



# BRANDON SCHOOL DIVISION

May 21, 2014

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

TO BE HELD MONDAY, MAY 26, 2014  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE  
1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, May 12, 2014.  
Adopt.
- b) Regular Board Meeting, May 12, 2014.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

- a) Crocus Plains Regional Secondary School – Report on Hairstyling Show/Trip to New York.

**2.02 Reports of Committees**

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|--|-----------|
| a) Facilities/Transportation Committee | D. Karnes |
| b) WPS&H Committee                     | D. Karnes |
| c) Policy Review                       | G. Kruck  |
| d) Other                               |           |

**2.03 Delegations and Petitions****2.04 Communications for Action**

- a) Heather Demetriooff, Associate Director, Manitoba School Boards Association, May 14, 2014, attaching draft membership satisfaction survey 2014. Noting the survey will be conducted via telephone, by Viewpoints Research, commencing in the last week of May. Board chairs should expect to be contacted at the primary telephone number listed in the association membership directory, while superintendents and secretary-treasurers will be called at the division/district office. (Appendix "A")  
Refer MSBA Issues.

**2.05 Business Arising****- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

- a) Correspondence from Heather Demetriooff, Associate Director, Manitoba School Boards Association, from Communications for Action 2.04a), attaching draft membership satisfaction survey 2014.

**- From Report of Senior Administration**

- a) School Reports – Meadows School
- b) Learning Support Services Presentation – Cultural Proficiency Video – K. Boklaschuk/J. Ford
- c) Items from Senior Administration Report –
- Change of Meeting Date – Refer Motions.
  - École secondaire Neelin High School Off-Site Activity Request – Refer Motions.
  - Kinette Club of Brandon Scholarship – Refer Motions.
  - Trustee Inquiries:
    - o Inquiry from Trustee Sumner – Graduation and Certificate Requirements.

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

**2.07 Motions**

- 50/2014 That the Regular Meeting of the Board scheduled for July 14, 2014 be changed to July 7, 2014 in order to allow the Board to meet closer to the end of the 2013-2014 school year.
- 51/2014 That the trip involving sixteen (16) male grades 9-12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 9-12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 52/2014 That the Agreement for establishment of an award for a student graduating from the Neelin High School Off-Campus program to be known as the "Kinette Club of Brandon Award" in the amount of \$100.00 for the 2013-2014 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 53/2014 That Procedures 9002 – "Student Transportation Safety" be amended to include Paragraph 6 as follows:  
 "6. Parents Riding the Bus  
 Parents may not ride the school bus with their child. Exceptions may be allowed on a case by case basis at the discretion of the Office of the Superintendent. Drivers are instructed not to let unauthorized adults on the bus. This is for the protection of all students. School approved chaperones on field trips shall be allowed to ride the school bus."

**2.08 Bylaws**

Second Reading:

That By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015 having been first read on May 12, 2014.

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

Receive and File.

**3.02 Communications for Information**

- a) Floyd Martens, President, Manitoba School Board Association, May 14, 2014, noting the results of the feedback from the membership regarding the MSBA's governance structure. In light of those results, the Provincial Executive will not be undertaking a governance restructuring initiative at this time.

Receive and File.

- b) George Coupland, Director, Labour Relations, May 9, 2014, advising in a trustee election year, we normally do not see active bargaining across the province until after elections. This is due to the fact that trustee elections usually result in approximately one third (1/3<sup>rd</sup>) turnover in trustee membership and teachers' locals would like to open and complete bargaining with the same board negotiating team. Notwithstanding, once you receive notice, it is up to the parties to reach a mutual decision as to commence bargaining prior to the expiry of the collective agreement or wait until fall post elections. The labour relations staff or your regional directors will be contacting you to set potential dates for coordinating meetings to occur in May or June.

Refer to Personnel Committee.

- c) Heather Shelton, Addressed to Bruce Coombs and Lauren Wooley, Brandon Teachers Association, April 21, congratulating them on the implementation of the swimming program, created through a partnership between BTA and MTS, for the École New Era School Grade 3/4 and Grade 5/6 students. In her view the quality of the program is exceptional and has offered more than swimming programs in the past. Appreciation must be expressed to the Brandon School Division who willingly supplied the transportation to and from the Sportsplex.

Receive and File.

**3.03 Announcements**

- a) Brandon School Division Long Service Pin Recognition, 6:00 p.m., Thursday, May 29, 2014, Riverbank Discovery Centre.
- b) Education Committee Meeting, 11:30 a.m., Monday, June 2, 2014, Board Room.
- c) Scholarship Committee Meeting, 1:00 p.m., Monday, June 2, 2014, Conference Room.
- d) Facilities/Transportation Committee Meeting, 11:30 a.m., Thursday, June 5, 2014, Board Room.
- e) Brandon Teachers Association Retirement Dinner, 6:00 p.m., Thursday, June 5, 2014, Victoria Inn.
- f) Personnel Committee, 9:00 a.m., Monday, June 9, 2014, Board Room.
- g) Finance Committee, 2:00 p.m., Monday, June 9, 2014, Board Room.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 9, 2014, Board Room.

**4.00 IN CAMERA DISCUSSION**



**4.01 Student Issues**

- Reports

- Trustee Inquiries

**4.02 Personnel Matters**

- Reports

a) Confidential #1 - Personnel Report.

- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports

- Trustee Inquiries

**4.04 Board Operations**

- Reports

- Trustee Inquiries

**5.00 ADJOURNMENT**

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

14 May 2014

**TO:** The Board Chair, Superintendent and Secretary-Treasurer  
**FROM:** Heather Demetriooff, Associate Director  
**RE:** Membership Satisfaction Survey 2014

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Last week, the board chair, superintendent and secretary-treasurer of each Manitoba school division and district received a letter from Carolyn Duhamel, inviting them to participate in a membership satisfaction survey. In that letter, Carolyn indicated that a copy of the survey would be provided in advance of the actual telephone interview, to enable participants to consult with colleagues to garner their opinions on the questions that will be asked.

Attached, please find draft of that survey. While there may still be some minor changes made to this instrument, it does accurately reflect the direction and content of the survey.

As Carolyn indicated in her initial letter, this survey will be conducted via telephone, by Viewpoints Research, commencing in the last week of May. Board chairs should expect to be contacted at the primary telephone number listed in the association membership directory, while superintendents and secretary-treasurers will be called at the division/district office.

Thank you in advance for participating in this survey, and for helping us to determine ways in which the Manitoba School Boards Association can improve to better meet your needs.

HD/je

Attachment (1)

2,104 a)

## SURVEY QUESTIONS

- Q1 Overall, would you say you are very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the services and supports provided by the Manitoba School Board Association to your School Division?

Very satisfied .....1  
 Somewhat satisfied .....2  
 Somewhat dissatisfied.....3  
 Very dissatisfied.....4  
 Don't know / Refused.....5

I want to ask you some questions about specific services and supports provided by the Manitoba School Board Association.

- Q2 In the last 12 months, have you used labour relations services and supports, such as collective bargaining, contract administration and human resource consultation, provided by the Manitoba School Board Association?

Yes, have used labour relations services.....1  
 No, have not used labour relations services.....2 **GOTO Q7**  
 Don't know / Refused.....3 **GOTO Q7**

- Q3 Which of the following specific labour relations services have you used?

Contract administration and interpretation .....01  
 Collective bargaining spokesperson .....02  
 Grievance issues, including rights  
 and interest arbitration .....03  
 Legal advice, including interpretation and application  
 of legislation.....04  
 Workshops or presentations.....05  
 Research and information services .....06  
 Human resource policy administration .....07  
 Employee benefit programs, like pension plans,  
 extended health benefits and group life insurance .....08  
**DO NOT READ**  
 Don't know / Refused.....09

Q4 Have you used any other labour relations services?

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Q5 Were you very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the labour relations services and supports provided by the Association?

Very satisfied .....1  
 Somewhat satisfied .....2  
 Somewhat dissatisfied.....3  
 Very dissatisfied.....4  
 Don't know / Refused.....5

Q6 Were the labour relations services you used provided in a timely manner?

Yes .....1  
 No.....2  
 Don't know / Refused.....3

Q7 What are the most important things that the Association should be doing to improve the labour relations services and support that it provides to School Divisions?

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Q8 In the last 12 months, have you or your Division used education and information services and supports, such as training to help trustees do their jobs, provided by the Manitoba School Board Association?

Yes, have used education services .....1  
 No, have not used education services .....2 **GOTO Q13**  
 Don't know / Refused.....3 **GOTO Q13**

Q9 Which of the following specific education and information services were used?

Trustee development workshops and seminars at the Association convention .....	01
Other in person trustee development workshops and seminars .....	02
Online training, like webinars.....	03
Customized Board development sessions .....	04
Education videos, like Division Dispatches.....	05
The sample School Board policy service.....	06
Publications, like the Board Member Handbook and the Guide to School Boards and Trusteeship.....	07
Legal and other interpretations of laws and regulations ....	08
Requests for legal interpretation .....	09
<b>DO NOT READ</b>	
Don't know / Refused.....	10

Q10 Have you used any other education or information services?

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Q11 Were you very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the education and information services and supports, provided by the Association?

Very satisfied .....	1
Somewhat satisfied .....	2
Somewhat dissatisfied.....	3
Very dissatisfied.....	4
Don't know / Refused.....	5

Q12 Were the education and information services provided in a timely manner?

Yes .....	1
No.....	2
Don't know / Refused.....	3

- Q13 What are the most important things that the Association should be doing to improve the education services and support it provides to School Divisions?

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- Q14 In the last 12 months, have you used communications services and supports, such as publications, posters and information backgrounders, provided by the Manitoba School Board Association?

Yes, have used communications services .....1  
 No, have not used communications services .....2 **GOTO Q19**  
 Don't know / Refused.....3 **GOTO Q19**

- Q15 Which of the following specific communications services have you used?

The Association website .....01  
 The Association twitter feed .....  
 Bi-weekly e-bulletins .....02  
 Posters on things like safe texting and School Board  
 candidate recruitment.....03  
 The Trustee datebook.....04

- Q16 Have you used any other communications services?

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- Q17 Were you very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the communications services and supports provided by the Association?

Very satisfied .....1  
 Somewhat satisfied .....2  
 Somewhat dissatisfied.....3  
 Very dissatisfied.....4  
 Don't know / Refused.....5

Q18 Were the communications services provided in a timely manner?

Yes .....1  
 No.....2  
 Don't know / Refused.....3

Q19 What are the most important things that the Association should be doing to improve the communications services and support it provides to School Divisions?

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Q20 In the last 12 months, have you used insurance and risk management services and supports, such as site inspections, health and safety training and safety publications, provided by the Manitoba School Board Association?

Yes, have used insurance and risk  
 management services .....1  
 No, have not used insurance and risk  
 management services .....2 **GOTO Q25**  
 Don't know / Refused.....3 **GOTO Q25**

Q21 Which of the following specific insurance and risk management services have you used?

On-site safety inspections of areas like school labs and  
 playgrounds.....01  
 Safety resources like the job hazard analysis  
 and the workplace hazardous materials  
 system or WHMIS .....02  
 Manitoba School Insurance program, including  
 handling claims .....03  
 Safety training sessions.....04  
 Risk management publications like Safety Bulletins  
 and Youth Safe Outdoors.....05  
 Safe Grad and TADD supports and activities.....06  
 Don't know / Refused.....07

Q22 Have you used any other insurance and risk management services?

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Q23 Were you very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the Manitoba School Board Association insurance and risk management services and supports provided by the Association?

- Very satisfied .....1
- Somewhat satisfied .....2
- Somewhat dissatisfied.....3
- Very dissatisfied.....4
- Don't know / Refused.....5

Q24 Were the insurance and risk management services used provided in a timely manner?

- Yes .....1
- No.....2
- Don't know / Refused.....3

Q25 What are the most important things that the Association should be doing to improve the insurance and risk management services and support it provides to School Divisions?

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- Q26 Thinking about the Manitoba School Board Association's work advocating with the provincial government and other organizations on behalf of School Divisions, would say you are very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the Association's activities?

Very satisfied .....1  
 Somewhat satisfied .....2  
 Somewhat dissatisfied.....3  
 Very dissatisfied.....4  
 Don't know / Refused.....5

- Q27 Can you suggest ways that the Association could improve its advocacy work?

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- Q28 Are there any additional services that you feel the Manitoba School Board Association should consider offering to School Divisions in the province?

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- Q29 In the last 12 months have you contacted the Manitoba School Board Association about a difficult or delicate situation?

Yes .....1  
 No.....2 **GOTO Q31**  
 Don't know / Refused.....3 **GOTO Q31**

- Q30 Would say you were very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the assistance you received from the Association?

Very satisfied .....1  
 Somewhat satisfied .....2  
 Somewhat dissatisfied.....3  
 Very dissatisfied.....4  
 Don't know / Refused.....5

The Manitoba School Board Trustees Association Provincial Executive has struck a committee to review the Association's funding model and core service delivery. The Committee's goal is to ensure the Association is able to deliver needed services to School Boards in a fiscally responsible and sustainable manner. I am going to read you a list of options which could be considered to meet this goal. On a scale of 1 to 5, where 1 means not at all acceptable and 5 means totally acceptable please tell me how acceptable each of the following are you. **ROTATE**

		Not at all acceptable			Totally acceptable			DK/REF
		1	2	3	4	5	6	
Q31	Reduce costs by cutting the Association's services and staff.	1	2	3	4	5	6	
Q32	Increase membership fees as required, to maintain existing services.	1	2	3	4	5	6	
Q33	Increase revenue by charging higher registrations fees for conferences and workshops.	1	2	3	4	5	6	
Q34	Create additional revenues by introducing fees for some existing Association services, like customized board governance training, division-specific labour relations training and school safety inspections.	1	2	3	4	5	6	
Q35	Ensure greater predictability for Boards by mapping out a multi-year plan for membership fee increases.	1	2	3	4	5	6	

And finally I am going to read you some statements which others have made about the Manitoba School Board Association. For each one, please tell me whether you strongly agree, agree, disagree, or strongly disagree. The Association...**ROTATE**

		STR AGREE	AGREE	DIS- AGREE	STR DIS- AGREE	DK/ NA	REF
Q36	Practices open communication and shares information freely with School Divisions.	1	2	3	4	5	6
Q37	Has a sense of direction and purpose, in other words, it generally knows where it is going and how to get there.	1	2	3	4	5	6
Q38	Listens to your School Division needs.	1	2	3	4	5	6
Q39	Responds to your School Division requests in a timely manner.	1	2	3	4	5	6
Q40	Is a strong voice for elected public school boards in Manitoba.	1	2	3	4	5	6
Q41	Communicates well with your School Division.	1	2	3	4	5	6

		STR AGREE	AGREE	DIS- AGREE	STR DIS- AGREE	DK/ NA	REF
Q42	Provides your School Division with sufficient input into provincial government advocacy activities.	1	2	3	4	5	6

Thank you for agreeing to participate in this survey.

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 6:00 p.m. MONDAY, MAY 12, 2014.

**PRESENT:**

Mr. M. Sefton, Chairperson, Mr. Murray, Vice-Chairperson Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. D. M. Michaels Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources, Mr. M. Clark, Director of Facilities and Transportation, Ms. K. Boklaschuk, Communications and Technology Specialist.

**REGRETS:**

Mr. G. Malazdrewicz, Associate Superintendent.

**CALL:**

The Chairperson called the meeting to order at 6:06 p.m.

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

- a) Board Operations Matter – In-Camera

Mr. Karnes – Mr. Snelling

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA**

Trustee Murray declared a possible conflict of interest and excused himself from the In-Camera discussions.

A Board Operations matter was discussed. Direction was provided to Senior Administration.

**IN BOARD**

Dr. Ross – Mr. Bartlette

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

Mr. Sumner – Mrs. Bowslaugh

That the meeting do now adjourn (6:57 p.m.).

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Chairperson

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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., MONDAY, APRIL 28, 2014.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Mr. G. Malazdrewicz, Associate Superintendent

The Chairperson called the meeting to order at 7:04 p.m. He welcomed everyone in attendance.

## **AGENDA**

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

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

The Secretary-Treasurer noted he had one motion to bring forward as a late item from the Facilities and Transportation Committee meeting held May 7, 2014.

Trustee Murray confirmed he had one item for in-camera discussions.

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

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held April 28, 2014 were circulated.

Point of Privilege: Trustee Kruck felt his response regarding the Valleyview Playground issue had been incorrectly interpreted. He confirmed his position was he could not support the request and not that he declined to provide a position.

Mr. Snelling – Dr. Ross  
That the Minutes be approved as circulated.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

Students from Alexander High School provided a presentation to the Board of Trustees on the Commonwealth Project they were participating in. They were one of fifteen schools in Canada chosen to participate. The students noted they were placed on a team with 11 other schools from around the world and lead by Scottish Mountain Bike racer Lee Craigie. The students highlighted the various projects they participated in globally with the other schools. They spoke about what they had learned from being part of a Commonwealth Classroom and they highlight of the project for each student.

Trustees congratulated students on their presentation. The Chairperson thanked them for attending.

### **2.02 Reports of Committees**

#### **a) Finance Committee Meeting**

The written report of the Finance Committee meeting held on April 28, 2014 was circulated.

Trustees requested clarification regarding the Vincent Massey school cleaning contract extension, which had been approved via motion at the previous Board meeting.

Mr. Sumner – Mr. Bartlette  
That the Minutes be received and filed.  
Carried.

#### **b) Other**

- Trustee Sefton reported on the Trustee Education Session regarding “The Role of the Secretary-Treasurer” held on April 25, 2014. He noted that the Secretary-Treasurer, the Assistant Secretary-Treasurer, Trustee Bartlette had attended the session with him. He commented that they had all felt some worthwhile discussions had been held at the sessions.

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Keith Thomas, Risk Manager, Manitoba School Boards Association, April 23, 2014, advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in “assembly” type public buildings. One area that may require attention in many schools is the Occupant Load in gyms and non-fixed seating which needs to be fastened together in units of no fewer than 8 seats. The Manitoba Schools Insurance Committee Members discussed these requirements and he was directed

to inform all boards before the end of this school year regarding this matter. He notes school administrators may find innovative ways of connecting chairs together that may not require new purchases or time consuming methods to put seats together.

Referred Business Arising.

- b) Floyd Martens, President, Manitoba School Boards Association, April 30, 2014, noting the Executive met to consider an interim report and recommendation regarding the need for feedback from member boards about their usage of association services and their perspectives about preferred options and strategies to align service expenditures with the necessary revenues to support these services. In mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend. For purposes of this survey, respondents will include board chairs as well as divisional superintendents and secretary-treasurers. Upon completion of the interviews a final report of the survey findings will be provided to the Executive in late June or early July. These findings will be shared with the Ad Hoc Core Services and Funding Committee and with member school boards so that the work of determining MSBA services and revenue strategies into the future can move forward within the initial timeframe proposed by the Executive earlier this year.

Referred MSBA Issues.

**2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

- a) The correspondence from Keith Thomas, Risk Manager, Manitoba School Boards Association, from Communications for Action 2.04a), advising that the Office of the Fire Commissioner (Manitoba) has discussed with many administrators about the requirements for Fire and Life Safety in "assembly" type public buildings and the direction to Mr. Thomas to inform all boards before the end of this school year regarding this matter was discussed. It was agreed the matter would be forwarded to the Secretary-Treasurer for further study and follow up with schools.

**- MSBA issues (last meeting of the month)**

- a) The correspondence from Floyd Martens, President, Manitoba School Boards Association, from Communications for Action 2.04b), noting in mid-May a draft survey will be provided to intended respondents with telephone interviews to be conducted by Viewpoints Research after the May long weekend was discussed. The Chairperson noted he has received the letter regarding this matter, but not the survey questions. He asked Trustees if they would like a copy of the questions when he does receive them. The Trustees confirmed they would like to review the questions once received by the Chairperson regarding this matter.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL

- c) Items from Senior Administration Report
- P.E.O. Chapter R Scholarship – Referred Motions.
  - MNP LLP Scholarship – Referred Motions.
  - Murray Family Scholarship – Referred Motions.
  - Five-Year Capital Plan – Referred Motions.

The Secretary-Treasurer spoke to the three scholarship agreements which were being brought forth in the Report of Senior Administration. He also noted the Five-Year Capital Plan had been reviewed by the Facilities and Transportation Committee and was included in the agenda for Trustees to review.

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

### **2.07 Motions**

44/2014 Mr. Kruck – Mrs. Bowslaugh

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R of Brandon Scholarship” in the amount of \$350.00 for the 2013-2014 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

45/2014 Mrs. Bowslaugh – Mr. Sumner

That the Agreement to establish three scholarships, to be awarded annually to one Grade 12 Graduating Student from each of the three high schools, in the amount of \$1,000 each, and to be known as the “MNP LLP Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

46/2014 Mr. Sumner – Mrs. Bowslaugh

That the Agreement to establish an award to be known as “The Murray Family Award” in memory of Kelly Murray, a graduate of the Neelin Off-Campus Program, in the amount of \$500.00 to be distributed annually to a student graduating from the Neelin High School Off-Campus Program and enrolled in a post-secondary program be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

Trustee Bowslaugh asked that a thank-you be forwarded to each contributor regarding the scholarships which had just been approved. The Chairperson confirmed it was routine practice to forward a note of appreciation.

47/2014 Dr. Ross – Mr. Bartlette

That the Five-Year Capital Plan 2015/16-2020/21 be approved for submission to the Public Schools Finance Board.

It was confirmed that a request for a new school was still the number one item on the Five-Year Capital Plan.

Carried.



48/2014 Mr. Karnes – Mr. Snelling

That a wheelchair school bus be provided to the Society of Manitobans with Disabilities for their Summer Program from July 2-4, 14-18, 21-25, 28-August 1, August 4-8, 11-15 and 18-22, 2014 at the current rates subject to approval by the Supervisor of Transportation.

Carried.

## **2.08 Bylaws**

Mr. Snelling – Mr. Karnes

That By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015 be now read for the first time.

Carried.

### **THE BRANDON SCHOOL DIVISION**

#### **BYLAW NO. 1/2014**

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015.

WHEREAS the estimates of the said School Division for the above-mentioned fiscal period have been made and the budget of the Division for the fiscal year of July 1, 2014 to June 30, 2015 was the sum of **EIGHTY-NINE MILLION, SIX HUNDRED AND FIFTY-THREE THOUSAND, TWO HUNDRED (\$89,653,200) DOLLARS.**

AND WHEREAS the Board of Trustees of the said School Division have not yet received any moneys on account of School Taxes for the year 2014/2015 from Municipalities nor any moneys from the Provincial Government by way of grant for the year 2014/2015 SAVE THE SUM OF *nil* Dollars (\$ -- ) from MUNICIPALITIES and THE SUM OF *nil* Dollars (\$ -- ) from the PROVINCIAL GOVERNMENT.

AND WHEREAS no moneys have been previously borrowed to meet the expenditures of the 2014/2015 fiscal period SAVE AS SET OUT IN THE FOLLOWING SCHEDULE, THAT IS TO SAY: Nothing previously borrowed.

AND WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for July 1, 2014 to June 30, 2015 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **TWENTY MILLION (\$20,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for July 1, 2014 to June 30, 2015 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid.

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of July, 2014, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

SECOND READING: \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

THIRD READING: \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014.

\_\_\_\_\_  
Chairperson

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

I, Denis Labossiere, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 1/2014.

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

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

### **3.00 ADMINISTRATIVE INFORMATION:**

#### **3.01 Report of Senior Administration**

The Superintendent highlighted the following items from the Report of Senior Administration:

- Quality Learning at Linden Lanes;
- Quality Teaching at Crocus Plains;
- Quality Support Services at O'Kelly;
- Suspensions;
- Year One of Technology in Learning;
- Leadership in Adolescent Literacy; and
- Correspondence received from the Manitoba Teachers' Society

Trustees requested a letter of congratulations be forwarded to Ms. Anna-Maria Cristina-Gaudet, teacher at École O'Kelly School regarding her election to the Executive of the Éducatrices et éducateurs francophones du Manitoba.

Trustees asked questions for clarification regarding the suspensions report and the literacy report.

Mr. Murray – Mr. Snelling

That the May 12, 2014 Report of Senior Administration be received and filed.

Carried.

#### **3.02 Communications for Information**

- a) Peter Kotyk, Chair, Board Trustees for River East Transcona School Division, April 17, 2014, addressed to Mr. Floyd Martens, President, Manitoba School Boards Association, noting they wish to register their support of the Brandon School Division's concerns and unanimously oppose the position/direction taken by the Executive of MSBA. They find no compelling evidence to qualify an ad hoc committee comprised of four past presidents with the necessary expertise to conduct a proper and comprehensive review of our organization. A more representative committee, as referenced by the Brandon School Division, would better serve the exercise and the membership.

Ordered Filed.

- b) Joanne Muller, Secretary, Board of Reference, Manitoba Education and Advanced Learning, April 22, 2014, advising of a Board of Reference Hearing to be held June 18, 2014, in the offices of The Brandon School Division, located at 1031 – 6<sup>th</sup> Street, Brandon, MB.

Referred to Facilities & Transportation.

- c) Heather Demetriooff, Associate Director, Manitoba School Boards Association, April 30, 2014, enclosing two versions of the information brochure "Public Schools Matter to Everyone". To request hard-copy pamphlets, or a customized electronic version of either document, please contact Communications Officer Karen Harrington at [kharrington@msbschoolboards.ca](mailto:kharrington@msbschoolboards.ca).

Ordered Filed.

#### **3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting, 1:00 p.m., Wednesday, May 14, 2014, Conference Room.

- b) Policy Review Committee Meeting, 2:30 p.m., Tuesday, May 20, 2014, Board Room.
- c) Divisional Futures and Community Relations Committee Meeting, 11:30 a.m., Wednesday, May 21, 2014, Board Room.
- d) Personal Committee Meeting, 9:00 a.m., Monday, May 26, 2014, Board Room.
- e) Finance Committee Meeting, 2:00 p.m., Monday, May 26, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 26, 2014, Board Room.

Mrs. Bowslaugh – Mr. Bartlette

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

#### IN COMMITTEE OF THE WHOLE IN CAMERA

#### **4.00 IN CAMERA DISCUSSION:**

##### **4.01 Student Issues**

###### **- Reports**

- a) Confidential #2 – Regarding a letter from a parent council was reviewed and discussed. The Board directed the Chairperson to write to the parent council regarding this matter.

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

- a) Trustee Murray referenced an email he had received and forwarded to Trustees, the Superintendent and the Associate Superintendent. (Confidential #3)

##### **4.02 Personnel Matters**

###### **- Reports**

- a) Confidential #1 – Personnel Report was noted.

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

- a) Trustee Bartlette inquired about a personnel matter. The Superintendent provided an update on the situation.

##### **4.03 Property Matters/Tenders**

###### **- Reports**

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

#### **4.04 Board Operations**

##### **- Reports**

- a) Discussions were held regarding future Board meeting and committee meeting dates. Direction was provided to the Secretary-Treasurer.

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

Mr. Murray – Mr. Snelling

That the Committee of the Whole In Camera do now resolve into Board.

Carried.

49/2014 Mr. Kruck – Mr. Murray

That the Policy Review Committee review all policies dealing with bullying.

Carried.

#### **5.00 ADJOURNMENT**

Mr. Murray – Mrs. Bowslaugh

That the meeting does now adjourn (8:55 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Wednesday, May 7, 2014 – 11:30 a.m.  
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, P. Bowslaugh (interested at 11:40 a.m.) M. Snelling (Alternate – exited at 12:50 p.m.), D. Labossiere, Dr. Michaels (exited at 12:55 p.m.), M. Clark and R. Harkness.

Regrets: G. Malazdrewicz

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### 1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:30 a.m. by Committee Chairperson, Doug Karnes.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated

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

The Minutes of April 10, 2014 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Five-Year Capital Plan – 2015-2016 to 2020-2021

The Director of Facilities and Transportation circulated and reviewed the Five Year Capital Plan 2015-2016 to 2020-2021. Discussions were held and the committee asked questions for clarification. Mr. Clark confirmed the number one request was for a new school in the capital plan. The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2015-2016 to 2020-2021 as a late motion to the Regular Board Meeting to be held on Monday, May 12, 2014.

#### Recommendation:

That the Five-Year Capital Plan 2015-2016 to 2020-2021 be approved for submission to the Public Schools Finance Board.

#### B) Operations Matter – In-Camera Discussions

This item was discussed In-Camera. The Committee agreed to refer the matter to In-Camera discussions at a Special Meeting of the Board of Trustees to be held on May 12, 2014, prior to the Regular Board meeting.

#### C) Governance Goal Update 2010-2014

The Committee reviewed the Governance Goal regarding "Facilities Planning". The noted the work which had been completed during the current school year. It was agreed that the Division, in conjunction with the City of Brandon, would continue to monitor the use of facilities by outside user groups.

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

### **A) Request for Buses**

Supervisor of Transportation, Mr. Ron Harkness, spoke to the request for a wheelchair school bus from the Society of Manitobans with Disabilities for their summer program. The Committee discussed the matter and agreed to bring forth a recommendation for approval as a later motion on Monday, May 12, 2014.

#### **Recommendation:**

That a wheelchair school bus be provided to the Society of Manitobans with Disabilities for their Summer Program from July 2-4, 14-18, 21-25, 28 – August 1, August 4-8, 11-15 and 18-22, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

### **B) Parents Riding the School Bus**

The Secretary-Treasurer referred to an amendment to Procedures 9002 – “Student Transportation Safety” regarding parents riding the school bus. He noted this item had been referred to Senior Administration to provide an amendment that would not allow parents on the school bus with their child. The amendment was discussed. The Committee requested a revision that would include an exception on a case by case basis, at the discretion of the Office of the Superintendent. The Committee agreed to bring forth a recommendation amending Procedures 9002. (Appendix “A”)

#### **Recommendation:**

That Procedures 9002 – “Student Transportation Safety” be amended to include Paragraph 6 as follows:

#### **“6. Parents Riding the Bus**

Parents may not ride the school bus with their child. Exceptions may be allowed on a case by case basis at the discretion of the Office of the Superintendent. Drivers are instructed not to let unauthorized adults on the bus. This is for the protection of all students. School approved chaperones on field trips shall be allowed to ride the school bus.”

### **C) Board of Reference Hearing**

The Secretary-Treasurer spoke to a Board of Reference hearing which would be taking place in June. The Committee reviewed the matter. It was noted that the Division would not be supporting the request of the applicant to move their property out of the Brandon School Division.

### **D) Facilities Site meeting for Cameras/Security Tender**

The Director of Facilities and Transportation noted only one company had attended the facilities site meeting regarding the Cameras/Security Tender and that only one tender had been received. The matter was being brought forth to the Committee as information and requesting permission to open the single tender. It was further noted that the tender result will then be forwarded to the Finance Committee for approval as the amount will be over \$50,000 and a motion from the Board of Trustees will be required. The matter was discussed. The Committee provided the required permission to open the single tender regarding this item.

### **E) Reduced-Speed School Zones**

Information was circulated to the Trustees and the Director of Facilities and Transportation spoke to the matter.

## **6. OPERATIONS INFORMATION**

- Mr. Clark noted the plans for the Meadows School 3 Classroom and Elevator Addition, the Waverly Park School 2 Classroom Addition and the George Fitton School Kindergarten Renovations were available for review should the Committee wish to do so.

- Mr. Clark confirmed that he had attended upon the Valleyview School Playground and an inspection had been completed. He noted work orders were issued to make repairs. He confirmed some areas of the playground had been "planked off" and the damaged slide and tires will be removed. He also noted that the Division hopes to salvage the slide from the Green Acres Playground and provide to Valleyview for the time being.
- The Committee received the following letters as information:
  - o Letter from PSFB re: 2014-2015 Modular Classroom Assessment regarding J.R. Reid;
  - o Letter from PSFB re: CPRSS Chemistry and Physics Renovations
- The Committee agreed to leave the June Committee meeting as scheduled for the time being and will determine closer to the date as to whether or not a meeting is required, or needed later in the month.

**7. NEXT REGULAR MEETING: Thursday, June 5, 2014 11:30 a.m., Board Room**

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

\_\_\_\_\_  
D. Karnes, Chair

\_\_\_\_\_  
P. Bowslaugh

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

\_\_\_\_\_  
M. Snelling (Alternate)





# BRANDON SCHOOL DIVISION POLICY

Appendix "A"

## PROCEDURES 9002

### STUDENT TRANSPORTATION SAFETY

*Adopted:*

The intent of these procedures is to ensure that all students of the Brandon School Division have safety instruction concurrent with their use of transportation services. Therefore, the procedures outlined below apply to all schools. However, taking into consideration the variance in school bus use by schools, the following guidelines shall be followed:

#### REGULAR TRANSPORTED STUDENTS

All students who are regular transported students shall experience the Transportation Safety Program according to the time and program requirements contained below.

#### OCCASIONAL BUS RIDERS

All occasional riders should experience the program according to the time and program requirements contained below. In any event, no student should participate in any use of the services, such as field trips, without within a twelve month period having received instruction as described in point 1. Rules of Ridership and point 4. Field Trips.

#### 1. Rules of Ridership

Prior to the conclusion of the first full week of classes:

- a) A teacher will teach and/or review the rules of ridership for his/her class using the ridership safety rules provided by the Transportation Department of the Division as well as review of Division Policy and Procedures 7010 – "Illegal Possession and/or Use of Alcohol, Illicit or Non-Medical Use of Drugs and Intoxicating Substances and Policy and Procedures – 7011 – "Investigation by Police in Schools".
- b) The teacher will distribute to each student one of the appropriate brochures, available from the Transportation office:
  - ***Safety Rules for Student Passengers***
  - ***School Bus Student Conduct Rules and Regulations***
- c) The Principal or designate shall meet with all the bused students to explain the procedures for loading and unloading of students (i.e. where students line up, how they should line up, who is supervising the loading and unloading, etc.). This instruction should be based on the information provided by the Transportation Department of the Division.

## 2. Classroom Instruction

Twice in each school year the teacher shall show at least one film to the students on bus safety. This process of showing safety films should be one which is integrated into the regular classroom instruction on a regular basis. There is an opportunity to integrate bus safety into the unit on Health on "Safety".

A School Bus Safety Bibliography compiled by the Manitoba Instructional Resources Unit is available from the Transportation Department of the Division. Instructional resources shall also be made available by the Transportation Department of the Division.

When the opportunity arises, especially during Art and health classes, the teacher should devote periods of time to doing appropriate follow-up activities related to bus safety. For example, students could be asked to draw and colour pictures that illustrate some aspect of bus safety. Activities of this nature are particularly important during the fall term.

Active involvement of the class in the preparation of materials for bus safety week should be encouraged.

## 3. Evacuation Drills

Once each school term each bus driver shall carry out an emergency evacuation drill for the regular transported students riding in his/her bus. At this time, the opportunity should be taken to explain to the student passengers other procedures related to loading and unloading.

To facilitate the use of transportation services by occasional bus riders, the Supervisor of Transportation or his/her designate will be assisting all schools in the implementation of instruction in safe school bus riding practices and the participation in emergency school bus evacuation drills in accordance with Public Schools Act School Buses Regulation 465/88 R section 17.

## 4. Field Trips

It is required that all students have instruction in bus safety and evacuation procedures prior to participating in field trips. At the commencement of each trip, the assigned bus will arrive at the school in time for the driver to review the rules for passenger procedures and conduct during the trip. The trip will commence when the driver is satisfied that all students are fully aware of their responsibilities. The driver shall be provided with a list of passengers by the school.

## 5. Bus Safety Week

Although bus safety applies every week of the year, the month of October holds a special week with this regard, Bus Safety Week.

Each school should plan activities related to bus safety. During this week, the activities could involve such things as a display of posters done by students or multi-media presentations.

It is intended that Bus Safety Week be regarded by the Division as an opportunity for the Division, to communicate to the public the importance of bus safety.

**6. Parents Riding the Bus**

**Parents may not ride the school bus with their child. Exceptions may be allowed on a case by case basis at the discretion of the Office of the Superintendent. Drivers are instructed not to let unauthorized adults on the bus. This is for the protection of all students. School approved chaperones on field trips shall be allowed to ride the school bus.**

**Committee Minute Form**Room 328, 340-9<sup>th</sup> Street

Brandon MB R7B 2K8

Phone (204) 726-6361

FAX (204) 726-6749

Email: [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)

<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> <u>May 14, 2014</u> <b>Date of next meeting:</b> <u>October 15, 2014</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Mel Clark Doug Karnes Craig Laluk	<b>Occupation</b> Director Fac & Trans Trustee School Administrator	<b>Present</b> x x x	<b>Absent</b>
	<b>Worker Members</b> Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	x x x	x
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<b>Minutes of March 12, 2014</b> • J. Rose, Chair, called the meeting to order at 1:05 p.m.	- J. Rose reviewed minutes. Moved by J. Copeland – H. Kryshewsky – That the previous meeting minutes of March 12, 2014 be adopted as circulated. Carried.	-
B	<b>Outstanding Issues:</b> 1. Audiometric Testing – Update – D. Armstrong	- D. Armstrong reported hearing assessment dates for the 2014-2015 school year have been confirmed. Hearing Innovators Inc. will conduct hearing assessments at the Brandon School Division, Administration Building, room 313, October 20-23, 2014. Follow up dates, November 17 & 18, 2014 have also been confirmed. As previous, spreadsheet lists will be forwarded to schools, attention school secretaries. A reminder will be sent to all Principals emphasizing the importance of attending the scheduled hearing assessment.	
	2. WPS&H Safety Rep Training – Update – A. Johnston (A#1)	- C. Laluk advised the training was positive for all teachers in attendance.	
	3. Bite Protocol – Update – M. Clark	- M. Clark reported the policy has been reviewed by Senior Administration, and is currently on the agenda for the next Facilities/Transportation Committee meeting scheduled for June, 2014. It is recommended the bite protocol be included as part of Policy 4049, Prevention of Communicable Disease-Infection Transmission, Appendix. The current form is currently undergoing minor updates.	-

**Co-Chairpersons' Signatures** Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.**In my opinion, the above is an accurate record of this meeting.**( x ) Print name of Employer Co-Chair Mel Clark( x ) Print Name of Worker Co-Chair Jamie Rose

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
C	<b>Correspondence:</b> 1. Fire Department Regulation (Walk In)	- D. Armstrong reported to the committee a letter from the Fire Department has been received which advised that all school events with numbers 200+, where seating is set up must follow the new regulation. The regulation states chairs in rows of 8 must be teathered together. The rational is that in a mass exit dangerous obstacles can be reduced. D. Armstrong reported he has contacted other school divisions to find out their processes regarding this regulation.	D. Armstrong – Update – October 2014
D	<b>New Business:</b> 1. Day of Mourning – April 28 – J. Rose	- J. Rose advised the Committee The <b>National Day of Mourning</b> is observed in Canada on 28 April. It commemorates workers who have been killed, injured or suffered illness due to workplace related hazards and incidents. J. Rose asked the question, would the Brandon School Division be able to accommodate the National Day of Mourning by lowering flags to half mast? M. Clark advised there is a Policy which outlines the specific conditions to which the flag is allowed to be lowered. C. Laluk commented the request must receive approval from the Superintendent of Schools. - J. Rose will make a request to the Superintendent of Schools, Dr. Michaels.	J. Rose – Update – October 2014
	2. Incident Report, March 12 – May 6, 2014 – D. Armstrong (A #2)	- D. Armstrong reviewed the report with the Committee. The four non-student incidents were investigated with J. Rose and A. Johnston.	
	3. Violent Incident Report, May 9, 2013 – May 6, 2014 – D. Armstrong (A#2)	- D. Armstrong reviewed the report with the Committee. One incident of an environmental emergency is noted in the report.	
	4. Proposed meeting dates for 2014-2015; October 15, 2014, January 14, 2015, March 11, 2015 and May 13, 2015.	- J. Rose read the proposed dates for the next school year, no objections.	
	5. New Worker Orientation – Update – D. Armstrong & C. Laluk (Walk In)	- D. Armstrong & C. Laluk informed the Committee, the New Worker Orientation checklist is being converted into a power point presentation. The power point will be completed and ready for review by Senior Administration in August 2014. All new employees will complete the New Worker Orientation on-line, however, some employees will need to receive the orientation, face-to-face.	D. Armstrong & C. Laluk – Update – October 2014

**Other Business:** Confirmation of Next Meeting: October 15, 2014

Adjournment: H. Kryshewsky – J. Copeland – That the meeting is adjourned at 1:30p.m. Carried.

**Co-Chairpersons' Signatures** Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.**In my opinion, the above is an accurate record of this meeting.**( x ) Print name of Employer Co-Chair Mel Clark( x ) Print Name of Worker Co-Chair Jamie Rose

Signature \_\_\_\_\_ Signature \_\_\_\_\_



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Monday, May 20, 2014, 2:30 p.m.  
Board Room, Administration Office

Present: G. Kruck (Chairperson), J. Murray, K. Sumner,  
M. Sefton, (Alternate), Dr. D. Michaels, Mr. D. Labossiere.

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### 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 2:30 p.m. by Committee Chairperson, Glen Kruck.

### 2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

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

The Minutes of February 10, 2014 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS.

#### a) Policy 4047 – Nutrition Policy

A request came from the School Division Parent Council Committee held February 19, 2014 asking the Board of Trustees to consider the sale of chocolate bars as a “special event” fundraiser and that the Nutrition Policy be amended to reflect same. Discussions regarding this matter had been referred to the Policy Review Committee. Trustee Sumner noted that this item had been raised several times by individuals at the School Division Parent Council Committee meetings.

The Committee discussed the matter noting the policy tends to target certain food groups and not others; how some schools have worked around the policy by having a “friends” of the parent group not associated with the school raise funds; whether or not to allow each school to hold one special fundraiser event to include chocolate bar sales; amending the policy and leaving it to the school principal’s discretion; who actually sells the bars and who buys the bars.

It was noted the purpose of the Nutrition Policy was to make schools a healthier place and given the discussions which had taken place, the Committee did not feel they could make a decision at this time. The Committee requested the matter be tabled to the June Committee meeting. The Board of Trustees would be encouraged to provide feedback to the Policy Review Committee prior to the Committee's June meeting.

**b) Policy 4001 – Off-Site Activities Form 4001(a)**

The Chairperson for the Policy Review Committee had requested this item be brought to the Committee for discussion and review. He suggested that a few changes to the form may help to provide clarification to the teachers and principals completing the form, with respect to the requirements of Policy 4001, particularly with respect to timelines and fundraising. It was noted that this document was an operational/administrative document and not a governance document therefore the Superintendent would take the Committee's directions under advisement and review the document.

Further discussions were held regarding ensuring parents and students are informed that there is financial support available should a family require same. The Committee agreed that this was not something that needed to be included on Form 4001(a); however, it should be made clear in Policy 4001 – Off-Site Activities under Parent Meetings that such a fund exists. The Superintendent was directed to review the Policy and add such a statement, bringing the amendment to policy back to the meeting in June for review by the Committee.

The Chairperson also requested discussions regarding whether or not parents/chaperones/coaches should pay for their own travel expenses for all extra-curricular activities. Discussions were held regarding the impact this would have on the number of trips taken, the difficulty in finding chaperones, and whether or not this should become a budget item in the future. Individual student fundraising accounts were discussed in conjunction with this matter. It was noted that student fundraising accounts had been discussed and information provided by the previous Secretary-Treasurer. The Chairperson requested that one school be asked, as a pilot, to set up individual student fundraising accounts for all student travel. The amount of work required as well as the possible need to provide the school with extra hours to complete this pilot project was noted. The Committee directed Senior Administration to approach École secondaire Neelin High School about piloting this project.

**c) Division Policy Review - Bullying**

This matter was referred to the Committee from the Board meeting held May 12, 2014. Superintendent, Dr. Michaels, suggested the Committee consider starting with Policy 5026 – "Harassment" to review the definition of harassment and the policy as it relates to students. She also suggested the Committee consider reviewing the Policy and Procedures 7004 – "Student Conduct". The Committee Chairperson requested these two policies be placed on the June Committee agenda.

**7. OPERATIONS INFORMATION**

- Trustee Kruck – from Committee Meeting October 21, 2013 requested follow-up discussions regarding student fundraising accounts. This item was reviewed in conjunction with discussions regarding Policy 4001.
- Update on Transportation policy re: parents riding the bus. It was noted this item had been referred to the Facilities and Transportation Committee and an amendment to policy was being brought forward to the next Regular Meeting of the Board of Trustees.
- Update on Sponsorship policy re: procedures. The Superintendent confirmed this item was still in progress.
- June Committee Meeting. It was agreed a Committee meeting would be held in June.

8. **NEXT MEETING: Monday, June 16, 2014, 2:30 p.m., Board Room**

The meeting adjourned at 3:44 p.m.

Respectfully submitted,

---

G. Kruck, Chair

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J. Murray

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K. Sumner

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M. Sefton (Alternate)





# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

May 26, 2014

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*“Accepting the Challenge”*

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

Dr. Donna M. Michaels  
 Superintendent of Schools/  
 Chief Executive Officer

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

### **I. PRESENTATIONS**

#### **FROM SCHOOLS**

Meadows School

#### **FROM LEARNING SUPPORT SERVICES**

Cultural Proficiency Video – Kelli Boklaschuk, Communications and Technology Specialist  
and Joanna Ford, English as an Additional Language Specialist

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

#### **1. CHANGE OF MEETING DATE**

For Action.....D. Labossiere

At the May 12, 2014 Regular Board Meeting, The Board agreed to change the July 14, 2014 Regular Board Meeting to July 7, 2014. The purpose of this rescheduling would allow the Board to meet closer to the end of the 2013-2014 school year. A motion to change the date of the July, 2014 meeting has been included in the agenda for the Board's consideration.

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

*That the Regular Meeting of the Board scheduled for July 14, 2014 be changed to July 7, 2014 in order to allow the Board to meet closer to the end of the 2013-2014 school year.*

#### **2. KINETTE CLUB OF BRANDON - SCHOLARSHIP**

For Action.....D. Labossiere

The Kinetite Club of Brandon would like to establish an award for a student graduating from the Neelin High School Off-Campus Program. The conditions for establishing the award have now been completed and an Agreement prepared. The award is to be known as the "Kinetite Club of Brandon Award" in the amount of \$100.00 for the 2013-2014 school year for a graduating student from the Neelin High School Off-Campus Program. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

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

*That the Agreement for establishment of an award for a student graduating from the Neelin High School Off-Campus program to be known as the "Kinetite Club of*

*Brandon Award” in the amount of \$100.00 for the 2013-2014 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

#### **IV. SUPERINTENDENT OF SCHOOLS**

##### **1. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action.....G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for sixteen (16) male grades 9 – 12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 9 – July 12, 2014.

Mr. Michael Adamski, Principal, École secondaire Neelin High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip in accordance with the requirements of Board Policy 4001. Approval from the Board of Trustees is respectfully requested.

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

*That the trip involving sixteen (16) male grades 9 – 12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 9 – July 12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

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

##### **1. INQUIRY FROM TRUSTEE SUMNER – GRADUATION AND CERTIFICATE REQUIREMENTS**

For Information.....G. Malazdrewicz

At the March 10, 2014 Board Meeting Trustee Sumner inquired about all current diploma and certificate options offered in our senior high schools, with information on the credit requirements for each.

##### **General Manitoba Education Graduation Requirements**

From Grade 9 to Grade 12, students earn course credits towards high school graduation. The credit system provides flexibility to enable students to pursue Senior Years courses best suited to their individual requirements and aspirations.

To obtain a Manitoba high school diploma, students must accumulate a minimum of 30 credits from a combination of compulsory and optional courses.

An overview of all pertinent materials can be found at:

[http://www.edu.gov.mb.ca/k12/policy/grad\\_require.html](http://www.edu.gov.mb.ca/k12/policy/grad_require.html)

Program requirements for diplomas awarded by Brandon School Division high schools are as follows:

- Senior Years English Program  
[http://www.edu.gov.mb.ca/k12/policy/gradreq/grad\\_req\\_en.pdf](http://www.edu.gov.mb.ca/k12/policy/gradreq/grad_req_en.pdf)
- Senior Years French Immersion Program  
[http://www.edu.gov.mb.ca/k12/policy/gradreq/grad\\_req-fi.pdf](http://www.edu.gov.mb.ca/k12/policy/gradreq/grad_req-fi.pdf)
- Senior Years Technology Education Program  
[http://www.edu.gov.mb.ca/k12/policy/gradreq/grad\\_req\\_te.pdf](http://www.edu.gov.mb.ca/k12/policy/gradreq/grad_req_te.pdf)

Attached as Appendices C, D, and E are examples of the information found on the web links above.

Course offerings within our high schools are selected from provincially approved curriculum as outlined in the Subject Table Handbook. (

[http://www.edu.gov.mb.ca/k12/docs/policy/sth/sth\\_2013\\_2014.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/sth/sth_2013_2014.pdf) and  
[http://www.edu.gov.mb.ca/k12/docs/policy/sthte/sthte\\_2013\\_2014.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/sthte/sthte_2013_2014.pdf))

### **School Registration Information**

- Crocus Plains Regional Secondary School  
<https://www.bsd.ca/schools/Crocus/ForStudents/Grades10-12Reg/Documents/Reg%20Guide%202014-15.pdf>
- Ecole secondaire Neelin High School  
<https://www.bsd.ca/schools/Neelin/Documents/2014-2015%20Registration%20Guide%20Jan%2031.pdf>
- Vincent Massey High School  
<https://www.bsd.ca/schools/Massey/News/february2014/Documents/2014-15%20REGISTRATION%20GUIDE.pdf>

### **Certificate Programs**

Certificates are awarded at all three high schools to focus student registrations in their areas of interest while filling their option course selections. The certificates generally organize student selections into useful post-secondary clusters for exploration and enhanced preparation.

This is provided as information.

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

#### **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 of Schools and Secretary-Treasurer since the last meeting.

### **II. SECRETARY-TREASURER**

### **III. SUPERINTENDENT OF SCHOOLS**

#### **SCHOOL VISITS (MAY 2 – MAY 16, 2014)**

- May 8, 2014 – K-8 Principal Update Meeting
- May 8, 2014 – Chad Cobbe, New Era, Principal Update Meeting
- May 13, 2014 – Mathew Gustafson, Crocus Plains, Principal Update Meeting
- May 13, 2014 – Bruce Shamray, Vincent Massey, School Update Meeting

#### **1. *SCHOOL INFORMATION***

For Information..... D. Michaels

##### **A. QUALITY LEARNING**

##### **QUALITY LEARNING AT MEADOWS SCHOOL**

*Report prepared by Mr. Dave Lim, Principal, Meadows School*

We at Meadows feel it is important to provide rich experiences for our students beyond the realm of the everyday classroom. We strive to expose the students to a variety of high interest topics and career choices through our “Lunch and Learn” program.

Our Lunch and Learn program consists of a learning session approximately one day per month. Students in the Middle Years are given the topic of the speaker and are invited to sign up for the session. Brandon has a rich community full of interesting and talented people to draw from, and the students are never disappointed with their opportunity to sit and talk with our presenters.

Students eat their lunch while the guest talks to the students about what they do, how they trained or found this career or passion, demonstrate their work, etc. Then the students are free to ask questions and enter into a discussion with our guest, or even try a related activity.

This program has been running for two years now, and is very well received by the faculty and students alike. Our guests have included: an engineer, radio personality, police officer, astronomer, judo champion, esthetician, veterinarian, photographer/journalist, artist, cartoonist, and an expert on animal care and protection.

We look forward to sessions from a variety of new and exciting community members in the future as the program continues to provide rich experiences for our students at Meadows.

### *Student Specific Achievements*

The theme of student activism is still going strong at Meadows School. Students understand that they can make a positive difference in their community and the world in which they live by taking action.

On March 6, 2014 - Grade 5 student Jessica Brown and a group of her Grade 5/6 friends held a "Hope for Paws" fundraiser at Meadows School. The girls raised over \$330.00 for the Humane Society by selling bracelets, painting nails and raffling off a cake.

On March 14, 2014 - Grade 3/4 students from Mrs. Harvey-Zenk and Mrs. Janzen's class who call themselves "Maddy's Mustangs" rode for their classmate Maddy in the Westman Cerebral Palsy Stationary Bike Race. The class raised \$1,500.00 for the Cerebral Palsy Association. "Maddy is not just our friend, she is part of our family in this class," said one of her class mates.

## **B. QUALITY TEACHING**

### **QUALITY TEACHING AT EARL OXFORD SCHOOL**

*Report prepared by Mr. Rick Stallard, Principal, Earl Oxford School*

Key accomplishments to date:

- Meetings and discussions with Early and Middle Years groups to analyze and assess Fountas and Pinnell results.
- Staff collaboratively working with High Ability Learner Enrichment Programming (HALEP) teacher to implement cluster units and activities with Middle Years grades 5 to 8.
- Initiated Literacy Scrums once a month to review and plan for individualized student need. We collaboratively working to implement group work and address literacy needs at the Early and Middle Years levels.

- Teacher librarian is working with classes on research/inquiry process projects using Information Communications Technology (ICT) applications and strategies. Teacher Librarian also collaborates with Classroom teacher as Professional Development opportunity with Literacy.
- Implemented Response to Intervention (RTI) Model in Earl Oxford resulting in collaborative teaching and group work with students at all levels.
- Staff has been versed on the 3 C's of Education at Earl Oxford in terms of producing Quality Teaching .... Collaboration – Communication - Connecting! COLLABORATIVE Teamwork for School Year and the importance of Quality COMMUNICATION. As well as the significance of CONNECTING with students, parents, and colleagues to encourage and enhance student growth on a daily basis. Emphasis is certainly directed to students first!

### **C. QUALITY SUPPORT SERVICES**

#### **QUALITY SUPPORT SERVICES AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL**

*Report prepared by Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School*

Crocus Plains is seeing an increase in the complexity and severity of issues facing our youth. These issues may manifest themselves in truancy, lack of credit completion or inappropriate behaviour. However, the origins of the issues often reside not only in education but also involve child welfare, justice, addictions and mental health.

To respond appropriately in supporting the student, Crocus Plains is engaging in the following change process.

- Defining support as not only the intervention but also includes the appropriate monitoring
- Creating an early identification process for timely support. Crocus will utilize the SOS (support our students) system. Staff will be able to choose a student name that will send an email to the case manager or to the intake system whenever the staff member needs to identify a need for support for the student.
- Reorganization from three counselors and one social worker to two counselors and two social workers.
- Reorganization of administration, counselors, resource teachers, and social workers to reflect the Response to Intervention framework.
- Implementation of an intake or triage system
- Redefining of the teaming process.
- Implementing a communication process that facilitates the teaming and monitoring processes. .
- Formalize the monitoring process that parallels the intervention. The more individualized and intensive the intervention, the more intensive the required



monitoring. Monitoring informs the team of the effectiveness of the intervention and provides information on potential changes to the intervention.

Implementation is scheduled for September 2014.

## **2. ADMINISTRATIVE AND STATISTICAL INFORMATION**

### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
ARYP	1 total	1 – 15 day	Assaultive Behaviour
Betty Gibson	1 total	1 – 3 day	Assaultive Behaviour
Crocus Plains	2 total	1 – 5 day 1 – 5 day	Assaultive Behaviour Unacceptable Behaviour
Earl Oxford	1 total	1 – 10 day	Assaultive Behaviour
Neelin	10 total	1 – 3 day 2 – 3 day 1 – 5 day 3 – 5 day 1 – 15 day 1 – 15 day 1 – 30 day	Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Assaultive Behaviour
Vincent Massey	4 total	1 – 3 day 1 – 5 day 1 – 15 day 1 – 30 day	Unacceptable Behaviour Unacceptable Behaviour Assaultive Behaviour Assaultive Behaviour

### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / APRIL 30, 2014**

The Brandon School Division Currently has 1360 English as an Additional Language (EAL) Students.

- 14 new registrations were received from April 1 – 30, 2014;
- 5 students left the Brandon School Division from April 1 – 30, 2014.

The number of new EAL registrations received to date for the 2013/2014 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
December 2013	5
January 2014	18

February 2014	7
March 2014	12
April 2014	14
Total	197

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	1				
Betty Gibson	141	16	4		
Crocus Plains	235	27	11		
Earl Oxford	57	4			
George Fitton	99	4	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	28		4		
King George	102	6	5		
Kirkcaldy Heights	27		1		
Linden Lanes	22	1	3		
Meadows	102	13	8		
Neelin	30	5	2		1
New Era	126	11	17		
O'Kelly	22	5			
Riverheights	75	5	1		7
Riverview	39	6	1		
Spring Valley	24				
St. Augustine	41	4			4
Valleyview Centennial	13		1		1
Vincent Massey	101	7	14	29	46
Waverly Park	52	1	1		
Total	1360	116	79	29	59

The number of students who left Brandon School Division from April 1 – 30, 2014 is five (5). Of these students:

- three (3) moved out of the province; and
- two (2) moved out of the country.

One (1) student changed catchment areas within the Division in April.

### 3. CORRESPONDENCE

For Information..... D. Michaels

#### **CORRESPONDENCE RECEIVED FROM LORI PATTERSON, TARA KITT, AND EMMA HARRISON, TEACHERS, WAVERLY PARK SCHOOL**

The following correspondence has been received from Lori Patterson, Tara Kitt and Emma Harrison, Teachers, Waverly Park School:

*Dear Brooke and Colleen,*

*On behalf of our grade 1, 2 and 3 students, we would like to thank you for hosting The Wheat City Water Festival on Friday, May 9, 2014. The festival was a huge success and the students all enjoyed their day at Crocus Plains. They have excitedly shared the day's events with their families and all feedback from parents and the community has been very positive!*

*The ten centers that your students planned were amazing! Each one was hands on, visually appealing and well organized. Our students were engaged and excited to participate in the various activities. Upon returning to the school, we were thrilled to hear students share all that they had learned at the centers. They are now much more conscientious when it comes to water conservation!*

*Your student leaders at this event were exceptional! The transition from station to station was flawless and our students were on task throughout the day. In addition to working with student leaders at centers, our students were thrilled to have lunch with them as well. Lunch in a high school cafeteria was a real highlight for our students and we appreciated your students with us over the noon hour. At the end of the day, our students were also so excited to tour the school with their high school buddies. Many of our students are already excited about possibly attending Crocus in the future!*

*We recognize the incredible amount of time and effort that went into hosting this event. It was obvious that this event was a tremendous amount of work to plan and organize. We were so impressed by the number of curricular outcomes you were able to address in one day. The Water Festival was not only fun for students, but very educational as well.*

*Once again, our sincerest thanks to you both. We look forward to continuing this partnership next year!*

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BETWEEN:

THE KINETTE CLUB OF BRANDON  
Hereinafter called the “Kinettes”

AND:

THE BRANDON SCHOOL DIVISION  
Hereinafter called the “Division”

WHEREAS the Kinettes have offered to fund an award in the Brandon School Division;

AND WHEREAS the monies for this award will be provided for the 2013-2014 School year;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall be known as the “Kinette Club of Brandon Award”.
2. That the award shall be in the amount of \$100.00 and shall be awarded to a graduating student from the Neelin High School Off-Campus Program who has exemplified citizenship and contribution to their community.
3. That the staff of the Neelin High School Off-Campus Program shall supervise the selection of the successful candidate notify The Kinette Club of Brandon in order that a member of the club, or their designate, may participate in the award presentation.
4. That this Agreement shall remain in effect for the 2013-2014 school year.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2014

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER

AGREED to on behalf of The Kinette Club of Brandon

\_\_\_\_\_  
President

**GRADUATION REQUIREMENTS  
SENIOR YEARS ENGLISH PROGRAM**

**Appendix C**

To meet the requirements of this program all subjects are taught in English with the exception of other languages studied.

Senior Years English Program Graduation Credit Requirements 2032-2013 School Year (Minimum of 30 credits)			
Compulsory Credits: 17			
Grade 9		<b>Optional Credits: (see your school for complete list) 13 credits from subject areas such as</b> <ul style="list-style-type: none"><li>• language arts (additional courses for credit)</li><li>• mathematics (additional courses for credit)</li><li>• sciences (additional courses for credit)</li><li>• social studies (additional courses for credit)</li><li>• basic French</li><li>• other second languages</li><li>• the arts<ul style="list-style-type: none"><li>- visual arts</li><li>- music</li><li>- drama</li><li>- dance</li></ul></li><li>• skills for independent living</li><li>• technology education<ul style="list-style-type: none"><li>- vocational education</li><li>- home economics</li><li>- business and marketing</li><li>- industrial arts</li></ul></li><li>• others as organized by the school</li></ul>	
Compulsory Subject Areas (5 credits)			
language arts (English)	1		
mathematics	1		
science	1		
social studies	1		
physical education/health education	1		
Grade 10			
Compulsory Subject Areas (5 credits)			
language arts (English)	1		
mathematics	1		
science	1		
social studies	1		
physical education/health education	1		
Grade 11			
Compulsory Subject Areas (4 credits)			
language arts (English)	1		
mathematics	1		
social studies	1		
physical education/health education	1		
Grade 12			
Compulsory Subject Areas (3 credits)			
language arts (English)	1		
mathematics	1		
physical education/health education	1		
<ul style="list-style-type: none"><li>• Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue.</li><li>• Within the optional subject areas, students must complete one Grade 11 credit and two Grade 12 credits.</li><li>• <b>Note:</b> School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfil the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four <b>school programs</b> recognized by Manitoba Education, the number of possible SICs used as optional credits may vary.</li></ul>			

**Note:** Manitoba Education recently mandated two new Physical Education/Health Education (PE/HE) courses at grades 11 and 12 as a result of recommendations flowing from the *Healthy Kids, Healthy Futures* Task Force Report. This change will bring Manitoba Senior Years graduation requirements to 29 credits for those students graduating in 2008-2009 and to 30 credits for those students graduating in 2009-2010 and beyond.

**GRADUATION REQUIREMENTS  
SENIOR YEARS FRENCH IMMERSION PROGRAM**

Out of a total of 30 credits, a minimum of 14 credits from courses taught in French are required to obtain the provincial diploma in French Immersion. At each grade in Grade 9 and in Grade 10, a minimum of 4 credits must be completed in French and at each grade in Grade 11 and in Grade 12 a minimum of 3 credits must be completed in French.

Senior Years Graduation Credit Requirements 2010-2011 School Year (Minimum of 30 credits)		
Compulsory Credits: 21		
Grade 9		<b>Optional Credits: (see your school for complete list) 9 credits from subject areas such as</b> <ul style="list-style-type: none"><li>• Français (additional courses for credit)</li><li>• Anglais (additional courses for credit)</li><li>• autre langues</li><li>• mathématiques (additional courses for credit)</li><li>• sciences de la nature (additional courses for credit)</li><li>• sciences humaines (additional courses for credit)</li><li>• études technologiques<ul style="list-style-type: none"><li>- formation professionnelle industrielle</li><li>- économie familiale</li><li>- affaires et commercialisation</li><li>- arts industriels</li></ul></li><li>• éducation artistique<ul style="list-style-type: none"><li>- arts visuels</li><li>- musique</li><li>- arts dramatiques</li><li>- danse</li></ul></li><li>• vie autonome</li><li>• others as initiated by the school or student</li></ul>
Compulsory Subject Areas (6 credits)		
français	1	
english language arts-Immersion	1	
mathématiques	1	
sciences de la nature	1	
sciences humaines	1	
éducation physique et éducation à la santé	1	
Grade 10		
Compulsory Subject Areas (6 credits)		
français	1	
english language arts-Immersion	1	
mathématiques	1	
sciences de la nature	1	
sciences humaines	1	
éducation physique et éducation à la santé	1	
Grade 11		
Compulsory Subject Areas (5 credits)		
français	1	
english language arts-Immersion	1	
sciences humaines	1	
mathématiques	1	
éducation physique et éducation à la santé	1	
Grade 12		
Compulsory Subject Areas (4 credits)		
français	1	
english language arts-Immersion	1	
mathématiques	1	
éducation physique et éducation à la santé	1	
<ul style="list-style-type: none"><li>• Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue.</li><li>• Within the optional subject areas, students must complete one Grade 11 credit and one Grade 12 credit.</li><li>• <b>Note:</b> School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfil the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary.</li><li>• Out of a total of 30 credits, a minimum of 14 credits from courses taught in French are required to obtain the provincial diploma in French.</li></ul>		

**Note:** Manitoba Education recently mandated two new Physical Education/Health Education (PE/HE) courses at grades 11 and 12 as a result of recommendations flowing from the *Healthy Kids, Healthy Futures* Task Force Report. This change will bring Manitoba Senior Years graduation requirements to 29 credits for those students graduating in 2008-2009 and to 30 credits for those students graduating in 2009-2010 and beyond.

## GRADUATION REQUIREMENTS

## SENIOR YEARS TECHNOLOGY EDUCATION PROGRAM

The Senior Years Technology Education program consists of 16 compulsory credits and an approved cluster of 8 to 14 compulsory technology education credits. Students wishing to graduate from a Senior Years Technology Education Program must fulfill the minimum 30 credit graduation requirement. A cluster of technology education courses must be an approved group of 8-14 department developed and/or approved courses which facilitate the transition from school to work.

Senior Years Graduation Credit Requirements 2010-2011 School Year (Minimum of 30 credits)			
Compulsory Credits: 16			
Grade 9		<b>Optional Credits: (see your school for complete list)</b> <b>0 to 6 credits from subject areas such as</b> <ul style="list-style-type: none"><li>• language arts (additional courses for credit)</li><li>• mathematics (additional courses for credit)</li><li>• sciences (additional courses for credit)</li><li>• social studies (additional courses for credit)</li><li>• basic French</li><li>• other second languages</li><li>• the arts<ul style="list-style-type: none"><li>- visual arts</li><li>- music</li><li>- drama</li><li>- dance</li></ul></li><li>• skills for independent living</li><li>• technology education (additional courses for credit)<ul style="list-style-type: none"><li>- vocational education</li><li>- home economics</li><li>- business and marketing</li><li>- industrial arts</li></ul></li><li>• others as organized by the school</li></ul>	
Compulsory Subject Areas (5 credits)			
language arts (English)	1		
mathematics	1		
science	1		
social studies	1		
physical education/health education	1		
Grade 10			
Compulsory Subject Areas (5 credits)			
language arts (English)	1		
mathematics	1		
science	1		
social studies	1		
physical education/health education	1		
Grade 11			
Compulsory Subject Areas (3 credits)			
language arts (English)	1		
mathematics	1		
physical education/health education	1		
Grade 12			
Compulsory Subject Areas (3 credits)			
language arts (English)	1		
mathematics	1		
physical education/health education	1		
<b>Senior Years Technology Education Program Credits: 8 to 14</b> <ul style="list-style-type: none"><li>• A minimum of 8 to a maximum of 14 approved credits are required from within an approved Senior Years Technology Education Program cluster.</li><li>• Plus students must fulfil the minimum 30 credit graduation requirement by completing (0 to 6) credits from the optional category.</li></ul> To graduate with an approved <b>Senior Years Apprenticeship Option</b> , students must complete the 16 compulsory requirements and 8 approved Senior Years Apprenticeship Option credits, along with the optional credits (0 to 6).			
<ul style="list-style-type: none"><li>• Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue.</li><li>• Within the approved Senior Years Technology Education Program cluster, students must complete a minimum of two Grade 11 credits and two Grade 12 credits.</li><li>• <b>Note:</b> School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfil the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary.</li></ul>			

**Note:** Manitoba Education recently mandated two new Physical Education/Health Education (PE/HE) courses at grades 11 and 12 as a result of recommendations flowing from the *Healthy Kids, Healthy Futures* Task Force Report. This change will bring Manitoba Senior Years graduation requirements to 29 credits for those students graduating in 2008-2009 and to 30 credits for those students graduating in 2009-2010 and beyond.