with respect to Paid Administrative Leave for the Self-Isolation Period After Work Related Exposure for Casual Employees, for the 2020-2021 School year, be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

#### D) **Personnel Matter - In-Camera**

The Secretary-Treasurer, provided information on a Personnel Matter and answered Trustee questions. The Board provided direction regarding the matter.



**E) Administrative Procedure 1060 – Collection and Use of Data**

Mr. Mathew Gustafson, Assistant Superintendent, provided information on Administrative Procedure 1060 – Collection and Use of Data. He noted that this Administrative Procedure would balance the protection of privacy with allowing staff to use the data for student achievement.

**F) Personnel Matter – In-Camera**

The Secretary-Treasurer provided information on a Personnel Matter and answered Trustee questions.

**2. OPERATIONS INFORMATION**

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update:
  - November 2020

**NEXT MEETING: Monday, February 8, 2021, 6:00 p.m., Boardroom.**

Respectfully submitted,

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J. Murray

## Appendix 'A'

## e-bulletin

December 2, 2020

191 Provencher Blvd. Winnipeg, MB R2H 0G4  
Phone: 204-233-1595 Toll Free: 1-800-262-8836[www.mbschoolboards.ca](http://www.mbschoolboards.ca)Follow us on Twitter [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)

## 2021 CONVENTION UPDATE

Have you marked Friday, March 19 on your calendar to attend the virtual 2021 annual convention? Although the convention will be scaled down next March, it will still retain the necessary components from our traditional, in-person event. The program is being finalized, but the broad outline – start and end times, and the nature of the day's programming has been set. Information and details will be sent to boards by divisional mail soon!



Save  
the  
Date!

## FALL MEETING PROFESSIONAL DEVELOPMENT FOLLOW UP

The videos from our fall meeting PD session on the topic of **Representation on School Boards** and pre-recorded **Conversations with the Community** moderated by Rob Santos, former Director of the Provincial Healthy Child Office and Assistant Deputy Minister for K-12 education are now available [online](#).



You can view the condensed version [here](#) & full interviews with each of our guests: [Dr. Jerome Cranston](#), Ph.D., Professor and the Dean in the Faculty of Education at the University of Regina; [Darren Googoo](#), Chair of the CEA/EdCan Network, the Chair of the Council on Mi'kmaw Education and former Chair of the Cape Breton-Victoria Regional School Board; and [Tom Gentzel](#), retired NSBA Executive Director (2012-2020) can be found on [YouTube](#).

## ParticipACTION

The [2020 ParticipACTION Report Card](#) on Physical Activity for Children and Youth is the most comprehensive assessment of child and youth physical activity in Canada. The *Report Card* synthesizes data from multiple sources, including the best available peer-reviewed research, to assign evidence-informed grades across 14 indicators. The *Report Card* has been replicated in over 50 cities, provinces and countries, where it has served as a blueprint for collecting and sharing knowledge about the physical activity of young people around the world.



## ASSESSMENT MATTERS!

[Assessment Matters!](#) is a series of policy-oriented research notes designed to explore educational issues in Canada and Canadian jurisdictions. These notes are based on the results of international and national assessment programs, including the Pan-Canadian Assessment Program (PCAP), the Programme for International Student Assessment



cmec

(PISA), the Progress in International Reading Literacy Study (PIRLS), and the Trends in International Mathematics and Science Study (TIMSS).

## OUTDOOR SKATING RINK SAFETY

The pandemic has rejuvenated interest in building outdoor ice rinks this winter. Given the recommendations from public health officials for physical education classes to be held outdoors, there could not be a better time to consider building an outdoor rink. Of course, it would involve physical distancing and closing it to the public during and after school hours to discourage gathering.



With the increased interest in setting up outdoor rinks, MSBA has created a bulletin regarding [risk management considerations for outdoor skating rinks](#). You will find information on surface conditions, flooding, ice thickness/conditions, rink boards, hazards, maintenance and more. The bulletin is available in [English](#) and [French](#) on the risk management [bulletins page](#) on our website.

## INDIGENOUS SUPPORT FOR STUDENT LEARNING PROGRAM (SSLP)

BCANDS is now offering the [Indigenous Support for Student Learning Program \(SSLP\)](#). The SSLP is a time-limited project for Indigenous students across Canada who have limited financial resources, including those students living with disabilities. The SSLP is accepting applications from students of any age enrolled in a formal educational institution (either online, remote, or through on-site learning) to be considered to receive a laptop and accessories to assist with their continued education and success.



[Applications](#) must be received by BCANDS no later than March 15, 2021 for consideration. However, due to the limited funding and a high demand, we recommend that applicants submit their completed application as early as possible. Please contact [BCANDS](#) if you need assistance with the application or have any questions.

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# Appendix 'B'

## e-bulletin

December 16, 2020

MANITOBA  
School Boards  
ASSOCIATION

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

[www.mbschoolboards.ca](http://www.mbschoolboards.ca)

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### NOMINATIONS REMINDER

All awards will be presented virtually at the association's March convention. The final date for receipt of nominations for all awards is coming up early in 2021, with the deadline of **Wednesday, January 20**. The awards package can be found on our [website](http://www.mbschoolboards.ca).

The association sponsors three specific programs:

- Long service trustee recognition honours trustees who have served for 12, 16, or 20 years on a public school board in Manitoba.
- The Presidents' Council Award recognizes exemplary service and outstanding achievement, innovative thinking, personal initiative, and lasting and pervasive impact in the field of public education. In 2021, nominations for this award will be accepted in the category of professional educators.
- The Manitoba School Boards Association Student Citizenship Awards recognize six outstanding young people and one student group who are active participants in their communities and schools.



Long Service and the Presidents' Council Award nominations can be emailed to [akehler@mbschoolboards.ca](mailto:akehler@mbschoolboards.ca) and nominations for Student Citizenship Awards can be emailed to [jesau@mbschoolboards.ca](mailto:jesau@mbschoolboards.ca) no later than **January 20, 2021**.

### 2021 PRIME MINISTER'S AWARDS

Day in and day out, Canadian educators empower young people to shape our future.

Canada's educators are showing unparalleled resilience and commitment to students in the face of COVID-19. If you know an educator who has gone above and beyond, nominate them for a Prime Minister's Award for Teaching Excellence, Teaching Excellence in STEM, or Excellence in Early Childhood Education.

Download your [nomination package and a poster](#) today and submit your nomination electronically or by mail by **January 12, 2021**.

### FOND FAREWELLS & WARM WELCOMES, OR "HEY, THEY LOOK FAMILIAR"

After 35 and 25 years of dedicated service to school boards respectively, Heather Demetriooff, Director of Education and Communication Services and George Coupland, Director of Labour Relations & HR Services have retired! The association recognizes, with deep gratitude, the leadership, commitment and insights shared by Heather and George over the years. We wish them both all the best in their retirements and future endeavours.



The association is also pleased to announce that two familiar names have been appointed to fill these positions as we move forward. Janis Arnold has taken on the additional role as Interim Director of Education and Communication Services alongside her current position as Board Development Consultant, and Morgan Whiteway is the Acting Director of Labour Relations & HR Services. Congratulations to them both!

### VIMY PILGRIMAGE AWARD

The Vimy Foundation created the [Vimy Pilgrimage Award](#) to recognize the actions of young people who are dedicated to the betterment of society by demonstrating an outstanding commitment to volunteer work through positive contributions, notable deeds, or bravery that benefits their peers, school, community, province, or country.



The Vimy Pilgrimage Award consists of a fully funded week-long educational program in Belgium and France to study Canada's tremendous First World War contribution. A total of 20 students will be selected for the 2021 program. [Apply for the 2021 program](#) from **January 4th to February 15th, 2021!**



*This is the last issue of the e-bulletin until the New Year!*  
**See you in 2021!**

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# Appendix 'C'

## e-bulletin

January 6, 2021

MANITOBA  
School Boards  
ASSOCIATION

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Phone: 204-233-1595 Toll Free: 1-800-262-8836

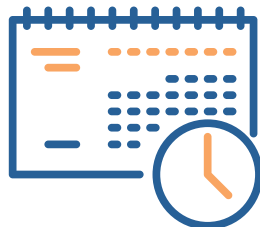
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### AWARDS DEADLINE EXTENDED

In recognition of current restrictions mandated to keep school staff and students safe, the final date for receipt of nominations for all awards has been extended to **Friday, February 5**.

The awards package can be found on our [website](#).



The association sponsors three specific programs:

- Long service trustee recognition honours trustees who have served for 12, 16, or 20 years on a public school board in Manitoba.
- The Presidents' Council Award recognizes exemplary service and outstanding achievement, innovative thinking, personal initiative, and lasting and pervasive impact in the field of public education. In 2021, nominations for this award will be accepted in the category of professional educators.
- The Manitoba School Boards Association Student Citizenship Awards recognize six outstanding young people and one student group who are active participants in their communities and schools.



Long service and the Presidents' Council Award nominations can be emailed to Andrea Kehler ([akehler@mbschoolboards.ca](mailto:akehler@mbschoolboards.ca)) and nominations for Student Citizenship Awards can be emailed to Jennifer Esau ([jesau@mbschoolboards.ca](mailto:jesau@mbschoolboards.ca)) no later than **Friday, February 5, 2021**.

### NEW MINISTER OF EDUCATION ANNOUNCED

On behalf of all school boards in Manitoba, we would like to welcome the Honourable Cliff Cullen to his role as Minister of Education for the Province of Manitoba. Education is a shared responsibility of the Manitoba Government and also of our local communities.



We look forward to working with our new Minister to address the many opportunities and challenges that lie ahead. Our sincere thanks to outgoing Minister Kelvin Goertzen for his service to the portfolio with our wishes for the very best as he fulfills his new responsibilities as Deputy Premier. We also welcome all new and remaining Ministers to their posts [announced](#) in the January 5th cabinet shuffle.

### 2021 NATIONAL CONGRESS ON RURAL EDUCATION IN CANADA

The central theme of the Congress is *Rural Education Beyond Borders: Reframing the Conversation*. The virtual Congress being held **March 28-29**, will highlight global perspectives on rural and remote education and research, and engender exciting discussions between educators, school and system leaders, parents, community members, and researchers. For information on speakers, sessions and registration details please visit the [Congress website](#).



### UN INTERNATIONAL DAY OF EDUCATION

Education is a human right, a public good and a public responsibility. The third International Day of Education (January 24) will be marked on **Monday, January 25** under the theme *Recover and Revitalize Education for the COVID-19 Generation*.

The global event for the Day will be planned along three main segments: learning heroes; innovations, and financing. To learn more visit the [UNESCO website](#).



### SAVE THE DATE!

The Canadian School Boards Association is pleased to announce that the 2021 Annual National Gathering on Indigenous Education & CSBA Congress will be held virtually on **July 7-9, 2021**. Visit the [CSBA website](#) for updates and details.



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## FEBRUARY IS I LOVE TO READ MONTH

It's time to grab your favourite book and let the reading commence! I Love to Read Month is a month-long celebration that is held each year to encourage reading, writing, and sharing in the joy of literacy.



This year's theme is *Joyful Reading in a New World*. This theme encourages readers to try new book formats and to take part in engaging activities that are adapted to work with our current situation during a pandemic. As such, this theme was also chosen to help inspire and encourage students during these difficult times, to reach out, step up and stay positive!

Schools across Manitoba will be finding creative and fun ways to participate in the event. For information and ideas visit the Reading Council of Greater Winnipeg's [website](#) to view their month long [idea calendar](#).

## TREATY EDUCATION VIRTUAL CLASSROOM

Due to the current COVID-19 restrictions, the TRCM has adjusted the delivery methods of its Treaty Education K-12 initiative. The Treaty Education Virtual Classroom now offers resources and training opportunities in a blended (classroom and virtual learning) environment.



It is not too late to [register](#) for the upcoming sessions which include:

- School Administrators/Education Directors/Catalyst Teacher Training February 3 & 4
- French Language session February 24 & 25 and
- Open K-12 Regional Treaty Education Training March 3 & 4

Visit the [TRCM website](#) for details.

## DATA PRIVACY WEEK

The pandemic (and potentially those to follow) has presented our public institutions with an immense challenge. It's not about whether or not we need to pick up the pieces, it's about how we do it. Whether it be managing the economic impact or responding to the new expectations of citizens, organizations need to start thinking. The Public Service Information Community Connection (PSICC) 2021 Data Privacy Week (Feb. 1-4) promises to provide expert commentary, leading international



perspectives, and professional opinion on the various challenges the greater community of Public Sector Information Professionals will face. The 2021 Data Privacy Week will be held over 4 half days and is dedicated to discussing the most current and pressing issues facing our public institutions today as they transform at unprecedented rates!

All registrations include complimentary access to the program on February 2. A promo code for February 3 and 4 was included in the January 6 divisional mail to the MSBA membership. To register visit [www.dataprivacyweek.ca](http://www.dataprivacyweek.ca).

## DIVERSE MINDS WRITING CONTEST

The [Diverse Minds Creative Writing Competition](#) presented by B'nai Brith Canada invites high school students to reflect on the values of diversity and inclusion by writing and illustrating a story for elementary school students (K-5). Through peer-to-peer learning, students lead the way in creating communities where everyone is valued. The goal of Diverse Minds is to empower our youth to become role models for each other and understand that their impact reaches beyond their classrooms.



The winning entry will be published as a hardcover, full-colour book and distributed to all elementary schools and public libraries in the respective region. Imagine being a published author and illustrator before you graduate from high school! For more information visit [B'nai Brith, Diverse Minds Manitoba](#).

## BUILD BACK KINDER

What have post-pandemic school reopening policies revealed about provincial priorities, and how have public education advocates, parents, students and communities responded? Can we take this moment in time to effectively advocate for a vision of public education that is more responsive to student needs, more reflective of the diverse communities our schools must serve, and more aware of the role schools play as places of learning and places of work, particularly in the context of a global pandemic and a growing mental health crisis? Contributors to the [Canadian Centre for Policy Alternatives winter/spring 2021 issue](#) of *Our Schools/Our Selves* explore these and other topics, with an eye to a future that is increasingly at odds with "normal" -- however we might define it.



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