



BRANDON SCHOOL DIVISION

January 18, 2017

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

TO BE HELD MONDAY, JANUARY 23, 2017
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

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, January 9, 2017.
Adopt
- b) Board Meeting, January 9, 2017.
Adopt

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

Stevie Onyshko, grade 11 Vincent Massey High School student, receiving recognition on being chosen to participate in the MB Band Association's Senior Provincial Honour Band.

2.02 Reports of Committees

- | | |
|--|--------------|
| a) Facilities and Transportation Committee Meeting | M. Sefton |
| b) Policy Review Committee Meeting | S. Bambridge |
| c) Finance Committee Meeting | M. Sefton |

2.03 Delegations and Petitions (max. 10 minutes)

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- a) Response to Dr. Paul Alexandre, regarding modification of Motion 05/2016, which was approved at the January 11, 2016 Board Meeting.

- From Board Agenda

- MSBA Matters

- 1) Tell Them From Me Workshop Memo (Appendix 'A')
- 2) Safe Schools Manitoba Conference - Information (Appendix 'B')
- 3) Safe Schools Manitoba Conference - Agenda (Appendix 'C')
- 4) Guidelines for Responding to Medical Emergencies Involving Suspected Use of Opioids (Appendix 'D')
- 5) How Does Your Board Measure Up? Webinar Series 2017 (Appendix 'E')
- 6) Ebulletin – January 11, 2017 (Appendix 'F')

- From Report of Senior Administration

- a) Items from Senior Administration Report:
 - Vincent Massey High School – Off-Site Activity Request (Orlando) – Refer Motions.
 - Kirkcaldy Heights School – Off-Site Activity Request (Nova Scotia, New Brunswick and Prince Edward Island) – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 03/2017 That the request involving twenty-eight (28) male and female Vincent Massey High School band students in grades 9 to 12 to make a trip to Orlando, Florida from May 13 to May 17, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 04/2017 That the request involving seventeen (17) male and female Kirkcaldy Heights School students in grades 7 and 8 to make a trip to Nova Scotia, New Brunswick and Prince Edward Island from June 15 to June 22, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 05/2017 That participation in the Central Tender Process for the 2017-2018 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

- 06/2017 That a school bus be provided to the YMCA for their YMCA Summer Camps from July 3, 2017 to August 25, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 07/2017 That the Brandon School Division request four (4) modular classroom units for the 2017-2018 school year from the Public Schools Finance Board.
- 08/2017 That the Policy Review Committee refer the Board's Annual Planning Cycle to Senior Administration, who will then present this information back to the Board of Trustees at the regular Board meeting of May 8, 2017.
- 09/2017 That the Auditor's Engagement Letter regarding the Audit of the December 31, 2016 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

2.08 Bylaws

By-Law 1/2017

2nd Reading:

That By-Law 1/2017 being a borrowing by-law in the amount of \$975,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom # M426
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition
Vincent Massey High School	Steam Heating System Replacement

be now read for the second time, having been first read on January 9, 2017.

3rd Reading:

That the rules be suspended and By-Law 1/2017 be now read for a third and final time, and taken as read, finally passed.

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

3.03 Announcements

- a) Support Personnel Labour Management Committee Meeting – 10:00 a.m., Thursday, January 26, 2017, Conference Room.
- b) Divisional Futures and Community Relations Committee Meeting – 12:00 p.m., Monday, January 30, 2017, Boardroom.
- c) School Division/Parent/Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, February 1, 2017, Boardroom.
- d) Policy Review Committee Meeting – 11:30 a.m., Tuesday, February 7, 2017, Boardroom.
- e) Personnel Committee Meeting – 11:00 a.m., Thursday, February 9, 2017, Boardroom.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 13, 2017, Boardroom.
- g) Upcoming Budget Dates (Tentative):
 - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 8, 2017, Boardroom.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 15, 2017, Kirkcaldy Heights School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 21, 2017, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2017-2018 Budget – 7:00 p.m., Monday, February 27, 2017, Boardroom.
 - Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
 - b) Confidential #2 – Personnel Matter.
 - c) Confidential #3 – Personnel Matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:55 P.M., MONDAY, JANUARY 9, 2017.

PRESENT:

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

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

Senior Administration: Dr. M. Casavant, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

CALL:

The Chairperson called the meeting to order at 6:55 p.m. and referred to the Call.

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

a) Giving of Notice – Borrowing By-Law 1/2017.

Mr. Sefton

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 1/2017 for the purpose of borrowing the sum of \$975,300 to meet partial costs for construction of the following:

School

Betty Gibson School

Betty Gibson School

Crocus Plains Regional Secondary School

Green Acres School

Vincent Massey High School

Project

Grooming Room

One un-linked modular classroom # M426

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Gymnasium Addition

Steam Heating System Replacement

Mr. Bartlette – Mrs. Bowslaugh

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

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JANUARY 9, 2017.

PRESENT:

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

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton noted he had one item under Board Operations for In-Camera.

Mr. Kruck – Mr. Buri

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held December 12, 2016 were circulated.

Mr. Sefton - Ms. Bambridge

That the Minutes be approved.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Education Committee Meeting

The written report of the Education Committee meeting held on December 13, 2016 was circulated.

Trustee Bambridge asked for the expected duration of the research study by Dr. Burcu Ntelioglou of Brandon University. Dr. Casavant, Superintendent/CEO, responded that it is a two-year study. Trustee Ross asked if the proposal has been approved by the BU Ethics Committee. Dr. Casavant indicated that it has.

Trustee Bowslaugh asked questions for clarification regarding graduation rates.

Mr. Bartlette – Mr. Kruck

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions (max. 10 minutes)

Mr. Paul Alexandre, parent, spoke to the Board regarding possible modification of Motion 05/2016. Mr. Alexandre indicated that he does not think this is a good resolution because it does not guarantee an education in French to French speaking people. Mr. Alexandre noted that only École Harrison has single track French schooling and added that travel to the Division scolaire franco-manitobaine (DSFM) School in Shilo for a young student is not reasonable or safe in the effort to obtain something that is their constitutional right. Mr. Alexandre feels that making his family compete against English speaking families for education in French is against their constitutional right, and that making them travel to Shilo is also discriminatory. Mr. Alexandre suggests an amendment to Motion 05/2016 to except French speaking families from the random selection.

Trustee Ross asked for clarification on the dual track curriculum at École New Era School. Mr. Mathew Gustafson, Assistant Superintendent, indicated that the dual track refers to both the immersion track and the English track under the same roof and noted that the French curriculum is the same as at École Harrison.

Trustee Bowslaugh encouraged Mr. Alexandre to consider the other options for French schooling, including École New Era School and the DSFM Schools.

Mr. Alexandre stated that classes may be delivered in French in the dual track schools, but that everything else is in English, and that he is not prepared to consider any school other than École Harrison.

Trustee Sefton asked Mr. Alexandre what method he would suggest the Division use to determine which families are French speaking families. Mr. Alexandre noted that most other boards require some sort of paperwork and that they sometimes go by education of the parents – one or both parents would have been educated in French. He suggests it be determined case by case.

Trustee Sumner asked if Mr. Alexandre is aware that the French Immersion program has been designed as a second language program for students who are learning French as an additional language and not as a primary language. Mr. Alexandre noted that he is aware of that and since it is the French education that is available in Brandon, it is the one that French speaking families are entitled to.

Trustee Bartlette spoke on the positive experience of his daughter attending École La Source in Shilo, and encouraged Mr. Alexandre to speak with Brandon parents who currently have students at École La Source, who may provide him with further information.

Trustee Sumner thanked Mr. Alexandre for his Presentation and for speaking with the Board.

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters (last meeting of the month)

- 1) Aboriginal Education Award Support Letter December 2016
- 2) ebulletin – December 14, 2016
- 3) Canadian School Board Association (CSBA) News December 2016
- 4) MSBA Resolutions

- From Report of Senior Administration

- a) Items from Senior Administration Report:

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

01/2017 Mrs. Bowslaugh – Mr. Kruck

That the Board approve the research request from Dr. Burcu Ntelioglou, Brandon University, for the study entitled “Supporting English as an Additional Language (EAL) Students” provided that the researcher obtain permission from the Principal, Students and Parents/Guardians at each of the schools, prior to the study.

Carried.

2.08 Bylaws

By-Law 1/2017

Mr. Sefton

1st Reading

That By-law 1/2017 being a borrowing by-law in the amount of \$975,300.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom # M426
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition
Vincent Massey High School	Steam Heating System Replacement

be now read for the first time.
Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 1/2017

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of Nine Hundred Seventy Five Thousand Three Hundred Dollars (\$975,300) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$975,300 upon the credit of the Division for the purpose of payment to meet partial costs for construction of the following:

<u>School</u>	<u>Project</u>
Betty Gibson School	Grooming Room
Betty Gibson School	One un-linked modular classroom # M426
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition
Vincent Massey High School	Steam Heating System Replacement

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

1) That it shall be lawful for the said School Trustees to borrow the sum of \$975,300 by the issue and sale of the Security of the said School Division as set out below.

2) That the said Security shall be issued at Brandon, Manitoba and shall be dated the 31st day of January, 2017 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows:

The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$70,184.63 each, including principal and interest at the rate of 3.750 per cent (%) per annum, payable annually on the 31st day of January as per Schedule "A" attached.

- 3) That the first installment shall be payable on the 31st day of January, 2018.
- 4) That the Security shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division.
- 5) That provisions shall be made for the payment of the said Security, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

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 _____, 2017.

SECOND READING the __Day of _____, 2017.

THIRD READING the _____Day of _____, 2017.

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw No.
1/2017 of the Board of Trustees of the
Brandon School Division given first
reading, the day and year above
written.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following item from the January 9, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
- Suspensions
- Information Items
 - Manitoba Education and Training Correspondence Provincial Implementation of Tell Them From Me (TTFM) Survey for Grades 4 to 12 Students
- Presentations:

- The School Playground – Mr. Ralph Clark, Physical Education and Health Education Specialist
- Accessibility Plan – Mr. Greg Malazdrewicz, Assistant Superintendent
- Introduction to LEAN – Dr. Casavant, Superintendent/CEO and Mr. Denis Labossiere, Secretary-Treasurer.

Trustees asked questions for clarification regarding school suspensions.

Trustee Kruck noted he commends moving towards natural playgrounds. Trustee Bowslaugh asked questions regarding the average cost of a commercially made playground. Mr. Clark responded that cost is dependent on many factors, including how much in kind work is done and if there is grant money available. It was indicated by Dr. Casavant that this playground information would be presented to the Parent Council group in the near future.

Trustee Bambridge asked if there is a final date or timeline for implementation of the Accessibility Plan. Mr. Malazdrewicz responded that in terms of having a plan, that date was the end of December 2016. Regarding the implementation, there is no hard and fast evaluation point for any aspect of the Division's plan on the part of the government. There will be an evaluation of the plans and the government will provide additional feedback and assistance if required. Trustee Bambridge asked if there will be budgetary implications in this coming budget. Mr. Malazdrewicz responded that no, there will be no implications in the upcoming budget.

(Trustee Kruck exited at 8:20 p.m., returned at 8:21 p.m.)

Trustees asked questions for clarification regarding curb cuts around schools. Mr. Malazdrewicz responded that an assessment has not been completed but it can be something that is flagged to the City of Brandon as curb cuts are the City's responsibility.

(Trustee Bambridge exited at 8:24 p.m., returned at 8:26 p.m.)

(Trustee Bartlette exited at 8:29 p.m., returned at 8:31 p.m.)

Trustee Bowslaugh asked Dr. Casavant about his previous LEAN experiences. Dr. Casavant indicated that there is not a department in a school division that cannot benefit from this process.

Dr. Ross – Mr. Buri

That the January 9, 2017 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Personnel Committee Meeting – 11:00 a.m., Thursday, January 12, 2017, Boardroom.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, January 16, 2017, Boardroom.
- c) Finance Committee Meeting – 12:00 p.m., Thursday, January 19, 2017, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 23, 2017, Boardroom.

e) Upcoming Budget Dates:

- Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 8, 2017, Boardroom.
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 15, 2017, Kirkcaldy Heights School Gymnasium.
- All Day Budget Meeting – 9:00 a.m., Tuesday, February 21, 2017, Boardroom.
- Special Board Meeting – Public Presentations re: Proposed 2017-2018 Budget – 7:00 p.m., Monday, February 27, 2017, Boardroom.
- Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

Mr. Sefton – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (8:51 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**4.00 IN CAMERA DISCUSSION:****4.01 Student Issues**

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) Confidential #2 – Personnel Report was presented.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Trustee Sefton requested information on a Board Operations matter.
 - b) Trustee Sumner provided information on a Board Operations matter.

- Trustee Inquiries

Dr. Ross – Ms. Bambridge

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

Carried.

02/2017 Mr. Sefton - Mr. Bartlette

That the Trustees be paid the appropriate indemnity for participating in the School Administration Selection Committee during the months of January to March 2017.

Carried.

5.00 ADJOURNMENT

Dr. Ross – Mr. Buri

That the meeting does now adjourn (9:30 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, January 16, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark, G. Malazdrewicz
Regrets: G. Kruck (Chair)

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:35 a.m. by Acting Committee Chair, Trustee Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 8, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) School Bus Request

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to this item, the benefits of participating and recommended that the Division continue participation in the Central Tender Process program. The Committee agreed to continue to participate in the central purchase of school buses for the 2017-2018 budget year.

Recommendation:

That participation in the Central Tender Process for the 2017-2018 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B) Bus Request

The Committee noted that the request to use Brandon School Division buses is approved every year for the YMCA and there were no objections to the request. The Committee agreed with the recommendation as submitted.

Recommendation:

That a school bus be provided to the YMCA for their YMCA Summer Camps from July 3, 2017 to August 25, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

C) Modular Classroom Request

Mr. Greg Malazdrewicz, Assistant Superintendent, spoke to this item. He provided and reviewed the Enrollment, Capacity and Forecasts document. Mr. Malazdrewicz recommended that four Modular Classrooms be requested for the following three schools, based on current space utilization and forecasts:

- Earl Oxford School – 2 Modular Classrooms
- JR Reid School – 1 Modular Classroom
- Valleyview Centennial School – 1 Modular Classroom

Trustees asked questions for clarification. Mr. Labossiere indicated that Public Schools' Finance Board (PSFB) requires justification for each modular classroom requested and also indicated that the associated Division costs (approximately \$8,500/modular) would be built into the budget for 2017-2018.

The Committee agreed with the recommendation as submitted.

Recommendation:

That the Brandon School Division request four (4) modular classroom units for the 2017-2018 school year from the Public Schools Finance Board.

D) Playground Replacement

The Committee reviewed the costs of previously purchased school playgrounds, the Playground Replacement Schedule and discussed the funds required by Parent Councils for the upcoming playground replacements at Earl Oxford School, Betty Gibson School, and Linden Lanes School.

E) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the January 10, 2017 WPS&H Committee meeting minutes and Trustees asked questions for clarification.

6. OPERATIONS INFORMATION

- Mr. Labossiere reviewed the letter from the PSFB regarding the Neelin High School Off-Campus Program lease and provided further information.
- The Director of Facilities and Transportation provided updates on the following projects:
 - Vincent Massey High School Steam Heating System Replacement
 - Earl Oxford School Grooming Room
 - New Era School Grooming Room
 - Bus Surveillance Cameras
 - Crocus Plains Regional Secondary School Kitchen Ventilation

7. NEXT REGULAR MEETING: Tuesday, February 28, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 12:44 p.m.

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: January 10, 2017 Date of next meeting: March 14, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x	Absent x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x x x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: P. Buehler, Chair, called the meeting to order at 1:05 p.m.	➤ The agenda for January 10, 2017 was accepted without additions/deletions.	
	A. Minutes: October 17, 2016	➤ P. Buehler referred to the minutes and asked for any errors or omissions. The meeting minutes of October 17, 2016 were adopted as circulated. ➤ Moved by J. Rose – H. Kryshewsky, Accepted and Filed.	
2016/10/17	B. Outstanding Issues: 1. Review of Selected Site Inspections Reports and Findings – Update – D. Armstrong	➤ D. Armstrong informed the Committee, the Brandon Fire Department was referring to the fire hazard associated with the use of plastic garbage cans, not plastic recycle bins as reported at the last meeting, October 17, 2016. As such it is imperative that the school use metal garbage cans, the school has been notified and the necessary change was made.	
2016/10/17	2. Hearing Assessments Update – D. Armstrong	➤ D. Armstrong advised the Committee of a hearing assessment (follow-up) booked for January 23 & 24, 2017 at the Administration Office. An individual email was sent to each identified recipient, as per the Committee's request.	
	C. Review of Selected Site Inspection Reports: (Attachment #3)	➤ K-8 Schools: Alexander (Oct 26/16), Green Acres (Nov 30/16), Kirkcaldy Heights (Oct 11/16) & Riverheights (Oct 14/16) ➤ High Schools: Crocus Plains RSS (Oct 20/16) ➤ <i>D. Armstrong reviewed the site inspection reports.</i> ➤ The Committee discussed and requested clarification on the site inspection reports: who inspected, signatures, descriptions and corrective actions. ➤ The Committee agreed teachers can assist in identifying loose electrical plugs in their work areas. A memo from M. Clark will be forwarded to all Principals, requesting assistance. D. Armstrong also agreed to mention this point at the Crocus Plains safety meeting scheduled for Thursday, January 12, 2017.	Notification to Principals (highlight in staff meetings): teachers can assist in identifying loose electrical plugs in their work areas – Update – M. Clark

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 Peter Buehler

Signature _____ Signature _____

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		<ul style="list-style-type: none"> ➤ Previous, K-8 Schools: George Fitton, King George (May 2/16), O'Kelly (April 19/16) & Valleyview (April 11/16). ➤ Previous, High Schools: Maintenance and the Administration Office (May 11/16). ➤ <i>The Committee was guided to the BSD Portal to review previous inspections.</i> 	
	D. <u>Correspondence:</u> 1. None.		
	E. <u>New Business:</u> 1. Incident Report, October to December 31, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong referred to the BSD Portal where the Incident Report spreadsheet was posted. A discussion regarding the number of playground incidents occurred. The Committee agreed that it is important to communicate: "all incidents need to be reported, student and non-student". If hazards in the workplace or work situations are to be addressed, they first need to be identified. Identification only occurs when incidents are reported. The Committee agreed that a protocol should be in place, such that all locations report incidents in the same manner. ➤ D. Armstrong clarified, the Incident Report does not contain any violent incident numbers. These are tabulated separately and are reported one time, at year end, to the Committee. ➤ G. Malazdrewicz commented, the current spreadsheet is evolving. Future reports will contain a cover sheet that will summarize the 22 separate sites and differentiate between staff and students. 	Prepare an incident reporting protocol – Update – D. Armstrong
	2. Incident investigation Summary Report, George Fitton, November 9, 2016 – M. Clark	<ul style="list-style-type: none"> ➤ M. Clark reviewed the information reported in the investigation. In the process of removing a GFI, an electric shock was received by a BSD Electrician. The report was made to Western Financial and due to the nature of the incident also to the MB WPSH. Five corrective actions were immediately put in place to prevent recurrence: ensure breakers are off, lock out/tag out, volt meter usage, complete description of enquiry and the use of PPE. 	
	3. Incident Investigation Summary Report, Crocus Plains, December 2, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the information in the investigation. An Educational Assistant walked down the hall, slipped on a small piece of orange peel and fell, badly injuring her knee. The Committee discussed the random nature of the incident. 	

Other Business: Confirmation of Next Meeting: March 14, 2017

Adjournment: J. Rose – H. Kryshewsky – The meeting was adjourned at 2:05 p.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 Peter Buehler

Signature _____

Signature _____



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, January 18, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge, P. Bartlette, K. Sumner
M. Casavant

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 12:05 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 1, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Establish Criteria for Policy Review**

The Committee discussed the task of determining what policies are considered Administrative Policies. Trustees asked questions for clarification. For the criteria determination, the Committee agreed to:

- 1) Hire a verifiable consultant who has experience in the review of Board policy and is an expert in Board Governance;
- 2) Have the consultant assist in establishing what are Board Policies and what are Senior Administration Procedures.

Suggestion was made that the Committee establish dates for the Request for Proposal (RFP) to be advertised and, once a consultant is chosen, a date for a motion to go before the Board for approval.

The Committee tentatively chose the following dates:

- RFP will be sent out - February 15, 2017;
- Deadline for submissions - March 17, 2017;
- Board Meeting March 20, 2017 – Board Motion;
- Consultant to be formally engaged by April 1, 2017.

Trustee Sumner will contact Janis Arnold of the Manitoba School Boards' Association for samples of criteria contents for a request for proposal that can be presented to the Board as soon as possible.

B) Reorganization of Board's Committee Structure

The Committee reviewed the Committee Restructuring Proposal submitted by Trustee Sefton. Dr. Marc Casavant, Superintendent of Schools/CEO indicated he will present Trustee Sefton's proposal to Senior Administration and request feedback. Dr. Casavant will gather and provide the information to the Committee for review and discussion at the next Policy Review Committee Meeting.

C) Adopt an Annual Planning Cycle, with Key Dates and Events

The Committee referred this item to Senior Administration. It was noted that a motion will be brought forward at the next regular Board Meeting taking place on Monday, January 23, 2017.

Recommendation:

That the Policy Review Committee refer the Board's Annual Planning Cycle to Senior Administration, who will then present this information back to the Board of Trustees at the regular Board meeting of May 8, 2017.

D) Establish Process and Timing of Board, Superintendent, and Secretary-Treasurer Evaluations

The Committee discussed reviewing samples of Evaluation Processes from other Divisions. Dr. Casavant indicated he could provide a sample for the next Policy Review Committee meeting. Trustee Sumner was asked to make a similar request to Janis Arnold of MSBA. Dr. Casavant stressed the need for clarification of the connection of the Superintendent to the Secretary-Treasurer, and the connection of the Secretary-Treasurer to the Board of Trustees.

E) Amendment of Board Regular Meeting Agenda

Trial run of the 6:30 p.m. In-Camera portion of Regular Board meetings to take place on January 23, 2017. If the Board wishes to change the Board Meeting agenda format, a formal amendment to the current by-law regarding meeting structure will be brought forth at a future Board meeting.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Tuesday, February 7, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 1:01 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, January 19, 2016 – 12:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner
D. Labossiere, E. Jamora

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 12:11 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 8, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2017-2018 Budget Process

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Summary of Budget and Sustainability Requests from Trustees and Senior Administration along with the costs associated for each request. He spoke to the Continuous Improvement Framework and also to the current IBM strategic review and the upcoming program review which will assist with future decisions and direction for the Division.

The Committee discussed the impact of the Provincial Funding Announcement on the upcoming scheduled Special Board Meetings and Public Budget Consultation. Due to the uncertainty of when the Province will announce the funding, it was agreed that the dates of the Special Board Meeting and Public Budget Consultation may have to be changed in the event that the Division does not receive the funding announcement by the end of January.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. BDO Canada LLP – Engagement Letter

The Secretary-Treasurer reviewed the Auditor Engagement Letter for the Committee. This letter is standard each year and it raised no concerns. It was agreed that a motion would be brought forth to the next Regular Meeting of the Board of Trustees.

Recommendation

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2016 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B. Banking Services

The Secretary-Treasurer provided information regarding banking services and history of the current arrangements. He indicated that his office is currently gathering information on banking needs of schools and the Division. The Committee agreed that this matter will be discussed further at the February 16, 2017 Finance Committee meeting.

C. Operations Matter - In-Camera Discussion

The Secretary-Treasurer provided information and requested direction from the Committee on the matter.

D. Proposed Amendment to Contribution Schedule under the MSBA Pension Plan for Non-Teaching Employees

The Committee discussed the Proposed Pension Plan changes recommended by the MSBA Pension Committee and the potential impact on the Brandon School Division and its Non-Teaching employees.

E. Confirm Payments of Account

The payments of account for the months of November and December were accepted as circulated.

F. Review Monthly Reports

The monthly reports for the months of November and December were accepted as circulated.

The Secretary-Treasurer provided a verbal update on the Preliminary Forecast for 2016-2017.

6. OPERATIONS INFORMATION

The Secretary-Treasurer reviewed a letter received from the Division Solicitor.

7. NEXT REGULAR MEETING: Thursday, February 16, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 1:39 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 23, 2017

A. Administrative Information

I. CELEBRATIONS

1. **MANITOBA ASSOCIATION OF SCHOOL SUPERINTENDENTS (MASS) FIELD LED COURSE – JANUARY 10, 2017 (26 ATTENDEES)**

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from January 3, 2017 to January 17, 2017.

- January 13, 2017 – meeting with Chief Ian Grant, Brandon Police Service

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	13 total	1 – 3 day	Assaultive Behaviour
		1 – 3 day	Cyberbullying
		3 – 3 day	Unacceptable Behaviour
		1 – 4 day	Cyberbullying
		1 – 5 day	Drug and Alcohol Policy
		4 – 5 day	Assaultive Behaviour
		2 – 5 day	Unacceptable Behaviour

“Accepting the Challenge”

IV. INFORMATION ITEMS

1. BUS /VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Monday, January 9, 2017. At approximately 3:50 p.m. Bus 40-46, while on regular route assignment was involved in a very minor collision in which a car spun around due to icy road conditions and slight contact was made with the bus while the bus was stopped at a three way stop. There were forty-six students on the bus at the time of the accident. There were no apparent injuries initially on scene; however, the schools of the registered students on the bus were contacted with a list of students. The accident has been reported to Manitoba Public Insurance. This is provided as information.

2. BUS /VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Tuesday, January 10, 2017. At approximately 8:30 a.m. Bus 40-08, while on regular route assignment was involved in a collision in which the rear of the bus made contact with a parked car while leaving from Green Acres School after picking up students. The driver was not aware he had collided with a car nor were the students aware. The incident was reported by the driver of the parked car. There were fifteen students on the bus at the time of the accident. The accident has been reported to Manitoba Public Insurance. This is provided as information.

3. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

CONTINGENCY FUNDING FROM THE INTENSIVE NEWCOMER SUPPORT GRANT

For Information M. Gustafson

Brandon School Division has registered 35 refugee students during the 2016/2017 school year in nine different schools. Of those 35 students 16 are Syrian refugee students and 19 are non-Syrian refugee students. Brandon School Division is in the process of registering an additional 13 refugee students in January. Of the Syrian refugee students registered this year, only four have been in Brandon School Division for more than 25 school days.

In support of these students Brandon School Division applied to Manitoba Education and Training for contingency funding from the Intensive Newcomer Support (INS) Grant.

Manitoba Education and Training has approved the request from Brandon School Division for contingency funding from the Intensive Newcomer Support (INS) Grant in the amount of \$51,000.00.

As per Brandon School Division's proposal, the INS grant is to be used towards funding a half-time teacher and an itinerant Arabic-speaking educational assistant for newcomer Literacy, Academics and Language (LAL) students from refugee backgrounds who have recently registered in Brandon School Division. Any changes to the use of this funding must receive prior approval from Manitoba Education and Training.

V. PRESENTATIONS

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For ActionG. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for twenty-eight (28) male and female band students in grades 9 to 12 to make a trip to Orlando, Florida from May 13 to May 17, 2017.

Mr. Murray MacMillan, Acting Principal, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc Casavant, Superintendent of Schools/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the request involving twenty-eight (28) male and female Vincent Massey High School band students in grades 9 to 12 to make a trip to Orlando, Florida from May 13 to May 17, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

3. KIRKCALDY HEIGHTS SCHOOL OFF-SITE ACTIVITY REQUEST

For ActionG. Malazdrewicz

Kirkcaldy Heights School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for seventeen (17) male and female students in grades 7 and 8 to make a trip to Nova Scotia, New Brunswick and Prince Edward Island from June 15 to June 22, 2017.

Mr. Jaime Lombaert, Principal, Kirkcaldy Heights School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc Casavant, Superintendent of Schools/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the request involving seventeen (17) male and female Kirkcaldy Heights School students in grades 7 and 8 to make a trip to Nova Scotia, New Brunswick and Prince Edward Island from June 15 to June 22, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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



MEMO

January 3, 2017

TO: The Board Chair, All Manitoba School Boards
The Superintendent, All Manitoba School Boards
Student Services Administrators, All School Divisions/Districts

FROM: Dr. Mary Hall, Director

RE: Tell Them From Me: Bullying and School Safety Survey

The Tell Them From Me (TTFM) Survey is a critical component of Manitoba's Anti-Bullying Action Plan. Schools throughout the province will be continuing to administer the elementary/secondary surveys (Spring of 2017) in order to give students the opportunity to share their experiences and perceptions of bullying and school safety.

Over the last several years, Safe Schools Manitoba has provided a comprehensive review of school/division based survey data in divisions throughout the province. The workshop includes a systematic examination of students' responses, thus providing the foundation for implementing research based approaches tailored to the needs of individual schools.

If you would like to schedule a workshop during the 2016/17 school year, I suggest that you contact me as soon as possible given the past interest. For further information, please contact me directly at 204-594-5169 or by email at mhall@safeschoolsmanitoba.ca.

Thank you.



Appendix 'B'



SAFE SCHOOLS
MANITOBA

Safe Schools Manitoba Conference
Friday, February 10, 2017
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue,
Winnipeg, Manitoba

Shared Leadership:

The Pathway to Mental Health and Well-Being

Student mental health and well-being are priorities for educators, but there is an increasing recognition that schools alone cannot meet all the needs of students. A collaborative approach is needed. It is imperative for stakeholders in education to work with partners at the community, provincial and national levels to ensure the coordination of support, services and resources for all children and youth. When this approach to mental health promotion extends beyond the K-12 school system to post-secondary institutions, we are providing a continuum of support and care into adulthood.

The conference will bring together representatives from the K-12 and post-secondary systems, provincial education associations, government, regional health authorities, community agencies, business, and most importantly, students.

KEYNOTE SPEAKER: DR. SHELLEY HYMEL

Social-Emotional Learning and Mental Well-Being: A Critical Focus in Schools



Dr. Hymel's keynote will focus on an outstanding, unique online resource that she has recently created. The SEL Resource Finder includes a wealth of resources that contribute to our understanding of Social-Emotional Learning, Mental Health and Well-Being. In addition to specific resources, the site provides a comprehensive list of sources of support for children, youth and adults who are experiencing mental health difficulties. The LEARN section of the website provides resources for promoting mental health literacy, including learning about mental well-being, as well as the mental health disorders that some children and youth face. The SUPPORT section emphasizes that all adults play a key role in supporting students who experience mental health difficulties, ultimately... "creating contexts and classrooms in which children feel safe seeking help when needed and in which biases and stigmas are reduced, enhancing their feelings of acceptance, belonging and well-being".

Biography:

As part of the Faculty of Education at the University of British Columbia, **Dr. Hymel** holds the Edith Lando Professorship in Social-Emotional Learning (SEL). She has established SEL specializations at the Masters level and in teacher education. Recently, Shelley has created a unique online resource for educators www.selresources.com. She serves on several research advisory boards, including UBC's *Human Early Learning Partnership* www.earlylearning.ubc.ca, Alberta's *Life Synergy for Youth Program* <http://lifesynergy4youth.com/> and Seattle's *Committee for Children* www.cfchildren.org. She is also a member of the Board of Directors for the BC Crisis Centre. Dr. Hymel is team leader for PREVNet, Canada's national organization for "Promoting Relationships and Eliminating Violence". Her *Bullying Research Network* <http://brnet.unl.edu/> links over 125 researchers globally. Shelley publishes extensively on social development and peer relations and works regularly with students experiencing social difficulties, as well school divisions that want to address the social side of education.

KEYNOTE SPEAKER: ANDREA PAQUETTE

Stigma Free Zone



Andrea's presentation showcases examples of mental illness stigma to encourage the audience to evaluate their own perspectives. She shares her personal story of struggle and triumph since her bipolar disorder diagnosis in 2005. It is through her story that she is able to share her personal views and opinions with both youth and adults on mental health and various societal stigmas. Andrea also shares the stories of many champions in her community who have overcome great obstacles in the face of adversity. Their stories contribute to the goal of the *Stigma-Free Zone: Superheroes Program*. Its goal is to open up the conversation around various stigmas and consider how negative judgements affect those facing their own personal challenges.

Biography:

Andrea Paquette is the Executive Director of the *Stigma-Free Society*. She is passionate about educating today's youth on stigmas that negatively affect people's perceptions of themselves and others. In 5 short years, she has presented her story to over 150 schools, workplaces and community events reaching over 12,000 people. She has been showcased by numerous media outlets in British Columbia and nationally. The Canadian Alliance on Mental Illness and Mental Health (CAMIMH) recently selected Andrea as one of the four Canadians for its 2016 Annual Faces of Mental Illness campaign. Throughout the course of the year, she will be involved in events to educate Canadians about the realities of living with mental illness and its effects on all of us. The Faces of Mental Illness campaign is sponsored by *Bell Let's Talk*. Andrea is participating in a national media outreach campaign, as well as mini-documentaries which were shared with federal policymakers at a marquee event on Parliament Hill during *Mental Illness Awareness Week*.



Register online at: safeschoolsmanitoba.ca

For further information contact: Elena Gagliardi, Planners Plus tel: 204-255-7006 or email: elena@plannersplus.ca

Workshops

A1: Service and Leadership for Well-Being in an Intercultural Community School

A

Presenter: Vinh Huynh, Hugh John Macdonald School

John Macdonald School is a Grade 7-9 Intercultural Community School in Winnipeg School Division. The school's identity is reflected in its strong focus on both cultural interaction and community. Its students and staff are a reflection of the intercultural community of learners dedicated to strengthening the many relationships that are essential to the health and well-being of the community and its diverse members in both personal and communal spheres. Within this context, diversity in all forms of human expression is seen as a source of strength. Individuals and groups within the community are mutually encouraged to cultivate a strong sense of identity and, working from this position of strength and well-being, to share and influence one another. In the process, members are transformed, thus creating new ways of being, understanding, living, and learning through time spent working with one another. It is this active interchange and intersection of cultures that is the source of resiliency for our leadership work in reconciliation, growth, and hope in circumstances which are both promising and challenging. This workshop will emphasize that an essential part of this work is contingent upon shared leadership with our students, families, staff, and community members where success and significance rest on multi-faceted, meaningful relationships to nurture the circle of courage, learning and care.

Biography:

Vinh Huynh has been the principal of Hugh John Macdonald School for 10 years, and taught in inner-city schools for 23 years. His passion for service and leadership to the community is reflected in his work as a board member with non-profit organizations such as Mennonite Central Committee of Manitoba, Central Neighbourhoods Development Corporation, and the Premier's Advisory Council on Education, Poverty and Citizenship, among others. Vinh's vision of Hugh John Macdonald as an intercultural community school is predicated on the assumption that the institution is not simply a school in a community, but a community school whose existence and well-being are inextricably linked to the wider neighbourhood it serves.

A2: Mile 5 – Mental Illness Literacy Education

Presenters: Bill Burrows and Taylor Demetriooff, Canadian Mental Health Association, Winnipeg/Manitoba

The Canadian Mental Health Association, Winnipeg and Manitoba has delivered the MILE 5 program in the St. James-Assiniboia School Division for the past three years. MILE 5 seeks to promote mental health literacy and decrease stigmatizing attitudes in young people. In so doing this program helps youth feel comfortable to reach out for help, and seeks to change the social stigma around mental illness so that youth who do reach out do so within supportive, empathetic and educated communities. It involves activities, videos and speakers talking about and taking questions on their lived experience of mental illness in their youth and their journey of recovery. This session will share the history, implementation, evaluation and ongoing delivery of the MILE 5 program.

Biographies:

Bill Burrows is a Registered Social Worker and the Manager of Information and Education Services at the Canadian Mental Health Association, Winnipeg and Manitoba. The CMHA's Information and Education Services include mental health promotion activities (youth and general) public mental health courses, volunteer opportunities and Bounce Back, a supported self-management cognitive-behavioural therapy program.

Taylor Demetriooff has taken his experience as a teen struggling with mental health issues and turned it into a positive by helping teens in our community. After working over five years in the field, he is now the Youth Mental Health Promotion Worker at the Canadian Mental Health Association, Winnipeg and Manitoba. He continues to run youth programs and gives presentations and workshops for high school and middle school students.

A3: Healthy Schools Initiative and the Healthy School Planner

Presenter: Jennifer Wood, Manitoba Health, Seniors and Active Living

Find out more about the provincial *Healthy Schools Initiative*. This session will explore examples of innovative collaboration between schools/school divisions and community partners in developing healthy school plans. Jennifer will provide an overview of the *Healthy School Planner*, a free tool that schools across Canada can use to assess the overall health of their school. Participants will learn how the planner can help schools:

- Evaluate current conditions.
- Validate untapped resources within the community.
- Organize increased support for change.
- Lead the decision-making process to determine action steps.
- Visualize outcomes through shared success stories.
- Evaluate progress over time.

Biography:

Jennifer Wood is the consultant for the Manitoba Healthy Schools, and Healthy Together Now – Chronic Disease Prevention Initiatives, Department of Health, Seniors and Active Living. Previously, she worked for the Winnipeg Regional Health Authority as Mental Health Promotion Facilitator and the Healthy Child Manitoba Office as the Provincial Coordinator for the Communities that Care. She is a proud Indigenous woman who has strong roots in community development with over 10 years of experience in diverse communities across Manitoba.

B1: Voices: Manitoba's Youth in Care Network

Presenter: Marie Christian, Voices

Voices: Manitoba's Youth in Care Network provides support, encouragement and advocacy to young people in and from care in Manitoba. Members of the team accompany youth while they are in care, as they transition to in(ter)dependence, and as they grow into adults pursuing their goals. VOICES is youth-driven and youth-focused. Its program and activities are available to all youth in and from care (12-30 years old). Membership is comprised of diverse cultures and ethnicities that reside in Manitoba.

The workshop will raise awareness of the challenges youth-in-care face; while focusing on the need for child welfare professionals to collaborate with others in order to create a better system of care in Manitoba. Committed to the notion of "village", Marie will emphasize the need for foster parents, professionals, volunteers and alumni of care to draw on their unique perspectives and life experiences to the benefit of youth seeking help and guidance.

Biography:

Marie Christian has been the Program Director of VOICES for 11 years. A passionate advocate for young people in care of the child welfare system in Manitoba, she is involved in numerous programs that promote the role of youth in social change initiatives. Marie is the coordinator for the *Girls of Grace, Speaking Rights, Young Women Speak Up!* program; member of the Manitoba Task Force on Educational Outcomes of Children in Care; and the Equitas Winnipeg Coordinator of *Young Women Young Leaders* program. Along with her involvement in several provincial and national associations, she works closely with the General Child and Family Services Authority. Marie has been honoured with the 2016 YMCA-YWCA *Women of Distinction Award*.

B2: Sharing Leadership in Post-Secondary Campus Mental Health

Presenter: Dr. Don Stewart, University of Manitoba

In 2014 the University of Manitoba approved an inclusive mental health strategy, *Success Through Wellness*, that represented a call to action for the entire university community (students, staff, faculty, and administration) to view the promotion and support of mental health as everyone's responsibility. In his role as Co-chair of the University of Manitoba 'Champions for Mental Health' group, Don is actively involved in the implementation of the campus mental health strategy with partners across campus and in the community. This workshop will summarize the rationale, philosophy, development, and implementation of the UM campus mental health strategy with a focus on shared leadership among stakeholders, prioritization strategies, and developing a support network.

Biography:

Dr. Don Stewart is an Associate Professor and Clinical Psychologist at the University of Manitoba. Prior to his current appointment as Executive Director, Student Support, he worked as the Director of the UM Student Counselling Centre (2002-2011) and as the Director of the Psychological Service Centre (2011-13). In addition to these administrative roles, Don has over 20 years of experience in clinical practice, clinical training and supervision, and professional regulation of psychologists. Don has conducted research, published articles, and offered workshops in diverse areas, including ethics and supervision, disability assessment and

accommodations, post-secondary student mental health service delivery, and responding to campus violence. His current research focuses on young adult mental health help-seeking. Don is also a founding member of his institution's Student Threat Assessment Triage, Intervention, and Support (STATIS) team, on which he continues to serve.

B3: "I have strong hopes for the future": Fostering Resilience and Mental Health among Indigenous Youth in Canadian Contexts

Presenter: Dr. Andrew Hatala, University of Manitoba

This workshop will explore the mental health and well-being of various Canadian Indigenous communities, drawing primarily on a two-year research project working with Indigenous youth within inner-city contexts of Saskatoon. To better understand the current mental health needs and perspectives of Indigenous communities, the workshop will review the historical and contemporary processes of colonization as a primary determinant of health, and at the same time explore the Truth and Reconciliation Commission's Call to Action to help address the historical challenges and move toward positive mental health and well-being. The majority of the workshop will therefore explore the concept of resilience and the existing strengths within many Indigenous communities, including their connections to cultural traditions, spirituality, and community systems of support that foster resilience processes and greater mental health outcomes.

Biography:

Dr. Hatala is a medical and psychological anthropologist with interest in cultural psychiatry and health psychology and currently an Assistant Professor in the Department of Community Health Sciences at the University of Manitoba. His previous research explores the therapeutic practices for and conceptions of mental illnesses and disorders in both Canadian and Belizean Indigenous contexts. His published works focus on Indigenous healing and epistemology; Indigenous nosology of mental illness and disorder; culture and spirituality; and resilience and well-being among Indigenous youth populations.

NEW!

C1: Key Issues and Resources to Support Mental Health and Resilience in 2SLGBTQ+ Children and Youth

Presenters: Dr. Catherine Taylor and Dr. Tracey Peter The University of Winnipeg

This workshop will review key learnings and best practices identified in the research on the mental health and resilience in Two Spirit, lesbian, gay, bisexual, trans, queer, and questioning (2SLGBTQ) children and youth in Canada, who are often stigmatized in their families, schools, and communities. Topics will include stressors and mental health impacts, along with teaching, counselling, and school system interventions in support of 2SLGBTQ wellbeing. Online and print resources that address the situations of Two Spirit youth; refugee youth; youth facing religious condemnation; and trans and transitioning youth will be highlighted as well as information to aid in making appropriate referrals.

Biographies:

Dr. Catherine Taylor is Professor and Director of Academic Programs in the Faculty of Education at The University of Winnipeg. As Director of the RISE research program on 2SLGBTQ-inclusive education, Catherine has led several large-scale research projects that have been actively supported by virtually all national, provincial and territorial schools system organizations in Canada: the First National Climate Survey on Homophobia, Biphobia and Transphobia in Canadian Schools in partnership with Egale Canada Human Rights Trust, the Every Teacher Project on LGBTQ inclusive education in partnership with The Manitoba Teachers Society, and the National Inventory in partnership with Manitoba Association of School Superintendents.

Dr. Tracey Peter is Associate Professor of Sociology at the University of Manitoba where she specializes in statistical research methods and has published widely in the area of risk and protective factors among 2SLGBTQ youth and other marginalized populations. As Catherine's longstanding research partner, Tracey is lead statistical analyst for the RISE research program. Their multi-faceted research approach — involving students, educators, school division superintendents and Education professors — has resulted in many publications and presentations reaching scholars, educators, and government officials, and has directly informed policy and law development across the country. See uwinnipeg.ca/rise

C2: Project 11

Presenters: Suzi Friesen and Dwayne Green, Winnipeg Jets True North Foundation

PROJECT 11 was created in memory and honour of former Winnipeg Jets player Rick Rypien, #11. It is an engaging cross-curricular preventative program targeting Manitoba's English Language Arts and Physical Education/Health Education outcomes. Weekly lessons and daily activities have been designed to help support students and teachers with mental wellness practices. The program's lessons and videos provide mindful strategies for students to learn positive coping skills and build a greater sense of self-awareness. When piloting the program, teachers have noticed that the various concepts including focusing the mind, increasing self-awareness and building positive relationships have strengthened students' ability to connect with one another, created empathy and enhanced students' motivation to succeed in their overall academic performance.

Biographies:

Suzi Friesen is the Director of Educational Programs of the Winnipeg Jets True North Foundation, facilitating the development of programs such as Project 11 and the Future Goals Program. A former respite worker, teacher and coach in Winnipeg's inner city, her commitment to helping children reach their full potential and ability to create opportunities for success of her students has always been a priority. She is passionate about nurturing the problem solving ability, inner strengths and resiliency of all children.

Dwayne Green has 12 years of teaching experience in at-risk schools, where he implemented numerous programs for youth who otherwise might not get the opportunity. He has an extensive background in hockey programming, working as a program coordinator for a national hockey academy, and growing a Winnipeg hockey academy from just over a dozen students to over 250. As the Executive Director of the Winnipeg Jets True North Foundation (WJTNTF), Dwayne works closely

with the chairman and board of directors. He leverages his educational background as a former vice-principal to create and develop community connections and opportunities that are making a significant academic impact for the kids in foundation programming.

C3: Their Voice, their Power: Indigenous Student Leadership at Maples Collegiate

Presenters: Reuben Boulette and Ryan Cook, Maples Collegiate

Maples Collegiate Aboriginal Student Leadership (ASL) is a group of students striving to celebrate Indigenous people and culture within the school community and larger community of Seven Oaks School Division. As a group of young leaders, with the support of caring, dedicated teachers, they are working to revitalize and re-claim their cultural heritage, and share it with their school community. The students range from Grades 9-12 and come from various communities all over Manitoba. They add a much needed and important Indigenous voice to the multicultural mosaic of Maples Collegiate. The students' stories will bring the Aboriginal perspective of mental health and well-being to the conference.

The workshop will provide a platform for the students to share the effect that ASL has had on their strong sense of belonging and feelings of pride for who they are, where they come from, as well as their impact on others. The teachers and students will share success of the Aboriginal Student Leadership group at Maples Collegiate; and ways to implement the initiative in their own school communities. Participants in the session will have an opportunity to pose questions to the students and staff.

Biographies:

Reuben Boulette is from Little Black First Nation in Manitoba. He is an Anishinaabe teacher working at Maples Collegiate helping to facilitate the Aboriginal Student Leadership group. Reuben has worked with Indigenous youth in many capacities as both a mentor and an educator. Reuben uses his understanding of fine art, history, and Indigenous studies to help students and teachers understand the Indigenous history of Canada.

Ryan Cook grew up in Winnipeg, Manitoba. He has family roots in Misipawistik Cree Nation and Matheson Island, Manitoba. He builds strong relationships with the students at Maples through his understanding of First Nations history, rural life, and a strong passion for hockey. Ryan strives to help students from northern communities understand their history, and cope with the struggles they face moving to the city.

C4: Schools as a Key Setting for Promoting Positive Mental Health: A Collaborative Approach

Presenters: Laurie McPherson, Winnipeg Regional Health Authority and Mary Markesteyn, Louis Riel School Division

This workshop will highlight best practices and approaches for supporting positive mental health and well-being in the school setting using tools and resources from the Positive Mental Health Toolkit (Joint Consortium for School Health). The session will offer insights and learning from the partnership between Louis Riel School Division and Winnipeg Regional Health Authority, Mental Health Promotion. Laurie and Mary will share the program, as well as the process of using a comprehensive school health approach in developing a mental health promotion plan at the school level.

Biographies:

Laurie McPherson is currently Manager of the Mental Health Promotion program with Winnipeg Regional Health Authority. The program works in partnership with other WRHA programs, government, community agencies and education settings to build capacity for mental health promotion across the lifespan and in multiple settings including school divisions.

Mary Markesteyn is the Supervisor of Psychology in the Louis Riel School Division. She has been involved in collaborations between Louis Riel School Division (LRSD) and the Winnipeg Regional Health Authority (WRHA) for the past 10 years. As Supervisor of Psychology, she is currently co-leading the development of a Mental Health Framework in LRSD which includes the implementation of school-based mental health promotion planning.



Shared Leadership: The Pathway to Mental Health and Well-Being



SAFE SCHOOLS
MANITOBA

Safe Schools Manitoba Conference
Friday, February 10, 2017
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue,
Winnipeg, Manitoba

Register online at: safeschoolsmanitoba.ca

For further information contact: Elena Gagliardi, Planners Plus tel: 204-255-7006 or email: elena@plannersplus.ca



Appendix 'C'



SAFE SCHOOLS
MANITOBA

Safe Schools Manitoba Conference
Friday, February 10, 2017
Victoria Inn Hotel and Convention Centre
1808 Wellington Avenue,
Winnipeg, Manitoba

Shared Leadership: ***The Pathway to Mental Health and Well-Being***

Schedule

7:45-8:45

Registration & Continental Breakfast

8:45-8:50

Opening Remarks: Dr. Mary Hall, Safe Schools Manitoba

8:50-9:00

Welcome: Province of Manitoba

9:00-10:00

Keynote Speaker: Dr. Shelley Hymel, University of British Columbia **Social Emotional Learning and Well-Being: A Critical Focus in Schools**

10:00-10:15

Refreshment Break

10:15-11:15

Workshops A

A

1. Vinh Huynh, Hugh John Macdonald, Winnipeg School Division **Service and Leadership for Well-Being in an Intercultural Community School**
2. Bill Burrows and Taylor Demetriooff, Canadian Mental Health Association **MILE 5 - Mental Illness Literacy Education**
3. Jennifer Wood, Manitoba Health, Seniors and Active Living **Healthy Schools Initiative and the Healthy School Planner**

11:20-12:20

Workshops B

B

1. Marie Christian **VOICES: Manitoba's Youth in Care Network**
2. Dr. Don Stewart, University of Manitoba **Shared Leadership in Post-Secondary Campus Mental Health**
3. Dr. Andrew Hatala, University of Manitoba **"I have strong hopes for the future": Fostering Resilience and Mental Health Among Indigenous Youth in Canadian Contexts**

12:20-1:20

Lunch

1:20-2:20

Workshops C

C

1. **NEW!** Dr. Catherine Taylor and Dr. Tracey Peter, The University of Winnipeg **Key Issues and Resources to Support Mental Health and Resilience in 2SLGBTQ+ Children and Youth**
2. Suzi Friesen and Dwayne Green, Winnipeg Jets True North Foundation **Project 11**
3. Reuben Boulette and Ryan Cook, Maples Collegiate, Seven Oaks School Division **Indigenous Student Leadership**
4. Laurie McPherson, Winnipeg Regional Health Authority and Mary Markesteyn, Louis Riel School Division **Promoting Positive Mental Health**

2:20-2:30

Refreshment Break

2:30-3:30

Keynote Speaker: Andrea Paquette, Stigma Free Society
Removing Mental Health Stigma

3:30

Closing Remarks: Dr. Mary Hall, Safe Schools Manitoba

Register online at: safeschoolsmanitoba.ca

For further information contact: Elena Gagliardi, Planners Plus tel: 204-255-7006 or email: elena@plannersplus.ca

January 12, 2017

MEMO

TO: All school boards

CC: Superintendents, Secretary-Treasurers

FROM: Ken Cameron
President

For: Distribution to all divisional staff

RE: Guidelines for Responding to Medical Emergencies Involving Suspected Use of Opioids

INTRODUCTION

Information concerning both prescription and non-prescription opioids (primarily fentanyl and carfentanil) has recently been distributed to schools and school personnel. One of the basic messages received is that use of opioids, whether for medical or recreational purposes, can sometimes lead to medical emergencies, if the ingestion of such substances exceeds allowable limits (resulting in an overdose).

MSBA has therefore received several inquiries from public education stakeholders regarding “what to do” in the event of such a medical emergency. Among the questions raised by public education stakeholders, there was some focus on whether schools should acquire the injectable overdose treatment drug naloxone, which has been made more readily available to first responders and opioid users themselves. Pending any further direction on this matter, MSBA therefore advises the following:

GUIDELINES

- 1) **Call for help**— In the event of a suspected fentanyl overdose or other opioid related medical emergency, call 911 or local emergency responders immediately. All first responders in Manitoba have now been equipped with naloxone and have been appropriately trained to recognize opioid overdose and to properly administer naloxone treatments.
- 2) **Administer First Aid/CPR**— Pending arrival of emergency responders, appropriately trained persons should administer Cardio-Pulmonary Resuscitation (CPR) and other first aid procedures. Artificial respiration and other first aid/CPR procedures can prolong life until arrival of emergency responders on scene.
- 3) **Naloxone remains optional**— Contacting emergency responders, and administration of first aid and CPR pending arrival of emergency responders, are mandated as the first lines of action to be taken by all school personnel in the event of a suspected medical emergency involving fentanyl or other opioids. The purchase or acquisition of naloxone kits by school personnel for use on school premises to respond to potential fentanyl or opioid overdoses is therefore strictly optional at this time.

- 4) **Optional acquisition and possession of naloxone**— The optional purchase or acquisition of naloxone kits for intended use on school property can be informed by the specific criteria established by the College of Pharmacists of Manitoba regarding those individuals who would be most appropriate to carry such kits to respond to medical emergencies. Such individuals include:
- a. individuals who use opioids, both prescription and non-prescription, for legitimate medical purposes and for recreational purposes;
 - b. individuals identified by the above group as the person(s) most likely to be present if they were to overdose; and
 - c. any person who knows an opioid user and would like to be prepared in the event of an accidental overdose.
- 5) **Use of naloxone**— Administration of naloxone should not be considered as a general first aid practice or procedure. Only persons who are appropriately trained to do so by a pharmacist can administer naloxone in the event of a medical emergency involving a suspected fentanyl or other opioid overdose.

We hope this information clarifies current expectations and requirements concerning the above matters.

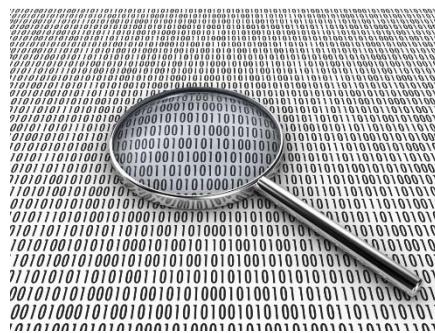
Sincerely,



Ken Cameron
President

How Does Your Board Measure Up?

(The alignment of policies with monitoring / reporting)



Free On-line Webinar

Alignment of your board's policies, with what the board monitors and reports on, sounds like an easy concept. But, creating meaningful and relevant policy measures can be more complicated.

This half hour webinar will provide your board with a 4-point checklist for reports, touch on areas that will mark progress and address needs versus wants. It will show reporting areas needed at the board level, where to look for gaps and provide some tips on useable reports. Reports can be great but if nothing is going to be done with them, they are only a time-waster.

Resources for this webinar will be posted one week before the event. You can download them by visiting our [website](#) and following the links.

To register, contact [Janis Arnold](#), Board Governance Consultant on either email or by phone at the association office. The registration deadline is 10:00 am Wednesday, Feb. 1, 2017.



Janis Arnold has a wide ranging skill-set as a facilitator, educator and trainer in policy development, strategic planning, communication and governance.

Date & Time

Feb. 1, 2017 (Wednesday)

12:00 noon

How does a webinar work?

This live presentation is given over the Internet. Once registered, you'll receive a unique confirmation email with instructions and on the day of the event, click on the email link to listen in. At the end of each webinar there is an interactive Q&A session.

And if you miss a webinar, you can always check out the recorded version on our web site.

REGISTER TODAY!

EDUCATION IN THE DIGITAL AGE

The January 27 MERN Winter Forum will focus on [education in the digital age](#).



The event, which is sponsored by the Manitoba School Boards Association and Frontier School Division, will be streamed live from three locations: Winnipeg, Thompson, and Cranberry Portage. The program will include an opening keynote address from Seine River S.D. superintendent Mike Borgfjord, a closing address by Dawn Sutherland from the University of Winnipeg, and four concurrent workshop timeslots offering participants a total of eight programming options. [On-line registration](#) for this event is now open, and as always, there is no charge to participate in this MERN Winter Forum.

REGIONAL TELECONFERENCES

The agenda and dial-in information for upcoming January regional teleconferences was distributed to all school board offices earlier this week. Meeting dates and times are as follows.

- Region 1: Tuesday, January 24, 5:00 p.m.
- Region 2: Wednesday, January 25, 7:00 p.m.
- Region 3: Thursday, January 26, 5:00 p.m.
- Region 4: Wednesday, January 25, 5:00 p.m.
- Region 5/6: Thursday, January 26, 7:00 p.m.

The main items of business for these meetings will be an association update by President Ken Cameron, discussion of submitted regional resolutions, an overview of proposed executive by-law amendments and consolidated policies, and the second call for nominations for executive positions. Participants will be able to dial in from home or any other convenient location, although it may be beneficial if boards join the conversation as a group.



AWARD PROGRAM DEADLINES

Just a reminder, January 27 is the deadline for receipt of nominations for all association awards and recognition



programs. Information on the various programs—long service recognition, student citizenship, school board innovation, and Presidents' Council—can be found in the [package](#) that was distributed in the October 26 divisional email. Links to

form-fillable nomination forms for each of these programs are also available on the [convention page](#) of our website.

SOMETHING OLD, SOMETHING NEW

Speaking of our website, have you paid us a visit lately? We have just added a new section to our trustee education page, with links to some valuable [video resources](#) that school boards may find useful in helping them fulfill their mandates. Topics include shifting educational paradigms, identifying good data, and effective family and community engagement. These new resources augment others you'll find in the [trustee education](#) section of our website.

And while the material is not brand new, it's worth a reminder that our [risk management](#) page has a wide range of materials relating to school and student safety. These include two documents specific to concussions: a colourful [poster](#) produced collaboratively by the Sport Medicine and Science Council of Manitoba, the Manitoba Physical Education Teachers Association Inc., and this association, and



a [fact sheet on concussion management](#). The fact sheet is posted in an easily printed card format; a limited number of the posters are available by contacting [Cindy Sienkiewicz](#) in the risk management department.