



# BRANDON SCHOOL DIVISION

August 22, 2018

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

TO BE HELD MONDAY, AUGUST 27, 2018  
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) Special Board Meeting, June 25, 2018.  
Adopt.
- b) Board Meeting, June 25, 2018.  
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 from Garth Nichol, Turtle Mountain School Division, June 26, 2018, sent to Ken Cameron, President, Manitoba School Boards Association (MSBA) copied to Manitoba School Board Chairs, responding to the April 20, 2018 memo from MSBA Executive. Turtle Mountain School Division notes that the services by MSBA are appreciated, however they reaffirm their position that a sustainable fee reduction should be attainable even if current services are maintained. MSBA has achieved operational efficiencies in excess of \$50,000 annually, with an additional \$30,000 anticipated, for a total reduction of five per cent of the association's annual operating expenses. Mr. Nichol notes that the Turtle Mountain School Division continues to struggle to understand the rationale for a roughly 43% unrestricted surplus. The Turtle Mountain School Division looks forward to further discussion within their region and as an association. (Appendix 'A')

Receive and File.

- b) Correspondence from the Provincial Executive, Manitoba School Boards Association (MSBA), August 17, 2018, sent to all Board Chairs and Secretary-Treasurers, noting that MSBA has been made aware of significant amendments to the Administrative Cost Control Regulation that may come with significant impacts for Boards. The attached documentation includes the regulation and the July 1, 2018 amendment to the regulation. (Appendix 'B')

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 – August 27, 2018.

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

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

**5.03 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA Issues**

- a) Treaty Lands and Indigenous Territories and Recognition (Appendix 'C')
- b) School Board Election Resources (Appendix 'D')
- c) Steinbach Online Article August 2018 (Appendix 'E')

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

**5.05 Motions**

- 54/2018 That the Agreement between the Division and Big Brothers Big Sisters of Brandon, providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 55/2018 That the Shared Services Agreements between the Division and Christian Heritage School for the 2018-2019 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.
- 56/2018 That the low tender from Von Ast Construction (2014) Inc. in the amount of \$154,356.00 (excluding GST) for Site Construction and Relocation of One Modular Classroom to Earl Oxford School, as recommended by MCM Architects Inc. be accepted, subject to approval by the Public Schools Finance Board.
- 57/2018 That the appointment of Agassiz Consulting Group Ltd. for construction quality control reviews for the Riverheights School Roof Replacement (areas A2 & B2), be approved, subject to approval by the Public Schools Finance Board.

**5.06 Bylaws**

**Bylaw 5/2018**

2<sup>nd</sup> Reading:

That By-law 5/2018 being a borrowing by-law in the amount of \$166,500 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

**School**

**Project**

Earl Oxford Middle School

Grooming Room

Green Acres School

Gymnasium Addition

Green Acres School

Heating System and Unit Ventilator Replacement

Harrison School

Steam Heating System Replacement

be now read for the second time, having been first read on June 25, 2018.

3<sup>rd</sup> Reading:

That the rules be suspended and By-Law 5/2018 be now read for a third and final time, and taken as read, finally passed.

**5.07 Giving of Notice**

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-Law 6/2018, being a by-law to authorize payment of indemnities and mileage to Trustees.

**5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Board Strategic Planning Meeting – 9:30 a.m., Thursday, August 30, 2018, Boardroom.
- b) Welcome Back Breakfast for BSD Staff – 7:00 a.m. – 9:00 a.m., Tuesday, September 4, 2018, Victoria Inn.
- c) Finance and Facilities Committee Meeting – 2:00 p.m., Wednesday, September 5, 2018, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 10, 2018, Boardroom.

**7.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:55 P.M., MONDAY, JUNE 25, 2018.

**PRESENT:**

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

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration:, Mr. M. Gustafson, Assistant Superintendent.

**REGRETS:**

Dr. L. Ross, Chairperson, Dr. M. Casavant, Superintendent/CEO, Mr. G. Malazdrewicz, Assistant Superintendent.

**CALL:**

The Chairperson called the meeting to order at **5:57** p.m. and referred to the Call.

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

- a) Giving of Notice – Promissory Note By-Law 5/2018

**Trustee Kruck**

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 5/2018 for the purpose of borrowing the sum of \$166,500 to meet partial costs for construction of the following:

**School**

Earl Oxford Middle School  
Green Acres School  
Green Acres School  
Harrison School

**Project**

Grooming Room  
Gymnasium Addition  
Heating System and Unit Ventilator Replacement  
Steam Heating System Replacement

Trustee Bartlette – Trustee Sefton

That the meeting do now adjourn (5:59 p.m.).

Carried.

---

Chairperson

---

Secretary-Treasurer



# 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, JUNE 25, 2018.

## **PRESENT:**

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

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent.

## **REGRETS:**

Dr. L. Ross, Chairperson, Dr. M. Casavant, Superintendent/CEO, Mr. G. Malazdrewicz, Assistant Superintendent.

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

## **AGENDA**

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

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

Senior Administration added ten (10) items for In-Camera.

Mrs. Bowslaugh – Mr. Kruck  
That the agenda be approved as amended.  
Carried.

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

- a) The Minutes of the Board Meeting held June 11, 2018 were circulated.

Mr. Murray – Mrs. Bowslaugh  
That the Minutes be approved.  
Carried.

- b) The Minutes of the Special Board Meeting held June 18, 2018 were circulated.

Mr. Kruck – Mr. Bartlette  
That the Minutes be approved.  
Carried.

Mr. Murray – Mr. Sumner

That the Board do now resolve into Committee of the Whole In-Camera. (6:02 p.m.)

Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

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

#### **2.01 Student Issues**

##### **- Reports**

- a) Mr. Mathew Gustafson, Assistant Superintendent, provided information on two (2) Student Matters.
- b) Mr. Gustafson and Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Student Matter and received Board Direction.
- c) The Secretary-Treasurer provided information on a Student Matter and answered Trustee questions.

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

#### **2.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Secretary-Treasurer provided information on two (2) Personnel Matters.

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

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

##### **- Reports**

- a) The Secretary-Treasurer provided information on a Property Matter.
- b) The Secretary-Treasurer provided information on a Property Matter and received direction from the Board.

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

#### **2.04 Board Operations**

##### **- Reports**

- a) The Secretary-Treasurer provided information on a Board Operations Matter and received feedback from the Board.
- b) The Assistant Superintendent provided information on a Board Operations matter and received direction from the Board.

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

Mr. Sefton – Mrs. Bowslaugh

That the Committee of the Whole In-Camera do now resolve into Board. (6:57 p.m.)

Carried.

The Vice-Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

### **3.00 PRESENTATIONS AND COMMUNICATIONS:**

#### **3.01 Presentations For Information**

a) Winner Recognition – 2018 Westman Journal High School Athletic Awards:

- Female Athlete of the Year – Arjana Eilers - École secondaire Neelin High
- Male Athlete of the Year – Dayton Black - École secondaire Neelin High
- Team Award – École secondaire Neelin High School Varsity Boys Basketball Team

Arjana Eilers and Dayton Black, grade 12 students at École secondaire Neelin High School, were recognized for being chosen as the 2018 Westman Journal High School Female and Male Athletes of the Year. Trustee Bambridge, Vice-Chairperson, spoke to both athletes about other sports activities they are involved in and what sports they enjoy the most. The students spoke on their plans after graduation. Dayton and another member of the varsity boys basketball team attended on behalf of the team.

Trustee Bambridge congratulated the students and thanked them for attending, and noted that the Division is very proud of their accomplishments.

#### **3.02 Communications For Information**

a) Correspondence from the Honourable Ian Wishart, Minister of Education and Training, and the Honourable Cameron Friesen, Minister of Finance, June 12, 2018, addressed to School Board Chairs, providing clarification on:

- the government's previously announced intention to move from the current 38 bargaining unit model to a more streamlined province-wide bargaining structure for teachers;
- the status of Bill 28, The Public Services Sustainability Act.

Ordered Filed.

b) Correspondence from Shelley Syrota, Board Chairperson, Red River Valley School Division, May 29, 2018, copied to All Manitoba School Divisions, advising that the Red River Valley School Division (RRVSD) Board of Trustees Supports Turtle Mountain School Division's letter dated April 20, 2018 regarding MSBA membership fees and accumulated surplus. The RRVSD acknowledges that some MSBA services are critical to school divisions' operations, but urges the MSBA Provincial Executive to review the value of other services offered to school divisions. As part of this review, the RRVSD asks the Executive to include the accumulated surplus policy and ask the MSBA to find operating efficiencies including accessing the unrestricted surplus in an attempt to help school divisions reduce their administration costs.

Ordered Filed.

#### **3.03 Communications For Action**

### **4.00 REPORT OF SENIOR ADMINISTRATION**

Mr. Mathew Gustafson, Assistant Superintendent, provided highlights on the following items from the June 25, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - University of Waterloo Chemistry Competition
    - University of Toronto Biology Competition
    - Canadian National Brain Bee Competition



- SAFE Work Manitoba – Make Safety the Norm Contest
  - Manitoba Music Educators' Association
- Information Items
  - Early Years, Middle Years, and High School Athletics – Highlights from Semester Two
- Presentations
  - Physical Education and Health Education Specialist – R. Clark

Trustees thanked Mr. Clark for attending and wished him all the best in his retirement.

Trustee Bambridge thanked Mr. Clark for his presentation and noted that it was a pleasure to work with Mr. Clark, who was a role model with the fitness lifestyle he chose. She wished him all the best in his retirement.

Trustee Sefton congratulated the students and teachers at Vincent Massey School in regards to the University of Toronto Biology Competition.

Mr. Murray – Mr. Sefton

That the June 25, 2018 Report of Senior Administration be received and filed.

Carried.

## **5.00 GOVERNANCE MATTERS**

### **5.01 Reports of Committees**

- a) Finance and Facilities Committee Meeting  
The written report of the Finance and Facilities Committee meeting held on June 19, 2018 was circulated.

Mr. Sefton – Mr. Bartlette

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) eBulletin – June 13, 2018
- b) Memo – Correspondence received from select members – June 14 2018
- c) Teacher Education and Certification Committee (TECC) Notification Letter – June 2018

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

**5.05 Motions**

48/2018 Mr. Bartlette – Mrs. Bowslaugh

That the Trustees be paid the appropriate indemnity for participating in the MSBA Advocacy Communications Plan Workshop taking place on August 29, 2018 in Dauphin, Manitoba.

Carried.

49/2018 Mr. Sumner – Mr. Murray

That the appointment of MCM Architects Inc. for project design, tender and contract administration services for the Linden Lanes School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

50/2018 Mr. Sumner – Mr. Murray

That the Tender from Jenkins Flooring in the amount of \$54,822.59 (including applicable taxes) for the Carpet and Flooring Supply/Installation at Riverheights School and École secondaire Neelin High School be accepted.

Carried.

51/2018 Mr. Bartlette – Mr. Kruck

That the Tender from Zenith Paving Ltd. in the amount of \$67,894.05 (including applicable taxes) for the Concrete installation/replacement at Riverview School and Ecole Harrison be accepted.

Trustee Bartlette asked questions for clarification regarding what is being replaced at these schools.

Carried.

52/2018 Mrs. Bowslaugh – Mr. Bartlette

That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2018-2019 Academic/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.

53/2018 Mr. Murray – Mrs. Bowslaugh

That the new K-8 School being built in Southeast Brandon be now named Maryland Park School.

Carried.

**5.06 Bylaws**

Mr. Kruck

**By-Law 5/2018****1<sup>st</sup> Reading**

That By-law 5/2018 being a borrowing by-law in the amount of \$166,500 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<b><u>School</u></b>	<b><u>Project</u></b>
Earl Oxford Middle School	Grooming Room
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
Harrison School	Steam Heating System Replacement

be now read for the first time.

Carried.

#### **5.07 Giving of Notice**

#### **5.08 Trustee Inquiries**

##### Point of Privilege:

Trustee Kruck advised that, after 8 years of service on the Board of Trustees, he will not be running for re-election this fall. Further, he encouraged those interested in the Brandon School Division to run for election as it has been a most worthwhile Board to serve on.

#### **6.00 ANNOUNCEMENTS**

- a) New School - Public Information Session – 5:30 p.m. to 8:30 p.m., Wednesday, July 4, 2018, Riverview Curling Club.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, August 27, 2018, Boardroom.

#### **7.00 ADJOURNMENT**

Mrs. Bowslaugh – Mr. Kruck  
That the Board do now adjourn. (7:39 p.m.)  
Carried.

---

Chairperson

---

Secretary-Treasurer



*The future is in our hands.*

## TURTLE MOUNTAIN SCHOOL DIVISION

P.O. Box 280 Killarney, Manitoba R0K 1G0

Office: (204) 523-7531 Fax: (204) 523-7269

### ADMINISTRATION:

**Tim De Ruyck**

Superintendent/CEO

**Kathy Slatecki**

Secretary-Treasurer

**Grant Wiesner**

Assistant Superintendent of Student Services

**Tyler Shiels**

Supervisor of Buildings & Maint.

**Attila Szabo**

Transportation Coordinator

2018 06 26

RECEIVED

JUL - 4 2018

Office of the Secretary/Treasurer  
Brandon School Division

Provincial Executive  
Manitoba School Boards Association  
191 Provencher Blvd.  
Winnipeg, MB  
R2H 0G4

Attention: Ken Cameron, President

Dear Mr. Cameron:

I am writing in response to the memo sent from the M.S.B.A. Executive to school divisions dated June 14, 2018. The memo was written in response to our letter to the M.S.B.A. Executive dated April 20, 2018, as well as subsequent letters of support from other Manitoba school divisions.

Turtle Mountain School Division appreciates the services provided by the M.S.B.A., however we reaffirm our position that a sustainable fee reduction should be attainable even if current services are maintained. In the memo forwarded to school divisions it is noted the M.S.B.A. has achieved operational efficiencies in excess of \$50,000 annually, with an additional \$30,000 anticipated, for a total reduction of five per cent of the association's annual operating expenses. It is further noted the M.S.B.A. has gained an additional revenue source through the approval of an affiliate member. This is commendable, however given this reduction in expenses and addition of external revenue it would stand to reason that a fee reduction should be attainable.

We also continue to struggle to understand the rationale for a roughly 43% unrestricted surplus. The memo references the need to be prepared for "terminal impacts," requiring half a year in operating revenues to cover potential liabilities. In the unlikely event this were to occur, one would think the M.S.B.A. has sufficient capital assets which could offset any liability or related costs.

We look forward to further discussion within our region and as an association.

Sincerely,

Garth Nichol  
Board Chair, Turtle Mountain School Division

C. Manitoba School Board Chairs

**\*\*URGENT MEMO \*\***

August 17, 2018

**TO: All Board Chairs and Secretary-Treasurers**

**FROM: Provincial Executive**

**RE: New amendments to the Administrative Cost Control Regulations effective July 1, 2018**

---

Please note that MSBA has been made aware of significant amendments to the Administrative Cost Control Regulation that may come with significant impacts for your board.

Please review the attached documentation at your earliest convenience. Enclosures include the regulation and the July 1, 2018 amendment to the regulation.

/ak

---

THE PUBLIC SCHOOLS ACT  
(C.C.S.M. c. P250)

---

**Administrative Cost Control (2015)  
Regulation, amendment**

---

Regulation 84/2018  
Registered July 18, 2018

**Manitoba Regulation 63/2015 amended**  
**1 The Administrative Cost Control (2015) Regulation, Manitoba Regulation 63/2015, is amended by this regulation.**

**2 The following is added after section 1:**

**Interpretation re "annual"**

**1.1** In this regulation, a reference to "annual" is to be determined with reference to the school year, being the 12-month period commencing on July 1 and ending on June 30 of the following year.

**3(1) Subsection 2(1) is amended**

**(a) in clause (a), by striking out "3.5%" and substituting "3%";**

**(b) in clause (b), by replacing the formula with the following:**

$$3 + 0.00015 \times (5,000 - \text{FTE enrolment})$$

---

LOI SUR LES ÉCOLES PUBLIQUES  
(c. P250 de la C.P.L.M.)

---

**Règlement modifiant le Règlement de 2015  
sur le plafond des frais administratifs**

---

Règlement 84/2018  
Date d'enregistrement : le 18 juillet 2018

**Modification du R.M. 63/2015**  
**1 Le présent règlement modifie le Règlement de 2015 sur le plafond des frais administratifs, R.M. 63/2015.**

**2 Il est ajouté, après l'article 1, ce qui suit :**

**Interprétation — « annuel »**

**1.1** Dans le présent règlement, « annuel » s'entend relativement à une année scolaire, soit la période de 12 mois commençant le 1<sup>er</sup> juillet d'une année et se terminant le 30 juin de l'année suivante.

**3(1) Le paragraphe 2(1) est modifié :**

**a) dans l'alinéa a), par substitution, à « 3,5 % », de « 3 % »;**

**b) dans l'alinéa b), par substitution, à la formule, de ce qui suit :**

$$3 + 0,00015 \times (5\ 000 - \text{inscription ÉTP})$$

**(c) in clause (c), by striking out "4.25%" and substituting "3.6%".**

**c) dans l'alinéa c), par substitution, à « 4,25 % », de « 3,6 % ».**

**3(2) Subsection 2(2) is amended by striking out "5%" and substituting "4.25%".**

**3(2) Le paragraphe 2(2) est modifié par substitution, à « 5 % », de « 4,25 % ».**

**4 Clause 3(a) is amended, in the description of A in the formula, by striking out "year" and substituting "school year".**

**4 La description de l'élément A de la formule figurant à l'alinéa 3a) est modifiée par adjonction, après « l'année », de « scolaire ».**

**Coming into force**

**5 This regulation comes into force on July 1, 2018, or the day it is registered under *The Statutes and Regulations Act*, whichever is later.**

**Entrée en vigueur**

**5 Le présent règlement entre en vigueur le 1<sup>er</sup> juillet 2018 ou à la date de son enregistrement en vertu de la *Loi sur les textes législatifs et réglementaires*, si cette date est postérieure.**

July 12, 2018  
12 juillet 2018

**Minister of Education and Training/  
Le ministre de l'Éducation et de la Formation,**

Ian Wishart

---

THE PUBLIC SCHOOLS ACT  
(C.C.S.M. c. P250)

---

**Administrative Cost Control Regulation**

---

Regulation 33/2014  
Registered February 7, 2014

**Definition: "FRAME"**

**1** In this regulation, "**FRAME**" means the standardized accounting system prescribed by the minister known as *Financial Reporting and Accounting in Manitoba Education*.

**Limit on administrative costs**

**2** The annual administrative costs of a school division or school district must not exceed the following percentage of its annual total expenses:

- (a) 4%, in the case of a school division listed in Part 1 of the Schedule;
- (b) 4.5%, in the case of a school division or school district listed in Part 2 of the Schedule;
- (c) 5%, in the case of a school division or school district listed in Part 3 of the Schedule.

---

LOI SUR LES ÉCOLES PUBLIQUES  
(c. P250 de la C.P.L.M.)

---

**Règlement sur le plafond des frais administratifs**

---

Règlement 33/2014  
Date d'enregistrement : le 7 février 2014

**Définition de « FRAME »**

**1** Dans le présent règlement, « **FRAME** » s'entend du Système comptable normalisé que prescrit le ministère et qui est connu sous le nom de *Rapports financiers et comptabilité – Éducation Manitoba*.

**Plafond**

**2** Les frais administratifs annuels d'une division ou d'un district scolaire ne peuvent excéder les pourcentages suivants de ses dépenses annuelles totales :

- a) 4 %, dans le cas d'une division scolaire mentionnée à la partie 1 de l'annexe;
- b) 4,5 %, dans le cas d'une division ou d'un district scolaire mentionné à la partie 2 de l'annexe;
- c) 5 %, dans le cas d'une division ou d'un district scolaire mentionné à la partie 3 de l'annexe.



### Calculating administrative costs

**3** For the purpose of calculating administrative costs as a percentage of total expenses,

(a) annual administrative costs are to be determined in accordance with the following formula:

$$A - B$$

In this formula,

A is the sum of the following for the year, as set out in FRAME:

(i) Divisional Administration – Function 500,

(ii) within Instructional and Other Support Services – Function 600, Curriculum Consulting and Development Administration – 605,

(iii) within Transportation of Pupils – Function 700, Administration – 710,

(iv) within Operations and Maintenance – Function 800, Administration – 810;

B is the sum of the following, as set out in FRAME:

(i) the costs incurred by a school division or school district in obtaining and maintaining liability insurance,

(ii) the incremental administrative costs related to self-funded expenses – being expenses fully offset by, but not exceeding, incremental revenues;

(b) annual total expenses are to be determined in accordance with the following formula:

$$(C + D) - E$$

### Calcul des frais administratifs

**3** Pour le calcul des frais administratifs à titre de pourcentage des dépenses totales :

a) les frais administratifs annuels sont calculés au moyen de la formule suivante :

$$A - B$$

Dans la présente formule :

A représente la somme des frais portés aux postes suivants du FRAME pour l'année :

(i) la fonction 500, *Administration de la division*,

(ii) la fonction 600, *Services pédagogiques et autres services de soutien*, et la fonction 605, *Consultation et élaboration en matière de programmes d'études*,

(iii) la fonction 700, *Transport des élèves*, et la fonction 710, *Administration*,

(iv) la fonction 800, *Fonctionnement et entretien*, et la fonction 810, *Administration*;

B représente la somme des coûts suivants selon le FRAME :

(i) les coûts engagés par une division ou un district scolaire pour obtenir et maintenir une assurance responsabilité,

(ii) les coûts administratifs différentiels liés aux dépenses autofinancées, ces dépenses étant entièrement compensées par les revenus différentiels, sans y être supérieures;

b) les dépenses annuelles totales sont calculées au moyen de la formule suivante :

$$(C + D) - E$$

In this formula,

- C is , as set out in FRAME, total operating expenses, being the total of Function 100 to Function 800, inclusive,
- D is transfers to capital, as set out in the Operating Fund - Detail of Transfers to (from) Capital Fund in the budget and financial statements of the school division or school district,
- E is, as set out in FRAME, expenditures made in respect of Adult Learning Centres – Function 300.

**Coming into force**

**4 This regulation comes into force on July 1, 2014.**

January 30, 2014  
30 janvier 2014

**Minister of Education and Advanced Learning/  
Le ministre de l'Éducation et de l'Enseignement supérieur,**

James Allum

Dans la présente formule :

- C représente, tel qu'il est porté au FRAME, le total des dépenses de fonctionnement, soit le total des fonctions 100 à 800 inclusivement,
- D représente les transferts au fonds de capital, tels qu'ils figurent au fonds d'administration générale [détails des transferts au fonds de capital et d'emprunts ainsi que les transferts effectués de ce fonds] dans le budget et les états financiers de la division ou du district scolaire,
- E représente, telles qu'elles sont portées au FRAME, les dépenses liées à la fonction 300, *Centres d'apprentissage pour adultes*.

**Entrée en vigueur**

**4 Le présent règlement entre en vigueur le 1<sup>er</sup> juillet 2014.**

SCHEDULE  
(section 2)

ANNEXE  
(article 2)

**Part 1: Urban (Brandon and Winnipeg)**

- 1 The Brandon School Division
- 2 The Louis Riel School Division
- 3 The Pembina Trails School Division
- 4 The River East Transcona School Division
- 5 The Seven Oaks School Division
- 6 The St. James-Assiniboia School Division
- 7 The Winnipeg School Division

**Part 2: Rural**

- 1 The Beautiful Plains School Division
- 2 The Border Land School Division
- 3 The Evergreen School Division
- 4 The Fort La Bosse School Division
- 5 The Garden Valley School Division
- 6 The Hanover School Division
- 7 The Interlake School Division
- 8 The Louis Riel School Division
- 9 The Lakeshore School Division
- 10 The Lord Selkirk School Division
- 11 The Mountain View School Division
- 12 The Park West School Division
- 13 The Pine Creek School Division
- 14 The Portage la Prairie School Division
- 15 The Prairie Rose School Division
- 16 The Prairie Spirit School Division
- 17 The Red River Valley School Division
- 18 The Rolling River School Division
- 19 The Seine River School Division
- 20 The Southwest Horizon School Division
- 21 The Sunrise School Division
- 22 The Swan Valley School Division
- 23 The Turtle Mountain School Division
- 24 The Turtle River School Division
- 25 The Western School Division
- 26 Whiteshell School District

**Part 3: Northern**

- 1 The Flin Flon School Division
- 2 The Kelsey School Division
- 3 The School District of Mystery Lake

**Partie 1: Régions urbaines (Brandon et Winnipeg)**

- 1 Division scolaire de Brandon
- 2 Division scolaire Louis-Riel
- 3 Division scolaire Pembina Trails
- 4 Division scolaire River East Transcona
- 5 Division scolaire de Seven Oaks
- 6 Division scolaire de St. James-Assiniboia
- 7 Division scolaire de Winnipeg

**Partie 2: Régions rurales**

- 1 Division scolaire de Beautiful Plains
- 2 Division scolaire Border Land
- 3 Division scolaire Evergreen
- 4 Division scolaire Fort-la-Bosse
- 5 Division scolaire Garden Valley
- 6 Division scolaire Hanover
- 7 Division scolaire Interlake
- 8 Division scolaire Louis-Riel
- 9 Division scolaire Lakeshore
- 10 Division scolaire Lord Selkirk
- 11 Division scolaire Mountain View
- 12 Division scolaire Park West
- 13 Division scolaire Pine Creek
- 14 Division scolaire de Portage-la-Prairie
- 15 Division scolaire Prairie Rose
- 16 Division scolaire Prairie Spirit
- 17 Division scolaire Vallée de la Rivière-Rouge
- 18 Division scolaire Rolling River
- 19 Division scolaire de la Rivière Seine
- 20 Division scolaire Southwest Horizon
- 21 Division scolaire Sunrise
- 22 Division scolaire Swan Valley
- 23 Division scolaire Turtle Mountain
- 24 Division scolaire Turtle River
- 25 Division scolaire Western
- 26 District scolaire de Whiteshell

**Partie 3: Régions du Nord**

- 1 Division scolaire Flin Flon
- 2 Division scolaire de Kelsey
- 3 District scolaire de Mystery Lake

---

The Queen's Printer  
for the Province of Manitoba

---

L'Imprimeur de la Reine  
du Manitoba



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

August 27, 2018

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. 2018 ACTS OF KINDNESS SCHOLARSHIP RECIPIENTS

In celebration and acknowledgement of the many great accomplishments of our students, the Brandon School Division Administration Office Staff created a new scholarship for one student in each of our schools. This scholarship is presented to students who exhibit “Acts of Kindness” in their daily routine within their school and the community of Brandon. The first of these awards were presented in June 2018.

##### 2. MANITOBA BAND ASSOCIATION

The Manitoba Band Association (MBA) has acknowledged the outstanding work of Mr. Graydon Cramer as a Regional Representative for the MBA.

##### 3. 2018 MARK DICKOF MEMORIAL SCHOLARSHIP AWARD

The Mark Dickof Memorial Scholarship was created by the Manitoba School Boards Association in partnership with the Canadian Mental Health Association (Winnipeg and Manitoba Chapter) and former Brandon School Division Trustee (now Winnipeg City Councillor) Brian Mayes. 2018 marks the first year for this award, which recognizes students’ leadership, advocacy and service to the cause of promoting mental health and well-being. The Vincent Massey High School Youth Revolution Team was awarded a certificate of recognition by the selection committee.

*“Accepting the Challenge”*

## **II. COMMUNITY CONNECTIONS**

The following community connections were made by Dr. Casavant, Superintendent/CEO from June 20, 2018 to August 20, 2018.

- June 20, 2018 – School visit and meeting with teachers – Spring Valley School
- June 21, 2018 – Opening Ceremonies – Indigenous Peoples Day
- June 22, 2018 – Neelin High School Off Campus graduation ceremony
- June 23, 2018 – Brandon School Division 2<sup>nd</sup> Annual Summer Fun Golf Tournament
- June 26, 2018 – École secondaire Neelin High School graduation ceremony
- June 27, 2018 – Crocus Plains Regional Secondary School graduation ceremony
- June 28, 2018 – Brandon Urban Aboriginal Peoples’ Council
- June 29, 2018 – telephone interview with Mr. Michael Lee, Brandon Sun
- July 4, 2018 – meeting with Ms. Nancy Kolesar, Brandon School Division, Mr. Chad Cobbe, Principal, Crocus Plains Regional Secondary School, and Dr. Kathryn Levine, University of Manitoba
- July 4, 2018 - meeting with MCM Architects and Public Schools Finance Board
- July 4, 2018 – public information session re: new school
- July 5, 2018 – meeting with Chief Wayne Balcaen, Brandon Police Service
- July 11, 2018 – meeting with Ms. Marcy Goetz and Ms. Nancy McPherson, Brandon University
- July 25, 2018 – meeting with Ms. Lois MacDonald, Executive Director, Westman Immigrant Services
- August 14 – 17, 2018 – Summer Institute, Manitoba Association of School Superintendents

## **III. SUSPENSIONS**

### **1. SUSPENSION REPORTS FOR THE 2017/2018 SCHOOL YEAR**

For Information..... Dr. Casavant

There were 150 suspensions reported in the second semester of 2017/2018; 24 in elementary schools and 126 in senior high schools.

During the 2017/2018 school year there was a total of 333 suspensions.

Appendices A and B include details of the school suspensions by category and/or days of consequence.

#### **IV. INFORMATION ITEMS**

##### **1. BRANDON SCHOOL DIVISION EMPLOYEE RECOGNITION PROGRAM**

For Information ..... Dr. Casavant/T. Curtis

Dr. Marc Casavant, Superintendent/CEO and Ms. Terri Curtis, Communications Coordinator will provide information regarding the launch of the new Brandon School Division Employee Recognition Program to recognize employees throughout the Division who have “*Accepted the Challenge*” in making a difference in our school community.

##### **2. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE**

###### **THE 2018 GRADE ONE BOOK GIVEAWAY PROGRAM**

For Information ..... Dr. Casavant

In cooperation with Departments/Ministries of Education across the country, the Canadian Children’s Book Centre (CCBC) has provided a free Canadian children’s book for every Grade One child in Canada, thanks to the sponsorship of TD Bank Group. This fall, Grade One students in Manitoba will take home *Giraffe and Bird (La girafe et l’oiseau)*, written and illustrated by Rebecca Bender and published by Pajama Press.

Manitoba Education and Training will be distributing the books again this year.

###### **MANITOBA LITERACY AND NUMERACY SUMMIT**

For Information ..... Dr. Casavant

Letters have been received from Dr. Rob Santos, Senior Assistant Deputy Minister, Manitoba Education and Training, acknowledging the outstanding work of Ms. Allyson Wronowski and Ms. Anna Penno, teachers at Crocus Plains Regional Secondary School. Ms. Wronowski and Ms. Penno prepared a video presentation that was shared at the Manitoba Literacy and Numeracy Summit held in Winnipeg on January 9-11, 2018.

##### **3. MANITOBA SCHOOLS INSURANCE PROGRAM – JULY 2018 RENEWALS**

For Information..... D. Labossiere

The annual renewals for our insurance coverage under the Manitoba Schools Insurance Program for the year 2018-2019 have been received. Appendix C contains a letter from Western Financial Group, confirming our insurance renewal, and a chart comparing coverage and premiums between last year and this year. These policies provide property insurance, general liability insurance for protection from claim for bodily injury or damage to property of others, errors and omissions liability insurance for claims against the Division for financial damages, crime, accidental

death and dismemberment for volunteer workers, and boiler and machinery insurance.

For the renewal term, values of insured schools and other property have been increased this year by 2.95% and the maximum Property Self Insured Retention Loss Pool has been increased from \$3,500,000 to \$3,750,000. The other areas of the insurance coverage remain the same.

The net increase in insurance costs for our Division is \$216 or 0.07% over last year's costs for a total cost of \$293,334. Please contact me should you have any questions or have them discussed at the Board meeting.

## **V. PRESENTATIONS**

### **1. RISK RESPONSE PLAN/EMERGENCY MANAGEMENT MANUAL UPDATE**

For Information ..... M. Gustafson

Mr. Mathew Gustafson, Assistant Superintendent, will provide an overview of the draft Emergency Management Manual for the Brandon School Division, which will replace the former Risk Response Manual.

### **2. CONTINUOUS IMPROVEMENT PLAN PROCESS**

For Information ..... M. Gustafson

Mr. Mathew Gustafson, Assistant Superintendent, will provide an update on the Continuous Improvement Plan process.

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

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

#### **1. PERSONNEL REPORT**

For Information ..... B. Switzer

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

#### **2. BIG BROTHERS BIG SISTERS OF BRANDON MENTORING PROGRAM**

For Action ..... D. Labossiere

The Big Brothers Big Sisters of Brandon have forwarded the In-School Mentoring Contract for the 2018-2019 school year. Big Brothers Big Sisters coordinates the

program through a school liaison chosen by the Principal and makes arrangements for the mentors assigned to each school/student. An Agreement has been prepared for the administration of the program and is attached as Appendix D for Board consideration. Should you have any questions, please call or have them discussed at the Board Meeting.

**RECOMMENDATION:**

*That the Agreement between the Division and Big Brothers Big Sisters of Brandon, providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

**3. CHRISTIAN HERITAGE SCHOOL**

For Action .....D. Labossiere

I have received the Shared Services Agreements in triplicate as required from Christian Heritage School, for the provision by the Division of transportation services and for use of facilities and resources for 17 grade seven students and for 16 grade eight students to attend Industrial Arts and Home Economics classes for the 2018-2019 school year. The Agreements are attached as Appendices E and F. These Agreements have been approved in previous years.

**RECOMMENDATION:**

*That the Shared Services Agreements between the Division and Christian Heritage School for the 2018-2019 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.*

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

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

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



## K-12 Suspension Report Semester 2 2017/2018, 2016/2017, 2015/2016

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
K-8 Schools	2	0	6	12	0	4	24
High Schools	2	0	33	40	3	48	126
<b>Combined Total for K-12 Schools (17/18)</b>	<b>4</b>	<b>0</b>	<b>39</b>	<b>52</b>	<b>3</b>	<b>52</b>	<b>150</b>

<b>Combined Total for K-12 Schools (16/17)</b>	<b>9</b>	<b>0</b>	<b>34</b>	<b>30</b>	<b>0</b>	<b>29</b>	<b>102</b>
<b>Combined Total for K-12 Schools (15/16)</b>	<b>3</b>	<b>0</b>	<b>18</b>	<b>22</b>	<b>6</b>	<b>21</b>	<b>70</b>

## Total Number of K-12 Suspensions, According to # of Days Consequence

# of Days Consequence	High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days
3 Days	64	18		21	13		13	9
4-6 Days	50	4		47	7		33	5
7-10 Days	4	1		11	0		5	0
11-15 Days	5	1		0	0		1	0
16-20 Days	2	0		2	0		3	0
21-30 Days	1	0		1	0		1	0
<b>Total # of K-12 Suspensions</b>	<b>126</b>	<b>24</b>		<b>82</b>	<b>20</b>		<b>56</b>	<b>14</b>
<b>Combined Total (Total # of Suspensions K-12)</b>	<b>150 total 2017/2018</b>			<b>102 total 2016/2017</b>			<b>70 total 2015/2016</b>	

## K-12 Suspension Report 2017/2018, 2016/2017, 2015/2016 School Years

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
K-8 Schools	2	0	16	20	0	7	45
High Schools	10	0	93	84	6	95	288
<b>Combined Total for K-12 Schools (17/18)</b>	<b>12</b>	<b>0</b>	<b>109</b>	<b>104</b>	<b>6</b>	<b>102</b>	<b>333</b>

<b>Combined Total for K-12 Schools (16/17)</b>	<b>14</b>	<b>0</b>	<b>72</b>	<b>85</b>	<b>5</b>	<b>63</b>	<b>239</b>
<b>Combined Total for K-12 Schools (15/16)</b>	<b>4</b>	<b>0</b>	<b>29</b>	<b>59</b>	<b>6</b>	<b>48</b>	<b>146</b>

## Total Number of K-12 Suspensions, According to # of Days Consequence

# of Days Consequence	High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days		Total High School By # of Days	K-8 Schools By # of Days
3 Days	141	32		46	17		18	22
4-6 Days	121	10		127	14		79	7
7-10 Days	13	2		23	0		7	0
11-15 Days	7	1		4	0		4	0
16-20 Days	4	0		5	0		6	0
21-30 Days	2	0		3	0		3	0
<b>Total # of K-12 Suspensions</b>	<b>288</b>	<b>45</b>		<b>208</b>	<b>31</b>		<b>117</b>	<b>29</b>
<b>Combined Total (Total # of Suspensions K-12)</b>	<b>333 total 2017/2018</b>			<b>239 total 2016/2017</b>			<b>146 total 2015/2016</b>	



Group Insurance Solutions

July 1, 2018

Brandon School Division  
1031-6th Street  
Brandon, MB  
R7A 4K5

Attention: Mr Denis Labossiere  
Secretary-Treasurer

Dear Sirs:

Re: Manitoba Schools Insurance (MSI)  
July 1, 2018 Renewals

The annual renewal date of your insurance coverage under the Manitoba Schools Insurance program is July 1. We are pleased to enclose a Coverage Confirmation Binder confirming your insurance renewal for the term July 1, 2018 to July 1, 2019.

Your total premium/self-insurance loss pool contribution is \$ 293,333.54. Invoices are attached - breakdown is as follows:

<b>Payable to The Manitoba School Boards Association –</b> loss prevention and administration, G.S.T.:	\$ 6,086.64
<b>Payable to Western Financial Group Insurance Solutions –</b> insurer premiums for property, liability, "garagekeepers", equipment breakdown/boiler & machinery, crime, accident coverage for volunteers; brokerage and program administration fee, property self-insurance loss pool, liability self- insurance loss pool, crime self-insurance loss pool, RST	\$ 287,246.90
<b>Total amount due:</b>	<b>\$ 293,333.54</b>

2018-19 renewal premiums are increased from the expiring premiums by an average of 1.06%. The amount of increase or decrease varies slightly between Divisions.

Please note the following respecting this year's MSI renewal:

**Property:** The maximum loss pool responsibility has been increased from \$3,500,000 to \$3,750,000  
– underwritten by Travelers, AIG, Arch, and Wawanesa.

**Liability:** Board of Education Liability form replaced with:  
Miscellaneous Professional Liability  
Employment Practices Liability  
Private Company Director and Officers Liability  
– various covers underwritten by Arch, Travelers, Elliott Special Risks and SUM.

Insuring Independent Business

Western Financial Group (Network) Inc.

201-600 Empress Street  
Winnipeg, MB R3G 0R5

Phone 204-943-0331  
Toll Free 800-665-8990

Fax 204-975-1624  
Toll Free 888-990-4301

Email [gis@westernfgis.ca](mailto:gis@westernfgis.ca)  
Web [westernfgis.ca](http://westernfgis.ca)

**Crime:** No coverage change – underwritten by Travelers Guarantee.

**Accidental Death & Dismemberment for Volunteer Workers:** No coverage change – underwritten by Western Life.

**Equipment Breakdown/Boiler and Machinery:** No coverage change – underwritten by Aviva Insurance Company.

A comparison chart of expiring versus renewal coverages and premiums is also attached.

Your Property Certificate of insurance is also enclosed.

Policy documentation will be posted on our website as they are received, which can be accessed at <https://www.westernfgis.ca/maste/Members/commercial/MasterPolicies.aspx> (User Name: MSBA Password: member).

For those Divisions that participate in the Manitoba School Boards Association Pension Plan for Non-teaching Employees of Public School Boards, this coverage has also been renewed for a further one year term to July 1, 2019. The policy documentation for this is posted on our website as well.

We trust you will find the enclosed in order and wish to thank you for your continued support of the Manitoba Schools Insurance program. Should you have any questions, please contact:

**Divisions A-M**

Carol MacDonald at [Carol.MacDonald@westernfgis.ca](mailto:Carol.MacDonald@westernfgis.ca) 204-942-2555 extension 7232

**Divisions N-W**

Rebecca Holm at [Rebecca.holm@westernfgis.ca](mailto:Rebecca.holm@westernfgis.ca) 204-942-2555 extension 6154

Yours truly,

**Western Financial Group (Network) Inc.**

per:



**Grant Ostir**

(Telephone 204-942-2555, extension 7228; Fax 204-957-0678  
email: [grant.ostir@westernfgis.ca](mailto:grant.ostir@westernfgis.ca))

GO/cm Enclosures

copy: Mr. Darren Thomas, Risk Manager  
The Manitoba School Boards Association

# MANITOBA SCHOOLS INSURANCE

## 2017/18 TO 2018/19 COMPARISON

### BRANDON SCHOOL DIVISION

	2017-18	2018-19
<b>A. <u>PROPERTY</u></b>		
- limit of coverage any one building location (including contents)	\$ 72,061,000	\$ 73,502,000
- estimated total replacement value, buildings and contents	400,757,600	412,578,700
- percentage increase		2.95%
- average estimated replacement cost per square foot, insured buildings, including contents	361.81	370.32
- coverage for increased cost in claim settlement arising from by-law re-construction requirements	10,000,000	10,000,000
- coverage for increased cost to up-grade to "LEED" Silver Environmental Standard	No	No
- limit for Extra Expense coverage	1,000,000	1,500,000
- limit for Valuable Papers coverage	200,000	200,000
- limit for Accounts Receivable coverage	200,000	200,000
- each loss deductible on all claims (applies per building location for flood, sewer backup)	2,500	2,500
- each loss deductible for break-in (with resulting theft and/or vandalism) claims (excluding outbuildings or storage buildings with building/contents value under \$25,000) occurring at locations <b><i>without an operating alarm system</i></b>	10,000	10,000
- annual aggregate retention (once-a-year deductible)	15,000	15,000
- retention deductible applicable to flood (separate from above retention)	50,000	50,000
- total insurer and loss pool rate per \$100. of estimated value	4.70 ¢	4.68 ¢
Premiums:		
- self-insurance loss pool assessment	\$ 90,029	\$ 95,025
- excess insurers' premium	100,904	100,669
<b>Total Property Loss Pool/Insurer Premium:</b>	<b>\$ 190,933</b>	<b>\$ 195,694</b>

	2017-18	2018-19
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 1,200,000	\$ 1,500,000
- aggregate maximum loss pool responsibility for the year	\$ 3,500,000	\$ 3,750,000
- maximum potential property year-end rebate, as percentage of total property premium/loss pool contribution	45.4%	47.3%

## B. LIABILITY

- <u>general liability</u> limit of coverage	\$ 40,000,000	\$ 40,000,000
- general deductible per claim	2,500	2,500
- deductible applicable to legal defense/investigation costs	No	No
- deductible on claims alleging wrongful dismissal		
- tenured teachers	25,000	25,000
- non-tenured teachers	25,000	25,000
- other employees	2,500	2,500
- coverage limit for claims arising from accidental pollution or contamination, however requiring discovery/reporting within 120 hours	2,000,000	2,000,000
- coverage limit for employee benefits liability - for claims arising from improper administration of employee benefit plans	40,000,000	40,000,000
- coverage limit for Cyber Liability including Network and Information Security (\$10,000 deductible) and Privacy Breach Expenses (\$10,000 deductible)	Insured	Insured
- " <u>special non-owned auto</u> ", protection for persons while transporting students (extra-curricular activities)	40,000,000	40,000,000
- <u>errors &amp; omissions liability</u> , protection for financial damages claims arising from alleged "wrongful acts"	2,000,000	2,000,000
- deductible amount	2,500	2,500
- deductible applicable to defense and investigative costs	No	No
- coverage limit for employed "Professionals" (eg. Social Workers, Psychologists/Therapists)	5,000,000	5,000,000
- <u>excess auto liability</u> , for owned vehicles, <b>provided Autopac and fleet extension liability of at least \$2,000,000. is carried</b>	38,000,000	38,000,000
- <u>standard garage automobile</u> , provides coverage on vehicles in custody of schools (eg. industrial arts classes)		
- third party liability, total limit	40,000,000	40,000,000
- all perils coverage on 'customers' automobiles	100,000	100,000
- all perils deductible	1,000	1,000

	2017-18	2018-19
Premiums:		
- self-insurance loss pool assessment	\$ 19,255	\$ 19,255
- insurers premium/brokerage	41,655	37,555
<b>TOTAL LIABILITY LOSS POOL/INSURER PREMIUM:</b>	<b>\$ 60,910</b>	<b>\$ 56,810</b>
- maximum amount chargeable to self-insurance loss pool in respect of any one claim	\$ 250,000	\$ 250,000
- aggregate maximum loss pool responsibility for the year	\$ 500,000	\$ 500,000
- maximum potential liability year-end rebate, as percentage of total liability premium/loss pool contribution	31.6%	33.9%

**C. EQUIPMENT BREAKDOWN (BOILER & MACHINERY)**

- limit of coverage	\$ 5,000,000	\$ 5,000,000
- deductible - other than air conditioning units machinery breakdown, or pressure vessels	5,000	5,000
- by-laws coverage on chillers	No	No
- deductible - air conditioning units	various, depending on age	various, depending on age
<b>Premium</b>	<b>\$ 10,255</b>	<b>\$ 9,785</b>

**D. CRIME**

- employee dishonesty (includes trustees, volunteers)	\$ 3,000,000	\$ 3,000,000
- computer theft, funds transfer fraud	3,000,000	3,000,000
- depositors forgery/counterfeit currency	3,000,000	3,000,000
- deductible	5,000	5,000
- money & securities coverage	5,000	5,000
- restriction on coverage overnight if money not kept in safe or vault	2,500	2,500
- deductible	500	500
- social engineering extension	250,000	250,000
Premiums:		
- self-insurance loss pool assessment	\$ 770	\$ 770
- insurers premium	2,576	2,511
<b>TOTAL CRIME LOSS POOL/INSURER PREMIUM:</b>	<b>\$ 3,346</b>	<b>\$ 3,281</b>
- maximum potential crime year-end rebate, as percentage of total crime premium/loss pool contribution	23.0%	23.0%

	2017-18	2018-19
<b>E. <u>ACCIDENT INSURANCE FOR VOLUNTEERS</u></b>		
- accidental death, dismemberment, loss of use	\$ 50,000	\$ 50,000
- accidental major paralysis	100,000	100,000
- weekly indemnity maximum amount	250	250
- accidental medical expense reimbursement	5,000	5,000
- accidental dental expense reimbursement	2,000	2,000
- repatriation/rehabilitation	10,000	10,000
- hospitalization benefit if unemployed, \$90 per day	1,500	1,500
<b>Premium</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>F. <u>NET MSBA LOSS PREVENTION/ADMIN. FEE</u></b>	<b>\$ 5,720</b>	<b>\$ 5,797</b>
<b>G. <u>TOTAL PREMIUM, LOSS POOL CONTRIBUTION, BROKERAGE FEE, ADMINISTRATION/LOSS PREVENTION FEE</u></b>	<b>\$ 271,564</b>	<b>\$ 271,766</b>
<b>PLUS RST PAYABLE:</b>	<b>\$ 21,267.51</b>	<b>\$ 21,277.55</b>
<b>PLUS GST PAYABLE:</b>	<b>\$ 286.00</b>	<b>\$ 289.84</b>
<b>TOTAL PAYABLE:</b>	<b>\$ 293,117.25</b>	<b>\$ 293,333.54</b>
<b>Percentage overall increase/decrease</b>		<b>0.07%</b>





Big Brothers Big Sisters  
of Brandon

June 21, 2018

Dr. Linda Ross, Chairperson  
Brandon School Division  
1031 – 6<sup>th</sup> Street  
Brandon, Manitoba  
R7A 4K5

Dear Dr. Ross,

I am sending you 2 copies of the In-School Mentoring Contract for the 2018-19 school year. Both contracts need to be signed, but one of them must be mailed to Big Brothers Big Sisters of Brandon. Except for a change of date, the contracts remain the same.

The program had 8 children matched in 5 schools within the Brandon School Division this past year.

Schools that were involved in the Brandon School Division include: Kirkcaldy, Green Acres, Waverly, Valleyview, and Linden Lanes.

If you have any questions, please contact me at 727-1787.

Respectfully,

Cathy Slezak  
Executive Director  
Big Brothers & Sisters of Brandon



THIS AGREEMENT made in Duplicate the \_\_\_\_ day of \_\_\_\_\_, 2018

BETWEEN



**Big Brothers Big Sisters**  
of Brandon

And

BRANDON SCHOOL DIVISION

WHEREAS it is in the mutual interest of Big Brothers Big Sisters of Brandon and the Brandon School Division that the Mentors screened and approved with Big Brothers Big Sisters of Brandon will find placement in pre-selected schools (schedule A attached) to meet with a Mentee during school hours on school grounds.

NOW THEREFORE this agreement witnesseth that in consideration of the mutual covenants herein contained the parties hereto agree that:

1. This agreement shall commence on August 31, 2018.
2. Liaison between Mentors and the pre-selected school shall be by and through the following persons:
  - (a) A teaching staff member within each school chosen by the principal chosen on behalf of the Brandon School Division  
and
  - (b) The In-School Mentoring Co-ordinator or a designate on behalf of Big Brothers Big Sisters of Brandon

(collectively referred to as the "Liaison")

The Big Brothers Big Sisters of Brandon Liaison will meet in person or by telephone on a regular and planned basis.

3. The Liaison shall plan, in advance, of the expected commencement dates each academic year, preferably two or three months in advance, for the Mentors to start meeting with the Mentee. The Liaison shall make any changes relating to the In-School Mentoring Program which are required during the course of each academic year.
4. Big Brothers Big Sisters of Brandon shall present to each pre-selected school as early as possible all necessary relevant information including:
  - a. The number of Mentors available to be placed

- b. The days and times of their attendance
  - c. The names and telephone numbers of each Mentor
  - d. A copy of all Mentor criminal records check and Child Abuse Registry checks
  - e. The expectations of each school that is participating in the program
5. All screening and monitoring will be completed by the In-School Mentoring Co-ordinator as per Big Brothers Big Sisters of Canada standards (Schedule C attached)
6. The Liaison for both the school and Big Brothers Big Sisters of Brandon will set a time when the Mentor will commence coming to the school and will be introduced to the Mentee. During the initial visit between Mentor and Mentee, selected current policies as well as such regulations and procedures as are deemed appropriate will be explained by the Mentoring Coordinator to the Mentor and Mentee.
7. The Mentoring school will provide to the best of its ability for the Mentor of Big Brothers Big Sisters, without charge, such facilities as are normally provide to the Mentors.

The Mentoring School shall be responsible for providing on-site instruction to and supervision of the Mentee engaged in the In-School Mentoring Program, provided, however, that this shall not exclude the instruction and supervision of such Mentees by Big Brothers Big Sisters of Brandon, and when such is necessary, and when such is agreed upon by the Liaison.

8. Big Brothers Big Sisters of Brandon Association Inc. agrees to indemnify and save harmless the division from any damage or destruction caused to the selected schools or any of its furnishings, which occur as a result of the In-School Mentoring program, and further will indemnify and save harmless the Division from any claim being made against it as a result of the operation of the In-School Mentoring Program, which without restricting the generality of the foregoing, shall include the negligent act or omission of Big Brothers Big Sisters of Brandon Association Inc., its agents or volunteers.
9. This agreement may be terminated any time by either party giving four (4) months written notice to the other party. This agreement may be terminated at any time without notice, in the event there is a breach of the agreement.
10. The parties may amend any provision of the Agreement at any time upon mutually so agreeing in writing.
11. Big Brothers Big Sisters of Brandon Association shall provide and maintain a liability insurance policy for at least 2 million dollars, with the Brandon School Division being names as co-insured under the policy, and to have the insurer provide proof of such insurance prior to commencement of the program.

12. Big Brothers Big Sisters of Brandon Association and the Brandon School Division agree to inform each other of any In-School Mentoring program communication related to the media.
13. Provision must be included for Abuse Registry and Criminal Record Checks completed and filed with the Division prior to any agreements/arrangements for placement as per Division Administrative Procedure 5030 – Criminal Record Check and Child Abuse Registry Check.
14. The In-School Mentoring Coordinator will check in person all relevant files pertaining to the Mentoring program on a weekly basis and will make contact with the Mentor either in-person or by phone at the beginning, middle and end of the year, when the match closes, or if there are difficulties with the match.

The liaison will choose which children will become Mentees and have a signed waiver from the parent or legal guardian, upon receipt of the waiver the In-School Mentoring Coordinator will meet with each Mentee individually to discuss the Mentoring Program, child safety and to assess the child's response to joining the program. All Mentees will meet with the coordinator at the beginning of each match as well as in the middle and the end of the school year, when the match closes, or if there are difficulties with the match. The school or Big Brothers Big sisters will notify the other in the event of a match closure. All Mentees will be reassessed following match closure.

15. In the event a Mentee discloses any abuse experience to a Mentor, the school will deal with the disclosure according to Board of Education policy and provide support to the Mentor in reporting the incident.
16. All meetings of the Mentor and Mentee shall take place on school property when school staff are available. Mentors may attend school organized and supervised events no more than twice per year with written and signed consent of both the parent or legal guardian and school official. This consent must be maintained in the Mentor's file. The Mentor and Mentee may attend Big Brothers Big Sisters events so long as such events are supervised by agency staff and the Mentee is transported by the agency or other transportation is provided by the parent/guardian of the Mentee. The only time a child can be transported to an agency event by a Mentor is if Mentee and Mentor reside in a community located outside the city of Brandon and there is no other means of transportation. The Mentor may not see the child outside of the school in any other circumstances. Letters may be used as a form of communication during periods where the Mentor and Mentee do not have regular contact only if such letters are directed through Big Brothers Big Sisters of Brandon.
17. The Teen Mentoring program will follow all guidelines set for the In-School Mentoring program regarding screening and time commitment as well as each teen Mentor.
  - a) Must be in grades 11 or 12
  - b) Must be attending Crocus Plains Regional Secondary School, Vincent Massey High School or Neelin High School during the 2018/2019 school year
  - c) Must have one spare class to complete the mentoring

- d) Must provide their own transportation to and from their mentee's school
  - e) Must show they have the ability and maturity to keep the commitment for one full school year.
  - f) Will provide a reference from a teacher, guidance counselor or principal from their school
  - g) Where the mentor is under 18 years of age, will have a parent or guardian sign a waiver form allowing their child to participate in the Teen Mentoring program.
18. All notices to be given by either party to the other under this Agreement shall be delivered, sent by facsimile transmission, or mailed registered or certified post, postage prepaid, addressed to such other respectively as follows:

If to The Brandon School Division:

Brandon School Division  
Superintendent's Department  
1031 – 6<sup>th</sup> St  
Brandon, MB R7A 4K5

If to Big Brothers Big Sisters of Brandon:

Big Brothers Big Sisters of Brandon  
153A 8<sup>th</sup> St  
Brandon, MB R7A 3W9

IN WITNESS THEREOF the parties have hereto executed these present on the day and year first above written.

Brandon School Division:

Big Brothers Big Sisters of Brandon

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President

## Schedule “A”

### Pre-Selected Schools

Riverheights School

Riverview School

Waverly Park School

Meadows School

Linden Lanes School

Valleyview Centennial School

King George School

Harrison Middle School

Betty Gibson School

Earl Oxford School

George Fitton School

Green Acres School

J R Reid School

Kirkcaldy Heights School

New Era School

St. Augustine School

O’Kelly School

Alexander School

## Schedule C – match contacts

### CASE LOG

(Site-Based 1:1 - In-School Mentoring Program)

Mentee's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

		Planned Date (MM/DD/YY)	Actual Date (MM/DD/YY)	Type of Contact	Complies with Agency Policies <sup>1</sup>		Signature of Person who conducted Match Contact
					Yes	No	
Contact 1 3-4 weeks after intro meeting (Phone or E-mail)	Mentor						
	Other						
Contact 2 Mid-point (In person)	Mentor						
	Mentee						
Contact 3 No later than 3 months post-contact 2 (In person or phone)	Mentor						
	Mentee or Parent/Guardian						
Wrap-up (E-mail)	Mentor						

Date the Match Closure/Dismissal Letter was sent to Mentor: \_\_\_\_\_

Date the Match Closure Letter was sent to the family: \_\_\_\_\_

<sup>1</sup> In Compliance = In Compliance with Agency policies around child safety; Not in Compliance = Not in Compliance with Agency policies around child safety

THIS AGREEMENT made this 1 day of July, 2018 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation and Funding of Schools Program Regulation* thereunder.

BETWEEN:

The Brandon School Division,  
being a school board, and a body corporate pursuant to subsection 3(1)  
of *The Public Schools Act*, C.C.S.M. c. P250  
(called "the Division")

-and-

The Christian Heritage School  
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(1) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education and Training, enter into an annual agreement with a private school to provide, under the supervision and control of the Division, transportation for pupils enrolled in the private school, from points on a regular public school bus route operated by the Division to other points on the same route;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement to provide eligible pupils enrolled in the private school with transportation on a regular public school bus route according to the terms and conditions of this agreement;



AND WHEREAS prior to the signing of this agreement, the Minister of Education and Training provided approval to the Division to enter into this annual agreement with the private school, pursuant to subsection 60(1) of *The Public Schools Act*;

AND WHEREAS transportation support is payable to the Division for eligible transported private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 and the *Funding of Schools Program Regulation*, M.R. 259/2006 (the "Regulations").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide for eligible pupils enrolled in the private school, transportation from points on a regular public school bus route operated by the Division to other points on the same route.
2. The private school pupils receiving transportation on a regular public school bus route operated by the Division, shall be deemed to be in attendance at a public school while on a public school bus.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are on a public school bus receiving the transportation provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by the Department of Education and Training to facilitate financial planning and to determine the amounts of any support which may be payable to the Division in respect of this agreement pursuant to *The Public Schools Act* and the Regulations.

5. This agreement shall be effective for a term of one year commencing July 1, 2018 and ending June 30, 2019.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

Christian Heritage School

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education and Training or designate as required by subsection 60(1) of *The Public Schools Act*.

\_\_\_\_\_  
Minister of Education and Training or  
designate

Date: \_\_\_\_\_

THIS AGREEMENT made this 1 day of July, 2018 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation* thereunder.

BETWEEN:

The Brandon School Division,  
being a school board, and a body corporate pursuant to subsection 3(1)  
of *The Public Schools Act*, C.C.S.M. c. P250  
(called "the Division")

-and-

The Christian Heritage School  
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(2) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education and Training, enter into an annual agreement with a private school respecting the use of the facilities and resources of the Division by or for the benefit of eligible pupils enrolled in the private school while attending a public school operated by the Division;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement respecting the use by eligible pupils enrolled in the private school of facilities and resources of the Division for Home Economics or Industrial Arts, or both, according to the terms and conditions of this agreement;

AND WHEREAS prior to the signing of this agreement, the Minister of Education and Training provided approval to the Division to enter into this annual agreement with the private school, pursuant to subsection 60(2) of *The Public Schools Act*;

AND WHEREAS facilities and resources support is payable to the Division for eligible private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 (the "Regulation").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide, in one or more public schools, to eligible pupils enrolled in the private school, certain facilities and resources for Home Economics or Industrial Arts, or both, that are the same as are regularly offered by the Division to eligible pupils enrolled in its public schools particulars of which are set out in Schedule "A", which is attached hereto, and forms part of this agreement.
2. The private school pupils receiving facilities and resources of the Division for Home Economics or Industrial Arts, or both, shall be deemed to be in attendance at a public school while the services are being provided under this agreement.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are attending a public school for the services provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by Manitoba Education and Training to facilitate financial planning and to determine the amounts of any grant which may be payable to the Division in respect of this agreement, pursuant to *The Public Schools Act* and the Regulation.

5. This agreement shall be effective for a term of one year commencing July 1, 2018 and ending June 30, 2019.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

Christian Heritage School

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education and Training or designate as required by subsection 60(2) of *The Public Schools Act*.

\_\_\_\_\_  
Minister of Education and Training or  
designate

Date: \_\_\_\_\_



This is SCHEDULE "A"  
To a Facilities and Resources Agreement ending June 30, 2019  
dated the July 1, 2018.

BETWEEN:

The Brandon School Division

-and-

The Christian Heritage School  
Private School

2025 26<sup>th</sup> Street, Brandon, MB, R7B 3Y2  
Location (¹)

THIS SCHEDULE provides particulars of the facilities and resources of the Division that are to be provided to eligible pupils enrolled in the private school while in attendance at public schools operated by the Division.

1. The public school(s) in which the facilities and resources of the Division will be provided will be those at:

Earl Oxford \_\_\_\_\_ School

\_\_\_\_\_ School

2. The estimated number of eligible pupils enrolled in the private school on September 30, 2018 who will be participating in the use of the facilities and resources in the public school(s) is shown in the table in clause 4.

(¹) If the private school has more than one location, include only those pupils in the location(s) being serviced under this agreement, and indicate the location(s) being serviced.

3. The number of minutes of instruction in each instructional cycle in which the facilities and resources described in clause 1 will be provided in the public school(s) to eligible pupils enrolled in the private school is shown in the table in clause 4.

4. Estimated eligible enrolment of private school pupils in the public school(s)	Number of minutes of instruction provided in the public schools(s) for private school pupils in each cycle	
Gr 7:17 Pupils	150	minutes
Gr 8:16 Pupils	150	minutes
_____ Pupils	_____	minutes
_____ Pupils	_____	minutes
_____ Pupils	_____	minutes
_____ Pupils	_____	minutes
_____ Pupils	_____	minutes
TOTAL	33	Pupils

5. In the public school(s) there are six days in each cycle and 330 minutes each day.

6. The calculation and payment of the grant shall be made using actual data, in accordance with the *Shared Services Regulation*, M.R 131/2012 applicable to the school year.

7. The facilities and resources of the Division that will be provided in the public schools(s) to pupils enrolled in the private school are as follows:

- ☒ Home Economics
- ☒ Industrial Arts

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

June 21, 2018

**To:** All trustees

**From:** Ken Cameron, MSBA President and Norm Gould, MTS President

**Subject:** National Indigenous Peoples Day 2018- a call to all school boards for universal adoption of formal treaty and territorial recognition and acknowledgement in time for the 2018/19 school year.

---

In Fall 2015, the Truth and Reconciliation Commission of Canada released its final report, with 16 distinctive calls to action in matters of education, culture and languages, and education for reconciliation. These calls to action serve as guiding principles for the future of our students, both Indigenous and non-Indigenous. It is in the spirit of these calls to action and guiding principles that we request that all school boards extend due consideration for an important, and we feel highly significant amendment, to the observances that are included at the beginning of each school day in Manitoba.

This amendment would serve to implement formal, universal, and consistent acknowledgement and recognition for Treaty Lands and Indigenous Territories as part of the opening exercises that all schools perform at the commencement of each school day. The benefits from such an amendment would be numerous and would respond to several calls to action under the final report of the Truth and Reconciliation Commission.

Just as the singing of Canada's national anthem has become an ingrained practice for every school: fostering a sense of identity, citizenship and pride among students for their shared national heritage, so too, by instituting formal acknowledgement and recognition of Treaty Lands and Indigenous Territories, we are of the perspective that we can achieve something of lasting value and meaning for all staff and students. An important time and place during the school day to honour and respect the rights and dignity of our Indigenous staff and students, while also helping all students appreciate the obligations and sacred trust that are incumbent upon all Manitobans toward the Indigenous peoples, lands and territories of this province.

It is our hope that, if all school boards were to move forward to adopt this proposed amendment, every student in this province would graduate with the skill and knowledge of how to appropriately and formally recognize Treaty Lands and Indigenous Territories. While many school divisions have undertaken independent implementation of formal acknowledgement and recognition of Treaty Lands and Indigenous Territories as part of the school day, ensuring that such observance is universal and consistent across all divisions remains a compelling public education objective.

We would therefore encourage all school boards to consider implementation of this important observance in time for the return of classes during the 2018/19 school year.

In 2016/17, the Manitoba Teachers' Society undertook the important step of developing appropriate wording for formal acknowledgement and recognition of Treaty Lands and Indigenous Territories for every school division in Manitoba. These important statements have also been translated into the founding languages of Canada (English and French, as well local Indigenous dialects) as appropriate for each school community.



MTS has shared this wording as attached, so that every school board can determine what would be involved in their own local context. Boards are free to use this wording if they choose to do so, under granting of free license on the part of MTS.

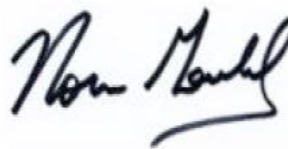
In closing, we again wish to signal our full support for such an amendment. On this National Indigenous Peoples' Day, we recognize that time remains of the essence, to ensure that our shared leadership and initiative through the adoption of this proposed observance becomes a meaningful learning opportunity for our students, and a national model for emulation across all provinces and territories in Canada.

Sincerely,

Ken Cameron President, MSBA

A handwritten signature in blue ink, appearing to read "Ken Cameron".

Norm Gould President, MTS

A handwritten signature in black ink, appearing to read "Norm Gould".

**LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS**

22 August 2018

**TO:** Board Chair, Secretary-Treasurer and Superintendent, All Divisions and Districts

**FROM:** Heather Demetriooff, Director, Education and Communication Services

**RE:** School Board Election Resources

---

The purpose of this communication is three-fold: to provide a comprehensive overview of the resources available on our election page, to provide you with some new resources (attached), and to advise you of our upcoming initiatives regarding school trustee elections.

Our dedicated election page (<http://www.mbschoolboards.ca/elections2018.php>) serves as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards. Information on this site includes:

- [School Boards and Trusteeship in Manitoba](#), our standard print document on the role of school trustees and the work of school boards, updated for 2018. We recommend that this link or hard copy of the document be provided to all candidates. It may be printed as required; if you prefer to receive hard copy, please contact the Manitoba School Boards Association office to request the needed number of copies.
- an [online version](#) of the candidate information sessions that will be presented in Winnipeg and Brandon on September 10 and 11.
- [10 Characteristics of Effective Board Members](#) and [Questions for School Board Candidates](#), two one-page documents intended to help candidates and voters to make informed choices during the election campaign.
- a link to a slide show featuring current Manitoba school trustees with their answers to the question "[Why Do You Serve?](#)"
- links to relevant provincial legislation ([The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#)).
- links to the [City of Winnipeg election page](#) and relevant publications.

School divisions and districts may find it helpful to include a link to the Manitoba School Boards Association election page on their own website, or to specific resources identified above. In addition, we would recommend that your website include information about the filing of nomination papers, with a contact for further questions, and a section where specific information about or provided by declared candidates can be posted.

We have also attached three documents for your use. These are:

- a short article, in the form of a news release, highlighting our upcoming (September 10 and 11) sessions for school trustee candidates. This is being distributed to our media contact list; you are welcome to post it to your own website, or forward it to your local media contacts.

- A poster advertising these same sessions.
- An advertisement for the actual elections, suitable for posting on your website or for inclusion in local online or print publications. This ad may be used as is, or can be easily modified to include your divisional website.

Finally, we will be collecting the names and contact information for all school trustee candidates, following the close of nominations on September 18. That information will be posted to our election page. We will be distributing a separate memo and form on this initiative in early September, and hope that we can once again count on your cooperation to ensure that our listing is complete.

Following the elections, we will again be holding a training session for new trustees, on November 29 and 30 at the Victoria Inn in Winnipeg. This session will be held in conjunction with regional meetings and workshops which will be of interest to experienced trustees and/or school board chairs. Program and registration packages will be sent to boards in the fall. School boards may wish to keep these dates in mind as they begin planning their own new trustee orientations, and may also wish to inform all candidates about both local and provincial post-election training opportunities.

I hope you find this information helpful in your local election awareness efforts. Please share it with your board colleagues and administration. Should you have any questions, please do not hesitate to call our offices.

/hd

Attachments



## Media Release

August 22, 2018

For Immediate Release

### *Information session for potential candidates in the October 24, 2018 school trustee elections*

If you've ever thought about becoming a school trustee, or just wanted to find out more about what school boards do, now's your opportunity, thanks to free public information sessions being sponsored by the Manitoba School Boards Association.

According to Ken Cameron, president of the association, the purpose of these sessions is two-fold. "People often have technical questions about running in a school board election, questions about qualifications, nomination procedures, and what they can and can't do when it comes to campaigning," noted Mr. Cameron. "These sessions will answer questions that people have now, and will provide them with contact information for answers to any new questions that arise over the course of the nomination and election period."

Secondly, these sessions will provide an overview of the role of school trustees and school boards. "The role that school boards play in our public school system is an important one. School boards ensure that decisions concerning public schools remain locally informed and community-owned. Multiple studies have shown that well-informed and well-functioning school boards, doing the right things for the right reasons, have a very positive impact on student success" concluded Mr. Cameron. "Through these information sessions, we want to make sure that those who run for school board office have a clear understanding of what the job entails."

In-person information sessions are scheduled for Winnipeg and Brandon on September 10 and 11 respectively. The Winnipeg session will be held at the Norwood Hotel, and the Brandon session at the Victoria Inn. Both sessions will start at 7:00 p.m., and will run for approximately one hour. There is no cost to attend these sessions, and pre-registration is not required. Anyone not able to attend one of these in-person sessions is invited to view the online version posted to the association's website.

**To learn more, contact the Manitoba School Boards Association at 204-233-1595 or 1-800-262-8836 (toll-free in Manitoba), or visit [www.mbschoolboards.ca](http://www.mbschoolboards.ca) for more information.**

#### **Schedule at a glance:**

##### **Session 1:**

Monday September 10, 7:00 p.m.

Norwood Hotel, 112 Marion St., Winnipeg, Manitoba

##### **Session 2:**

Tuesday September 11, 7:00 p.m.

Victoria Inn, 3550 Victoria Ave., Brandon, Manitoba

#### *Media inquiries:*

**Karen Harrington, Communications Officer**

**Tel: 204-594-5178 or 1-800-262-8836 Email: [kharrington@mbschoolboards.ca](mailto:kharrington@mbschoolboards.ca)**

# **School Boards** Leadership, Service & Advocacy for Kids Learning & Communities

---

**School Trustee Elections - October 24, 2018**

## **School Board Candidate Information Sessions**

**Interested in running for your school board, but want to learn more?  
Plan on attending a candidate information session!**

**7:00 p.m., Monday, September 10, 2018  
Norwood Hotel, 112 Marion St., Winnipeg, MB**

**7:00 p.m., Tuesday, September 11, 2018  
Victoria Inn, 3550 Victoria Ave., Brandon, MB**

**Can't make either of these sessions? Visit [mbschoolboards.ca](http://mbschoolboards.ca)  
for information about school boards and school trustee elections.**

# School Boards

Leadership, Service &  
Advocacy for Kids  
Learning & Communities

---

## School Trustee Elections - October 24, 2018

*What happens in the boardroom matters in the classroom,  
and what happens in the classroom matters to everyone.*

On October 24, cast your vote for school trustee.



MANITOBA

School Boards  
ASSOCIATION

To learn more, visit your local school division  
website or [mbschoolboards.ca](http://mbschoolboards.ca)

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

August 22, 2018

**TO:** All Board Chairs

**FROM:** Ken Cameron, President

**RE:** Steinbach Online Article – August 20, 2018

---

In response to the attached article, as appeared on Steinbach Online on August 20, 2018, MSBA has submitted the editorial below. Please feel free to draw on this submission should you receive any follow-up media inquiries based on the article.

There is an old French proverb that says "the more things change, the more they stay the same". In re: *Goertzen to explore significant changes in education* (August 20) the message communicated was made regrettably clear to us: Manitoba may be in store for more of the same.

In the year 2000/01, the NDP Government reduced the number of school boards down to 37 from 57. The target: millions of dollars in savings and a strategy to streamline our education system for even better results. Make it more manageable and comparable to other provinces, or so they argued at that time. The cuts followed the Norrie Report, a now quarter century old set of recommendations that proposed several changes to the number of boards and their boundaries.

In the current rush to dust off old blueprints, the sequel to Norrie has unfortunately been left on the shelf. In 2001, an independent review commissioned by the Government, the Owens Report, found that the elimination of 20 school boards resulted in virtually no savings. Instead, dollars were spent to save dimes. Bigger school divisions meant bigger costs. Bigger was in fact not better. Owens concluded that the time spent on the amalgamation process would have been better invested in meaningful education reform. The only real impact of this turn-of-the-millennium attempt to fix something that did "not seem quite right" was to remove ownership of public schools from small town communities.

Fast forward two decades later. Why Manitoba would then rely on the exact same strategy, in an attempt to make Manitoba more like its neighbours, is an important question that every Manitoban must ask. Critics tend to answer this question by highlighting our students' academic achievement and performance in comparison to their Canadian peers, with the mistaken belief that our students somehow fall short.

But is this true? The latest national and international exams in literacy, math and science, which are given to students by Ministers of Education themselves, have shown that eight out of ten Manitoba students perform at or above national and international standards, the same level of performance in every other Canadian province. The only difference: our students made the grade with marked improvements across all three subjects on the latest national exam. As was rightly stated by Minister Goertzen's predecessor, Ian Wishart, much ballyhoo and ado is made about nothing when critics fail to study and understand such facts.

.../2

In this respect, proposing a downsizing of the number of school boards and divisions as a one-size-fits-all and fix-all approach could not be further from reality. Minister Goertzen has indicated that the Government is set to review our education system early next year. While we look forward to the promised consultations, the stakes involved are indeed high. And as Manitobans, you rightly deserve all of the facts to make a clear and informed decision when it comes time for you to be consulted.

Either we wish to protect and defend the right of our local neighbourhoods and communities to own our public school system, or we choose to give away those rights to bigger education authorities. The regrettable alternative is a regional model as exists in healthcare, where only five regional health authorities make decisions on behalf of hundreds of communities and thousands of citizens. The same holds true of the metro mega-board, or "one city, one board" model for larger metropolitan cities in Canada, where schools tend no longer to reflect the distinct character of their local neighbourhoods. Either we value having a local voice and vote in the education of our children, or we replace the democracy we have with the tried-and-failed experiments of the past, and also from other provinces. At stake is the imposition of more centralized forms of educational governance that call all of the shots on behalf of communities: from curriculum, to capital infrastructure, to our very cultural expression, as inherited by our students from their schools.

Let's then hope that into the future, as change takes place, we do not end up with more of the same: a wholesale reduction of school boards that would take valuable focus, time and efforts away from student achievement, as happened in 2001. One of the most important lessons learned from this experiment was the removal of distinctive communities' right to define and decide the future of their students and schools. We also learned that the price of eliminating school boards is incredibly high given such costs, for virtually no savings in return.

Based on Minister Goertzen's comments, that change will happen as a result of the provincial education review seems to be a matter of "when" and not "if". When it comes time for public consultations, we do hope that Manitobans will be given a multiple choice test without right or wrong answers.

In the end however, the more things change, some things will stay the same no matter what: across the 37 distinct communities where democratically elected school boards currently govern on behalf of their fellow citizens, we will continue to promote an accountable, transparent and locally defined education system that empowers all of us to exercise our voice and vote when it comes to public ownership of our schools. We will continue to defend the distinct and diverse character of each community, so that they remain protected in every classroom. We will forge ahead to ensure that all students continue to make the grade in comparison to their Canadian peers. And we give you as fellow citizens our commitment that, no matter what our local means or resources, we will continue to provide our students with the very best quality of education and equality of opportunity possible.

KC/ak

Enclosure



# Goertzen To Explore Significant Changes In Education

≡ Category: [Local News](#)



🕒 Published: Monday, 20 August 2018 04:42

✍️ Written by Daryl Braun

New Education Minister Kelvin Goertzen says the Manitoba government is exploring significant changes to the education system. Goertzen says it has been a hectic few weeks as he makes the transition to Education after two-and-a-half years as Health Minister. He adds there are constant briefings on the various files and it's a bit like trying to drink water from a fire hose; you're getting a little bit but there is a lot more that's flying by. Goertzen says he is going to examine things like the possibility of merging school divisions into a more regional model.



"You look at some other provinces (and cities), you know Edmonton and Calgary, cities that are larger than the City of Winnipeg and they only have one school division. And so the question is; Why do we need so many, maybe, in Winnipeg or in different parts of rural Manitoba? Maybe there's a good answer for that in Manitoba, maybe the Manitoba context is different. But I think that will have to be explored because, on the face of it, something doesn't seem quite right here. That's part of what the consultation will be about."

*Education Minister Kelvin Goertzen*

Goertzen explains the Education Department will launch a consultation process in January that will last about five or six months to examine questions like this related to the structure of education. He says they want to hear from school boards, teachers and the general public on this.

Goertzen adds his department will also continue an examination of the curriculum because our students are not currently getting what they need.

"We're not doing well compared to other provinces when it comes to literacy and math skills and science skills. There has been some work already that's taken place in terms of looking at the curriculum. I think we need to do that more intensely. Other provinces are looking at changing their curriculum, looking at perhaps

how some of the training happens with teachers to ensure that we're getting the best outcomes we can for students. That work has been happening in the department and I think it will be intensifying a little bit more."

Goertzen says he will also be meeting with the leaders of universities and colleges in the province over the next few months to get a better handle on issues facing post-secondary education. He wants to look at things like keeping education affordable, yet making sure that the quality of education properly prepares students for the labour force.