



# BRANDON SCHOOL DIVISION

## Education Committee Minutes

Tuesday, February 26, 2013, 11:30 a.m.

Board Room, Administration Office

Present: P. Bartlette (Chairperson), P. Bowslaugh, M. Snelling  
M. Sefton (Alternate), Mr. G. Malazdrewicz, Associate  
Superintendent

Guests: Vincent Massey High School – Susan Gilleshammer  
École Secondaire Neelin High School – Lisa Romanowski  
Wally Koop

Neelin Off-Campus – Veronica Adams, Lisa Sul

Regrets: Dr. D. Michaels, Superintendent

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### 1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:45 a.m. by the Committee Chairperson, Mr. Bartlette.

### 2. APPROVAL OF AGENDA

The agenda was approved.

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

The Committee minutes from January 15, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Meeting with High School Guidance Counsellors

The Committee Chairperson welcomed the guests to the meeting. He noted the purpose of the meeting was to hear from the High School Guidance Counsellors from all three high schools as well as Off-Campus program regarding the role of the school counselor and the realities they are faced with in today's high school.

Discussions were held regarding the diversity of students with respect to their backgrounds, needs, and wants. It was noted that there is no one way that works anymore and it is up to the counseling staff to determine what students need without pressing them. Those present representing the Off-Campus program spoke of the importance of developing a trusting relationship with students; providing them with clear facts and a possible path; helping them to "hook up" with those institutions, organizations and people they need to be in contact with; and assisting where needed without the student feeling pressured. Trustees asked questions for clarification regarding transiency; attendance issues and productivity in the classroom setting.

Further discussions were held regarding the various roles of the school counselor in today's high school setting. Those present representing Vincent Massey High School spoke to the complexity they face noting each incident must be handled on a case by case basis. The role of a school counselor includes participation in the course registration process and acting as the

first line of communications for new families entering the school. She spoke to the team work approach implemented at Vincent Massey and provided information regarding the RTI model.

Trustees requested information regarding the tools used by counselors to assist students in choosing a career path. The counselors highlighted a number of tools, programs and organizations, including:

- Career Symposium;
- Career Centres;
- Career Day at School;
- Post-Secondary afternoons;
- Guest Speakers;
- Volunteer credits;
- Apprenticeship options;
- Skills inventory such as "My Blue Print".

Further discussions were held regarding conversations which could be held with the Chamber of Commerce regarding apprenticeship contacts. This item was referred to the upcoming Joint Chamber of Commerce/Brandon School Division Task Force Committee.

The Committee concluded their discussions with the high school counselors by asking what they need from the Board in order to do their work. Team interventions which included Social Workers and Technology which allowed for one to one interaction with students were noted.

The Chairperson of the Committee thanked those present for their attendance and insight into their role in the high school setting.

## **5. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A) 2013-2014 School Calendar**

Mr. Malazdrewicz, Associate Superintendent, spoke to the proposed school calendar for 2013-2014. It was noted there would be a total of 194 school days in 2013-2014. The Committee agreed to bring the recommendation forward to the Board of Trustees for approval. (Appendix "A")

#### **Recommendation:**

That the School Calendar for the 2013-2014 school year be established with the Christmas break occurring from December 23 to January 5, inclusive, and the ten (10) non-instructional days be five (5) professional development days and five (5) administrative days.

## **6. BRIEFINGS ON DEVELOPMENTS IN EDUCATION**

NIL

## **7. OPERATIONS INFORMATION**

Trustee Bowslaugh distributed pamphlets she had picked up at another venue and inquired as to whether or not the Division would consider them. Associate Superintendent, Mr. Malazdrewicz noted that the Division currently distributed something similar.

Trustee Bowslaugh also spoke to the positive impact she felt the Board was providing through Student Recognition at the Board table.

**8. NEXT REGULAR MEETING: Monday, March 18, 2013, 11:30 a.m. Board Room.**

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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P. Bowslaugh

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M. Snelling

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M. Sefton (Alternate)

## SCHOOL CALENDAR 2013/14

**FALL TERM** The school year begins Tuesday, September 3, 2013.

The first day of classes for students is Wednesday, September 4, 2013.

The number of school days for the **Fall Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
SEPTEMBER	19	K-12: 1	20
OCTOBER	21	K-12: 1	22
NOVEMBER	K-8: 18 9-12: 19	K-8: 2 9-12: 1	20
DECEMBER	15	0	15
Fall Term Total			77

The following are statutory holidays during the **Fall Term**:

- **Thanksgiving** Monday, October 14, 2013
- **Remembrance Day** Monday, November 11, 2013

*Special Area Groups of Educators (SAGE) Conference:* Friday, October 25, 2013

The last school day before Christmas vacation is Friday, December 20, 2013.

**SPRING TERM** The first day of classes is Monday, January 6, 2014.

The number of school days for the **Spring Term** is as follows:

	Instructional Days	Non-instructional Days (Admin Days and/or PD Days)	Total Days
JANUARY	19	K-12: 1	20
FEBRUARY	18	K-12: 1	19
MARCH	K-8: 18 9-12: 19	K-8: 2 9-12: 1	20
APRIL	K-12: 17 9-12: 16	9-12: 1	17
MAY	K-12: 20	K-12: 1	21
JUNE	K-12: 19 9-12: 18	K-8: 1 9-12: 2	20
Spring Term Total			117

Fall Term Total 77 + Spring Term Total 117 = 194

The following are statutory holidays and vacation periods during the **Spring Term**:

- **Louis Riel Day** Monday, February 17, 2014
- **Spring Vacation** Monday, March 31 to Friday, April 4, 2014 inclusive
- **Good Friday** Friday, April 18, 2014
- **Victoria Day** Monday, May 19, 2014

*Education Week:* April 14 - 18, 2014

The last day of classes for students is K-8: June 26, 2014 / 9-12: June 25, 2014.

The official closing date of schools is Friday, June 27, 2014.

In each school year, the number of days for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Grades Kindergarten to 12 shall not exceed ten days of which at least five shall be for teacher in-service. Please identify the dates scheduled for the 10 non-instructional days.

FALL TERM		Please ✓ one box for each date		SPRING TERM		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 3, 2013			K-12	January 31, 2014		9-12	K-8
October 25, 2013			K-12	February 28, 2014			K-12
November 21, 2013	K-8			March 20, 2014		K-8	
November 22, 2013	K-12			March 21, 2014		K-8	9-12
				April 17, 2014		9-12	
				May 16, 2014			K-12
				June 26, 2014		9-12	
				June 27, 2014		K-12	
Total	K-8:	2	2		K-8:	3	3
	9-12:	1	2		9-12:	4	3

In divisions with Hutterian Colony schools that will use a different schedule for non-instructional days to account for observed religious holidays, please identify those dates below.

FALL TERM (Hutterian)		Please ✓ one box for each date		SPRING TERM (Hutterian)		Please ✓ one box for each date	
		ADMIN	PD			ADMIN	PD
September 3, 2013			K-12	January 6, 2014			K-12
October 25, 2013			K-12	April 21, 2014		K-12	
November 21, 2013	K-12			April 22, 2014		K-12	
November 22, 2013	K-12			May 29, 2014			K-12
				June 9, 2014		K-12	
				June 10, 2014			K-12
Total	K-12:	2	2		K-12:	3	3

APPROVED

School Division

Superintendent

# BRANDON SCHOOL DIVISION ✱

## Administration/Professional Development Day Schedule 2013/2014

2013	Early & Middle Years (Kindergarten to Grade 8)	Senior Years (Grades 9 to 12)
September 3 Tuesday	Professional Development Day No Classes – K-12	
October 25, Friday	Professional Development Day (SAGE) No Classes – K-12	
November 21, Thursday	Student/Parent/Teacher Conferences No Classes – K-8	Regular Classes
November 22, Friday	Student/Parent/Teacher Conferences No Classes – K-8	Student/Parent/Teacher Conferences No Classes – Gr. 9-12
<b>2014</b>		
January 31, Friday	Professional Development Day No Classes – K-8	Administration Day No Classes – Gr. 9-12 (2 <sup>nd</sup> semester for Gr. 9-12 begins February 3, 2014)
February 28, Friday	K-12 Division-Wide Professional Development Day No Classes - K-12	
March 20, Thursday	Student/Parent/Teacher Conferences No Classes - K-8	Regular Classes
March 21, Friday	Student/Parent/Teacher Conferences No Classes - K-8	Professional Development Day No Classes – Gr. 9-12
April 17, Thursday	Regular Classes	Student/Parent/Teacher Conferences No Classes - Gr. 9-12
May 16, Friday	K-12 School-Based Professional Development School Development Planning No Classes - K-12	
June 26, Thursday	Regular Classes	Administration Day No Classes – Gr.9-12
June 27, Friday	Administration Day No Classes K-12	

### Common Dates for All Schools:

#### 2013

September 3, Tuesday ..... Schools Open for Staff Only – Professional Development Day  
 September 4, Wednesday ..... First Day of Classes for Students  
 October 14, Monday ..... Thanksgiving Day (All Schools Closed)  
 November 11, Monday ..... Remembrance Day (All Schools Closed)  
 December 20, Friday ..... Last Day of School Prior to Christmas Vacation  
 December 23 – January 5 (inclusive) ..... Christmas Vacation (All Schools Closed)

#### 2014

January 6, Monday ..... All Classes Resume  
 February 3, Monday ..... Semester II Begins (Gr. 9-12)  
 February 17, Monday ..... Louis Riel Day (All Schools Closed)  
 March 28, Friday ..... Last Day of Classes Prior to Spring Vacation  
 March 31 – April 4 (inclusive) ..... Spring Vacation (All Schools Closed)  
 April 7, Monday ..... All Classes Resume  
 April 18, Friday ..... Good Friday  
 May 19, Monday ..... Victoria Day (All Schools Closed)  
 June 27, Friday ..... Administration Day (No Classes)

Number of days schools are open for 2013-2014 – 194 days as follows:

September - 20; October - 22; November - 20; December - 15; January - 20; February - 19; March – 20;  
 April – 17; May – 21; June – 20