



BRANDON SCHOOL DIVISION

May 4, 2016

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

TO BE HELD MONDAY, MAY 9, 2016
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, April 25, 2016.
Adopt.
- b) Regular Board Meeting, April 25, 2016.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations for Information

2.02 Reports of Committees

- | | |
|--------------------------------|--------------|
| a) Policy Review | P. Bartlette |
| b) Education Committee Meeting | S. Bambridge |
| c) Finance Committee Meeting | K. Sumner |

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

- a) Sheri Bailey, Executive Assistant, Brandon Teachers' Association, April 29, 2016, addressed to Dr. D. Michaels, Superintendent, confirming that Peter Buehler has been acclaimed as the President of the Brandon Teachers' Association (BTA) for the term beginning July 1, 2016 to June 30, 2017. The BTA formally requests that Mr. Buehler be seconded full-time, with salary and benefits to be paid by the Association. (Appendix 'A')
Refer Motions.

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

- b) School Reports:
- NIL
- c) Learning Support Services Report:
- NIL
- d) Items from Senior Administration Report:
- The Kinette Club of Brandon Scholarship – Refer Motions.
- RBC Royal Bank of Canada Scholarship – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

- 51/2016 That the request of the Brandon Teachers' Association, that the President of the Association for the 2016/2017 school year, Mr. Peter Buehler, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Superintendent, the affected school principal, and Mr. Buehler, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.
- 52/2016 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 2015-2016 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.
- 53/2016 That the Agreement to establish a scholarship, to be awarded on a three year rotational basis, in the amount of \$300.00, and to be known as the "RBC Business Award" be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

54/2016 That the proposed budget dates for the 2017-2018 budget deliberations be as follows:

Wednesday, February 8, 2017	Special Board Meeting (Preliminary Budget)
Wednesday, February 15, 2017	Public Budget Consultation Forum
Tuesday, February 21, 2017	All-Day Budget Meeting
Monday, February 27, 2017	Special Board Meeting – Public Presentations
Monday, March 6, 2017	Final Budget Approval

55/2016 That the dates for the Regular Board Meetings in March 2017 be changed from the 2nd and 4th Monday of the month, to the 1st and 3rd Monday of the month.

56/2016 That the tender from Powerland Computers in the amount of \$131,280.00 (plus applicable taxes) for the supply of 200 Desktop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

57/2016 That the tender for Paper Towels, Toilet Tissue and Garbage Bags for 2016-2017, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Bunzl Distributors	\$42,559.50
Sysco	7,873.00
TOTAL	\$50,432.50

58/2016 That the Request for Proposal – Student Services Remodel, Crocus Plains Regional Secondary School, in the amount of \$146,825.28 (taxes included) submitted by Contractor's Corner, be accepted.

59/2016 That the following tuition fees be approved for the 2016-2017 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,448
Non-Resident (First Nations)	\$11,700
Foreign Student Fees	\$11,700

2.08 Bylaws

By-Law 3/2016

2nd Reading

That By-law 3/2016 being a borrowing by-law in the amount of \$361,100.00 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
Earl Oxford Middle	Steam Boiler Replacement
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Renovation of Two Science Classrooms

Vincent Massey High School

Emergency Masonry Gym Wall Study

Meadows School

Science Room

be now read for the second time, having been first read on April 25, 2016.

3rd Reading

That the rules be suspended and By-law 3/2016 be now read for a third and final time, and taken as read, finally passed.

2.09 Giving of Notice

- a) I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Procedures 1017 – Form A – “Research Application Form” and replace same with updated Procedures 1017 – “Research Application Form”.
- b) I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to approve Procedures 4049 (C) – “Protocol for Cases of Fifth Disease (Erythema Infectiosum)”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, May 10, 2016, Conference Room.
- b) Brandon Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, May 12, 2016, Boardroom.
- c) Friends of Education Fund Committee Meeting – 11:30 a.m., Thursday, May 12, 2016, Conference Room.
- d) Personnel Committee Meeting – 10:00 a.m., Tuesday, May 17, 2016, Boardroom.
- e) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, May 17, 2016, Boardroom.
- f) Teacher Liaison Committee Meeting – 4:15 p.m., Tuesday, May 17, 2016, Boardroom.
- g) Policy Review Committee Meeting – 12:00 p.m. Thursday, May 19, 2016, Boardroom.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, May 24, 2016, Boardroom.

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



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 6:50 P.M., MONDAY, APRIL 25, 2016.

PRESENT:

Mr. M. Sefton, 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. K. Sumner.

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. Becky Switzer, Director of Human Resources.

REGRETS:

Dr. D. M. Michaels, Superintendent/CEO.

CALL:

The Chairperson called the meeting to order at 6:50 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 3/2016.

Mr. Kruck

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 3/2016 for the purpose of borrowing the sum of \$361,100 to meet partial costs for construction of the following:

School

Betty Gibson School

Earl Oxford Middle

Meadows School

Meadows School

Waverly Park School

Vincent Massey High School

Vincent Massey High School

Meadows School

Project

Grooming Room

Steam Boiler Replacement

Elevator

Three Classroom & Elevator Access Addition

Two Classroom Addition

Renovation of Two Science Classrooms

Emergency Masonry Gym Wall Study

Science room

Mr. Bartlette – Mrs. Bowslaugh

That the meeting do now adjourn (6:51 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, APRIL 25, 2016.

PRESENT:

Mr. M. Sefton, 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. K. Sumner.

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Dr. D. M. Michaels, Superintendent/CEO.

The Chairperson called the meeting to order 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 Kruck noted he had a Report regarding the Day of Pink.

Trustee Bowslaugh noted she had a Report to share.

Trustee Bambridge noted she had one Report and one In-Camera item.

Mr. Greg Malazdrewicz, Assistant Superintendent, noted he had two Personnel items for In-Camera.

Mr. Mathew Gustafson, Assistant Superintendent, noted he had one Student matter 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 Regular Board Meeting held April 11, 2016 were circulated.

Mr. Bartlette – Mr. Murray
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

a) Facilities & Transportation Committee Meeting

The written report of the Facilities & Transportation Committee meeting held on April 12, 2016 was circulated.

Trustee Kruck indicated he was listed as both in attendance and absent at this meeting, when he was in fact absent. The Minutes will be amended.

Mr. Buri – Mr. Kruck
That the Minutes be received and filed.
Carried.

b) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on April 19, 2016 was circulated.

Mr. Murray – Ms. Bambridge
That the Report be received and filed.
Carried.

c) Day of Pink

Trustee Kruck provided a verbal update on the luncheon organized by Youth Revolution featuring one of the founders of Day of Pink, Travis Price.

d) Milestones Committee

Trustee Bowslaugh provided information on the Wellness Fair for children aged 3 & 4, being held at the Keystone Centre on April 26, 2016.

e) National School Boards Association (NSBA) Annual Conference – Boston, MA

Trustee Bambridge gave a brief oral report on the NSBA conference she attended from April 9 to 11, 2016.

Trustees asked questions for clarification and Trustee Bambridge noted that she would provide the Trustees with a copy of her report.

2.03 Delegations and Petitions

2.04 Communications for Action

a) Trustee Sefton noted a late item to be added under Communications for Action, having received a letter from Mr. Malcolm Oldcorn, regarding the Division-Wide Middle Years

Oratorical Event taking place on May 12, 2016. The letter indicated that the event is looking for support from the Division and a late motion was prepared.

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

Trustees discussed the possible Brandon School Division move from Region 1 to Region 5/6 (Metro Divisions). Trustee Sefton indicated he had contacted MSBA and was told that a change to By-law 5 would be required and that this change would not occur before next March. Trustees asked questions for clarification. Trustee Murray suggested that the Chair and Vice-Chair go to Winnipeg and meet with the MSBA executive. Trustees agreed this was the will of the Board.

- From Report of Senior Administration

a) School Reports:

École secondaire Neelin High School:

Mr. Michael Adamski, Principal of École secondaire Neelin High School, along with teachers Ryan Appel and Tara Leach, provided a presentation to the Board of Trustees on their "Day of Life" which took place on February 24, 2016.

Highlights of the presentation included:

- The Concept
- The Journey
- Topics of the day included:
 - How to be an adult
 - How to dance the Waltz, Polka, Two-step and more
 - Boredom into Creativity (unaided by digital devices)
 - Veggie Identification Challenge
 - Romantic Navigation
 - Self-Defense
 - Responsible Pet Care
 - Survival Skills
 - Emotional Health: Managing Stress, Anxiety, Anger and Being Kinder
 - Etiquette: Formal Dressing and Dining
 - Braiding, Curling and Styling Hair
 - Entertaining Children without Technology
 - The Habitable House and Online Shopping
 - Appreciating Classical Music, Song Writing, and Introduction to Guitar
 - How to Make Small Talk
 - How to Play Cards
 - Overcoming Stage Fright
 - How to Bake and Decorate a Cake
 - How to Promote an Event
 - How to be a YouTuber
 - Easy Cooking

- Money Master: How to do Income Tax, Budgeting and Investing
- Diet and Exercise for Health and Happiness
- Free mac and cheese and veggies for 500 was catered by LifeSkills students and staff.

Students Willow Harvey and Adriana Quiring attended the Board Meeting and provided their perspectives on the Day of Life.

(Trustee Ross exited at 7:58 p.m., returned at 7:59 p.m.)

Trustee Buri noted that he thought this was a great idea and asked if it will be repeated next year. Mr. Adamski responded that this project is being reviewed and may be brought forward again.

École New Era:

Mr. Phil Vickers, Principal of École New Era School, provided a report to the Board of Trustees on the School's Tell Them From Me Survey results. As a staff, in reviewing these results, specifically within the grade 7 and 8 students, they felt that the lack of feeling a sense of belonging in the school community and a lack of feeling safe at the school were significant areas of concern and need of focus.

Based on the data, the school started the Bruce Wellman Collaborate Data Inquiry model to explore this area further. To collect the data, school staff implemented their Salmon Slip program. This was not designed to be a punitive program but an educational opportunity for students while collecting required data. On March 4, as a staff, they followed the Bruce Wellman Collaborate Data inquiry model process.

Summary of Results (From February 1 – March 24):

- 271 behaviour slips were issued
- 80% of students had 0 slips
- 15% of students had 1-2 slips
- 2% of students had 3-4 slips
- 3% of students had 5 or more slips

Observations from staff members:

- 95% of students had less than two slips
- 97% of students averaged less than 1 slip per week
- Only 15 students (3%) received 46% of the behaviour slips

Positive Effects to date:

- Students are more aware of the school wide behaviour expectations
- Staff are more aware of the specific behaviour concerns and are better able to address them
- Communication between all staff has improved

Next Steps:

- May 20th – Staff will look at all data collected from February. They will define their causal theory and set out an action plan. They will also define the data that needs to be collected to verify or refute their causal theory. All of this will become part of their School Development Plan.

- b) Learning Support Services Presentation:
 - NIL
- c) Items from Senior Administration Report:
 - P.E.O. Chapter R Scholarship – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 44/2016 Dr. Ross – Mr. Buri
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 Scholarship” in the amount of \$275.00 for the 2015-2016 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.
- 45/2016 Mr. Buri – Dr. Ross
That the 2017-2018 to 2021-2022 Five-Year Capital Plan be approved for submission to the Public Schools Finance Board.
Carried.
- 46/2016 Ms. Bambridge – Dr. Ross
That the appointment of MCM Architects Inc. to design and tender the New Era School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.
Carried.
- 47/2016 Mr. Murray – Mr. Buri
That the appointment of Agassiz Consulting for the design, tender, contract/administration and inspections for the Crocus Plains Kitchen Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.
Carried.
- 48/2016 Mr. Sumner – Mrs. Bowslaugh
That Agassiz Consulting be appointed as the roofing consultant for the Division Office Roof replacement.
Carried.
- 49/2016 Mr. Sumner – Mr. Bartlette
That support for the Division Wide Oratorical Event for Middle Years in the amount of \$500 be approved.
Carried.

2.08 By-Laws

Mr. Kruck

1st Reading – By-Law 3/2016

That By-law 3/2016 being a borrowing by-law in the amount of \$361,100.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Betty Gibson School	Grooming Room
Earl Oxford Middle	Steam Boiler Replacement
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Emergency Masonry Gym Wall Study
Meadows School	Science room

be now read for the first time.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 3/2016

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of Three Hundred Sixty One Thousand One Hundred Dollars (\$361,100.00) 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 \$361,100.00 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
Earl Oxford Middle	Steam Boiler Replacement
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Waverly Park School	Two Classroom Addition
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Emergency Masonry Gym Wall Study
Meadows School	Science room

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 \$361,100.00 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 May, 2016 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 \$25,695.60 each, including principal and interest at the rate of 3.6250 per cent (%) per annum, payable annually on the 31st day of May as per Schedule "A" attached.

3) That the first installment shall be payable on the 31st day of May, 2017.

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 _____, 2016.

SECOND READING the __Day of _____, 2016.

THIRD READING the _____Day of _____, 2016.

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw No.
3/2016 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

Trustee Kruck asked about the anti-bullying and cyber-bullying posters that were discussed on Budget Day. Mr. Mathew Gustafson, Assistant Superintendent, responded that there has been no progress to date on this matter and that it is a long-term project.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Mathew Gustafson and Mr. Greg Malazdrewicz, Assistant Superintendents, provided highlights on the following items from the April 25, 2016 Report of Senior Administration:

- Academic Preparedness – Riverview School
 - Personalized Learning – “Voice and Choice”
 - Smart Goal Statement
- Student Achievements
 - WE Are Silent (Human Rights Awareness)
 - We Collect Food (January 18 to 27, 2016 – Collected rice and Pasta for Samaritan House)
 - Red Cross Day of Pink
 - Homemade Sale
 - We Create Change (March 14 to 18, 2016)
 - Spirit Week (March 21 to 25, 2016)
- Global Citizenship – Crocus Plains Reginal Secondary School
 - Activities that focused on the specific areas of Personal Growth and Ethical Citizenship
 - Day of Pink – Group Photo at the front of the school
 - Mentorship with Betty Gibson School middle years students
 - Digital Citizenship – appropriate cell phone use.
- Health and Wellbeing – Kirkcaldy Heights School
 - Professional Learning Community group movement activities
 - Anti-Bullying initiatives
 - Day of Pink activities
 - ACC Mentorship Program, Big Brothers and Sisters In-School Mentoring Program, Career Trek, and the Power of Being a Girl
- Student Achievements
 - Les Voyageurs
- Administrative and Statistical Information:
 - Suspensions
 - English as an Additional Language (EAL) Enrolment Update – March 31, 2016

Dr. Ross – Mrs. Bowslaugh

That the April 25, 2016 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Sharon Curtis, Secretary, Manitoba Education and Advanced Learning, April 6, 2016, enclosing the award of the Board of Reference with respect to the hearing held February 29, 2016, in Souris, Manitoba. The award of the board is final and has effect in accordance with its terms. However, The Public Schools Act does not preclude an application to the Court of Queen’s Bench for judicial review respect the award.

Referred to the Office of the Secretary-Treasurer.

3.03 Announcements

- a) Education Committee Meeting – 10:00 a.m., Thursday, April 28, 2016, Boardroom.

- b) Finance Committee Meeting – 2:00 p.m., Tuesday, May 3, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee – 12:00 p.m., Thursday, May 5, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 9, 2016, Boardroom.

Mr. Buri – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:28 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Student matter.

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Confidential #2 was presented and discussed.
- c) Mr. Greg Malazdrewicz, Assistant Superintendent, provided information on a Personnel matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

Mr. Kruck – Mr. Murray

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

Carried.

50/2016 Mr. Buri – Mr. Bartlette

That Confidential #2 and the recommendations therein be approved.

Carried. (8-1, Trustee Sumner Opposed)

5.00 ADJOURNMENT

Ms. Bambridge – Mr. Murray

That the meeting does now adjourn (9:27 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Thursday April 21, 2016, 12:00 p.m.
Boardroom, Administration Office

Present: P. Bartlette (Chair), S. Bambridge, K. Sumner,
M. Sefton (Alternate).
Mr. D. Labossiere, G. Malazdrewicz, B. Switzer.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:14 p.m.

2. APPROVAL OF AGENDA

Trustee Bambridge noted she had one item to add to the agenda.

The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of February 18, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Procedures #1017 – Form A - Research Application Form

The Committee reviewed and discussed Procedures #1017 - Form A – Research Application Form, as the contact information for submission of completed applications is no longer current.

Trustees agreed to recommend the information be changed to direct applications to The Office of the Superintendent.

A Giving of Notice will be brought forward at the May 9, 2016 Board Meeting.

B) Policy Procedures #4049 (C) – Protocol for Cases of Fifth Disease (Erythema Infectiosum)

Trustees reviewed the document and Ms. Becky Switzer, Director of Human Resources, provided background for the Procedures and answered Trustee questions. Ms. Switzer noted these Procedures will come into effect September 6, 2016.

A Giving of Notice will be brought forward at the May 9, 2016 Board Meeting.

C) Human Diversity Policy

Mr. Greg Malazdrewicz, Assistant Superintendent, provided an update to the Committee and indicated that the guidelines are being reviewed. Mr. Malazdrewicz added that updated information will be provided to the Committee as it becomes available.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Division Logo

Mr. Denis Labossiere, Secretary-Treasurer, provided information on this matter. He indicated that the Brandon School Division logo is not trademarked. The Committee discussed the matter and agreed to refer the Trademarking of the BSD logo to the next Regular Board meeting for discussion.

B) Chaperones on School Buses

Trustee Bambridge requested information on this matter and asked that it be noted that chaperones should sit throughout the bus. Mr. Malazdrewicz indicated that this is an operational matter, not a policy matter. It was agreed that a memo to school Administrators regarding this matter would be sent by the Office of the Superintendent.

6. OPERATIONS INFORMATION

7. NEXT MEETING: Thursday, May 19, 2016, 12:00 p.m., Boardroom

The meeting adjourned at 12:54 p.m.

Respectfully submitted,

P. Bartlette, Chair

S. Bambridge

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Education Committee Minutes

Thursday, April 28, 2016 10:00 a.m.

Boardroom, Administration Office

Present: S. Bambridge (Chairperson), P. Bartlette, G. Buri,
P. Bowslaugh (Alternate).
M. Gustafson.

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 10:02 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes from the Thursday, February 25, 2016 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Review Aboriginal Education Advisory Committee Goals

The Committee reviewed Policy 1022 – “Aboriginal Education Advisory Committee”. Discussion took place and it was agreed that the policy needs revision.

The Committee agreed to refer this item to the next Aboriginal Education Advisory Committee meeting, requesting input, and asked that information be brought back to the Education Committee meeting scheduled for May 26, 2016.

B) Year Round School Research Documents

Trustees reviewed and discussed the information provided. Trustees asked questions for clarification and agreed that no further information on this topic is required at this time.

C) Graduation Rates

The Committee reviewed the Provincial and Divisional graduation rate definitions. Mr. Gustafson reviewed the Brandon School Division graduation calculator worksheet. Trustees asked questions for clarification.

(Mr. Gustafson exited at 11:01 a.m., returned at 11:04 a.m.)

The Committee discussed this matter, and was provided with a firm definition of how BSD is currently calculating graduation rates. Trustees agreed that the current explanation for graduation rates is acceptable to the Committee. It was noted this item could be brought forward at an upcoming Board meeting. Suggestion was made that one possibility would be to look into a more comprehensive system.

D) ARTS Curriculum Implementation Summary

Mr. Gustafson reviewed the information provided, which attempted to reflect the voice of the schools/students. Teachers are asking for Professional Development to meet as a Professional Learning Community and the Committee is asking supports this request. The Education Committee sees Professional Development as a worthwhile endeavour to prioritize, and feels it is vital for teachers, as such, Trustees would like these PD funds to be available.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

Friends of Education Fund

Trustee Buri provided a verbal report from the April 14, 2016 meeting.

Brandon Community Drug and Alcohol Coalition

N/A

6. OPERATIONS INFORMATION

Additional Agenda Items

Community Focus Groups

Trustee Bambridge indicated that she had received an email from Trustee Kruck, asking to make a presentation to the Education Community in May, on the topic of Community Focus Groups. Committee members requested more information on the presentation. Trustee Bambridge indicated she will request additional information from Trustee Kruck.

7. NEXT REGULAR MEETING: Thursday, May 26, 2016, 10:00 a.m., Boardroom.

The meeting adjourned at 11:31 a.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

G. Buri

P. Bowslaugh (Alternate)

Manitoba's Proxy Cohort High School Graduation Rate

Manitoba's proxy cohort high school graduation rate is comprised of the ratio of the total number of graduates reported by public and funded independent high schools at the end of every academic year to the total Grade 9 enrolment in these schools four years prior to the year of graduation. It does not include students from non-funded independent schools, First Nations schools (including those managed by Frontier School Division under educational agreements) or Adult Learning Centres.

The graduates in a given year do not all necessarily come from the same group of Grade 9 students; they may include those who have entered the provincial system after Grade 9 and those who have taken longer than the typical four years to complete the requirements for graduation. It is also important to note that this method is not a calculation of a four-year sequential graduation rate, nor an individual student-tracked rate that follows students as they move from Grade 9 to graduation.

Manitoba's Student-Tracked High School Graduation Rate

To determine Manitoba's student-tracked high school graduation rate, the department follows individual students in public and funded independent schools from Grade 9 and calculates the percentage who graduate within a certain period of time. It does not include students from non-funded independent schools, First Nations schools (including those managed by Frontier School Division under educational agreements) or Adult Learning Centres.

To improve accuracy, this method makes adjustments for moving out of the province, deaths, and for the proportion of school age children not enrolled in public and funded independent schools. The calculation of the student-tracked graduation rate does not account for students who have transferred out of public and funded independent schools to enroll in First Nations schools, non-funded independent schools, and Adult Learning Centres and students who have withdrawn from school.

This method also allows the department to disaggregate graduation rates for male and female students as well as for self-declared Aboriginal students and non-Aboriginal students.

Brandon School Division High School Graduation Rate

The Brandon School Division high school graduation rate is comprised of the ratio of the total number of graduates reported at the end of the academic year to the total number of eligible graduates enrolled during the school year. Graduation rate includes graduating students, students with 23 or more credits who do not graduate, students who have withdrawn from school during the school year and mature student graduates. The calculation does not include home schooled students, students who have withdrawn from school in previous years, students who enrol in another public school or First Nation School.

It is important to note that this method includes students who have taken longer than the typical four years to complete the requirements for graduation, including students between the ages of 18-21 enrolled at the 3 main campuses. This method does not include students between the ages of 18-21 enrolled at Neelin High School Off Campus.



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Tuesday, May 3, 2016, 2:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), L. Ross, M. Sefton, P. Bowslaugh (Alternate)
G. Malazdrewicz, D. Labossiere, E. Jamora

Regrets: D. Michaels

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:05 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held March 1, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2016-2017 Budget Process

A review of the Budget Process took place. Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Proposed Budget Timelines for 2017-2018. The Committee reviewed the dates as per Policy 3001 and determined the budget dates for the 2017-2018 Budget. Mr. Labossiere indicated that in the future, he would recommend the Stakeholder questions set by the Committee before sending out the Stakeholder Budget Meeting invitations.

The Committee discussed changing the Regular Board meeting dates next March due to the timing of the Special Levy requirement to municipalities, and agreed to recommend changing the Regular Board meeting dates in March 2017.

Trustee Sumner distributed and reviewed a document containing his review of the 2016-2017 Budget Process. He noted several suggestions for the budget process and presented several options as possible solutions to his budget process concerns. This information will be discussed by the Committee at the June 23, 2016 Finance Committee Meeting.

Recommendations:

a) That the proposed budget dates for the 2017-2018 budget deliberations be as follows:

Wednesday, February 8, 2017	Special Board Meeting (Preliminary Budget)
Wednesday, February 15, 2017	Public Budget Consultation Forum
Tuesday, February 21, 2017	All-Day Budget Meeting
Monday, February 27, 2017	Special Board Meeting – Public Presentations
Monday, March 6, 2017	Final Budget Approval

- b) That the dates for the Regular Board Meetings in March 2017 be changed from the 2nd and 4th Monday of the month, to the 1st and 3rd Monday of the month.

B) Tender Approval – Over \$50,000

a) Desktop Computer Tender

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the Desktop Computer Tender results for the Committee. Trustees asked questions for clarification.

Recommendation:

That the tender from Powerland Computers in the amount of \$131,280.00 (plus applicable taxes) for the supply of 200 Desktop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

b) Paper Towels, Toilet Tissue and Garbage Bags

Ms. Jamora reviewed the Paper Towels, Toilet Tissue and Garbage Bags tender results for the Committee. Trustees asked questions for clarification regarding where the bidders are located.

Recommendation:

That the tender for Paper Towels, Toilet Tissue and Garbage Bags for 2016-2017, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Bunzl Distributors	\$42,559.50
Sysco	7,873.00
TOTAL	\$50,432.50

Mr. Labossiere requested that Tender items C) and D) be postponed until the end of the meeting for In-Camera discussions. The Committee agreed to this request.

Mr. Sefton – Dr. Ross

That the Committee do now resolve into Committee of the Whole In-Camera (3:15 p.m.)

Carried.

C) Tender – In-Camera Discussion

The Secretary-Treasurer provided information on a Tender matter and answered questions.

D) Tender – In-Camera Discussion

The Secretary-Treasurer provided information on a Tender matter and answered questions.

Mr. Sefton – Dr. Ross

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

Carried.

E) Request for Proposal – Student Services Remodel, Crocus Plains Regional Secondary School.

Mr. Labossiere reviewed the Request for Proposal memo and noted that the costs for this project will be funded by Crocus Plains and also through the Division's 2016-2017 operating budget. Trustees asked questions for clarification regarding when construction will take place. Mr. Labossiere indicated the project will take place over the summer.

The Committee approved the recommendation as submitted.

Recommendation:

That the Request for Proposal – Student Services Remodel, Crocus Plains Regional Secondary School, in the amount of \$146,825.28 (taxes included) submitted by Contractor's Corner, be accepted.

F) Tuition Fees – 2016-2017 School Year

The Secretary-Treasurer spoke to this item and reviewed the Metro School Division Residual Fee Rates for 2016-2017. Trustees asked questions for clarification. The Committee approved the recommendation as submitted.

Recommendation:

That the following tuition fees be approved for the 2016-2017 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,448
Non-Resident (First Nations)	\$11,700
Foreign Student Fees	\$11,700

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Account (February and March)**

The payments of account for the months of February and March with Trustees asking questions for clarification. The reports were accepted as circulated.

B) Review Monthly Reports (February and March)

The Secretary-Treasurer reviewed the monthly reports for the months of February and March. The reports were accepted as circulated.

6. OPERATIONS INFORMATION**7. NEXT REGULAR MEETING: Thursday, May 26, 2016, 12:00 p.m., Boardroom.**

The meeting adjourned at 3:57 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

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: March 8, 2016 (Part #1) Date of next meeting: March 8, 2016 (Part #2) Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Jim Murray Craig Laluk Greg Malazdrewicz	Occupation Director Fac & Trans Trustee School Administrator Assistant Superintendent	Present x x x x	Absent
	Worker Members Alison Johnston Richard Derewianchuk 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: A. Johnston, Chair, called the meeting to order at 1:05 p.m.	➤ The agenda for the March 8, 2016 (pt.1) was accepted by the WPS&H Committee.	
	A. Minutes of October 14, 2015	➤ A. Johnston referred to the minutes and asked for any errors or omissions. The meeting minutes of October 14, 2015 were adopted as circulated. ➤ Moved by C. Laluk – J. Murray, Accepted.	
2015/03/11	B. Outstanding Issues: 1. Refusal to Work – Update – J. Rose, A. Johnston & D. Armstrong (Attachment #1)	➤ With the assistance of "The Refusal to Work Flowchart" A. Johnston guided the Committee through the process. The first step, complete the "Refusal to Work Form", copies are to be provided to each party listed in Section A, the Office of the Superintendent and the Office of the Secretary-Treasurer. If a dispute is unresolved after step one, it is necessary to complete the "Investigation Form for Refusal to Work". Once again copies are provided to all parties listed in Section A, the Office of the Superintendent and the Office of the Secretary-Treasurer. Lastly, should a dispute still remain unresolved after the investigation is completed the complaint will be forwarded to the Provincial WPS&H Officer for further investigation. A. Johnston thanked G. Malazdrewicz for his input on the collaborative effort to complete the Refusal to Work process. ➤ A. Johnston initiated a recommendation to the Facilities and Transportation Committee: The Refusal to Work Form and the Investigation Form for Refusal to Work be reviewed and adopted. Recommendation supported by R. Derewianchuk and C. Laluk, Accepted.	Recommendation: The "Refusal to Work Form" and the "Investigation form for Refusal to Work" be forwarded to the Facilities and Transportation Committee for Review. Update – M. Clark/J.Murray
2015/05/12	2. Incident Report – Update – D. Armstrong	➤ D. Armstrong informed the Committee he attended a training session, on October 26, 2015, where Burt Walker (Western Financial) was present. The direction received from Mr. Walker: ensure the position of the individual injured is included in the descriptor box. ➤ G. Malazdrewicz informed the Committee, the Office of the Secretary-Treasurer will send a reminder to all School Administrative Assistants stressing the importance of including the position of individuals when filing all incident reports.	Memo from the Office of the Secretary-Treasurer be forwarded to all School Administrative Assistants – M. Smoke-Budach Update – G. Malazdrewicz

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 Alison Johnston

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)
2015/01/14	3. Variance Order – Update – G. Malazdrewicz (Attachment #2, #3 & #4)	<ul style="list-style-type: none"> ➤ G. Malazdrewicz reviewed all documents with the Committee. The final document dated December 30, 2015 from Mr. Bryan Zirk, Director, Workplace Safety and Health Branch advised "Based on the information provided, and pursuant to section 40(6) of the Workplace Safety and Health Act, an exemption has been approved for a period of three (3) years from the date of this letter for three (3) Safety and Health Committees for the Brandon School Division." ➤ The first bullet "Committees 2 & 3 participate on the Brandon Divisional Committee" was discussed. Members of the Brandon Divisional Committee, A. Johnston and J. Rose, regularly attend High School WPS&H meetings. High School meetings, inspections and maintenance have been regularly attended to by D. Armstrong, M. Clark and R. Day. The Committee felt the requirement outlined by the Workplace Safety and Health Branch was satisfied. 	
2015/11/30	4. Organization of the Workplace Safety and Health site on the BSD Portal – Update – G. Malazdrewicz	<ul style="list-style-type: none"> ➤ G. Malazdrewicz referred to the Brandon School Division Portal, Workplace Safety and Health site. A quick review of the new structure was presented to the Committee. A complete and up-to-date list of forms, information, inspection reports, minutes and external links were clearly organized. 	
2015/10/14	5. WPS&H Representative – Update – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> ➤ D. Armstrong reported all work sites in the Brandon School Division have a BTA/CUPE representative in place except for the Administration Building. ➤ G. Malazdrewicz advised the Committee an email will be sent to all Clinicians/Specialists housed in the Administration Office requesting a Workplace Safety & Health representative. ➤ M. Smoke-Budach; send out an email to all Clinicians/Specialists in the Administration Building. 	Administration BTA representative for the Administration Office – Update – G. Malazdrewicz
2015/10/14	6. Hearing Assessment – Update – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee the Hearing Tests were a success. A total of 195 employees were invited to have their hearing tested. From October 19-22, 2016, 122 employees attended. ➤ G. Malazdrewicz reiterated it is the responsibility of the Division to continue sending invitations to employees working in positions designated for hearing tests. Each year the results have been recorded in CIMS, data collected over years could be useful in identifying patterns. ➤ D. Armstrong clarified the cost of hearing protection/aids is borne by the Division. 	
	C. <u>Review of Selected Site Inspection Reports:</u> (Attachment #6)	<ul style="list-style-type: none"> ➤ K-8 Schools: Alexander, Green Acres, Kirkcaldy Heights and Riverheights ➤ High Schools: Crocus Plains ➤ D. Armstrong reviewed the site inspection reports with the Committee. All site inspections were comprehensive, including outside premises. Those items identified as priority "2" outline a corrective action. D. Armstrong will receive a sign-off advising the item had been addressed. All sign-offs are kept on file by D. Armstrong. ➤ G. Malazdrewicz advised D. Armstrong that it would be beneficial to place all completed site inspections on file in the BSD Portal. ➤ A discussion regarding the use of technology in classrooms and the need for more electrical outlets occurred. The use of daisy chains was especially noted in Kirkcaldy Heights and Crocus Plains. D. Armstrong advised this is a common practice at the beginning of each school year when new teachers set up their classrooms. 	<p>Memo to be sent to all School Custodians – Update – M. Clark</p> <p>Completed, signed off, Site Inspection Reports to be uploaded to the WPS&H site in the BSD Portal – Update – D. Armstrong</p>

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 Alison Johnston

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"> ➤ M. Clark to send a memo to all school custodians reminding them to address unsafe work conditions (avoid daisy chains). M. Clark also commented that it would be effective to advise Principals that it is not always possible to reconfigure classrooms. ➤ A motion to accept the selected site inspection reports was made: J. Murray and R. Derewianchuk, Accepted. 	
	D. Correspondence: 1. None.		
	E. New Business: 1. Incident Report, October 1 to December 31, 2015 – D. Armstrong (Attachment #7)	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Report with the Committee and discussed the reporting numbers and descriptions. It was noted that the winter months were extremely hazardous due to the mild temperatures, the thawing and refreezing created dangerous icy conditions on the school playgrounds. ➤ D. Armstrong reformatted the data compiled by Western Financial. The data was exported to excel and through the use of pivot tables, monthly reports were generated. ➤ D. Armstrong agreed to continue reporting Incident Reports on a monthly basis. ➤ A motion to accept the Incident reports: R. Derewianchuk and H. Kryshewsky, Accepted. 	
	2. Crocus Plains RSS, Near Miss – D. Armstrong (Attachment #8)	<ul style="list-style-type: none"> ➤ D. Armstrong explained the Accident Report to the Committee. Two students were using a brand new wet grinder in the automotive, wash bay area. They received intermittent shocks from the grinder. The problem was identified in the overhead reel and the ground contacts. The BSD electricians checked all reels and exchanged the one in question. ➤ M. Clark advised the custodian will be conducting bi-annual checks. 	
	3. Policy 9031, Accidents involving School Buses – J. Rose	<ul style="list-style-type: none"> ➤ H. Kryshewsky spoke to this item in the absence of J. Rose. ➤ H. Kryshewsky asked the Committee, after an accident are bus drivers asked to continue on route? M. Clark responded, it depends on the severity of the accident. In 95% of the situations there is no problem and no stress. However, all requests are accommodated after an accident. H. Kryshewsky put forth the scenario that a bus driver could be in shock and not thinking clearly when they agree to continue on. ➤ The Committee agreed to place this item on the next agenda. G. Malazdrewicz advised he will follow up with Facilities and Transportation on the procedure in place regarding Bus Drivers continuing on-route after an accident. He will also check into the particular situation and report back to the Committee what transpired with the bus driver. 	Policy 9031, Accidents involving School Buses – added to next Agenda in May 11, 2016 Follow up on Procedure and particulars regarding the accident discussed – Update – G. Malazdrewicz.
	4. Violent Incident Forms, Number of forms – J. Rose	<ul style="list-style-type: none"> ➤ J. Rose was absent, the item will be added to the Agenda, May 11, 2016. ➤ A brief discussion surrounding the information collected in the multiple forms occurred. G. Malazdrewicz advised given the nature of the incident it is necessary to have several forms, ex. restraint, violence, injury etc. Every form is thoroughly reviewed and cycled for things such as frequency, pattern and identifying needs. 	Violent Incident Forms, number of forms – J. Rose Revisit on May 11, 2016

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 Alison Johnston

Signature _____ Signature _____

Committee Minute Form

Page 4 of 4



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

Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	5. Save the Date: Feb 11-12, 2016 – G. Malazdrewicz (Attachment #9)	➤ G. Malazdrewicz drew attention to the Maintenance/WSH Conference on February 11-12, 2016. The feedback from the Committee members who attended were positive.	
	6. Asbestos Removal – A. Johnston	➤ A. Johnston spoke to the concern expressed by staff regarding the asbestos removal at Earl Oxford School. She also shared with the Committee the positive response received by the Brandon School Division. ➤ M. Clark explained to the Committee a boiler had to be replaced and with it some asbestos had to be removed. Due to a change in administrators the information regarding asbestos removal was never relayed to the new administrator. The asbestos removal was classified as level 1. ➤ A. Johnston asked if there is a procedure in place for asbestos removal and if it is placed somewhere on the BSD website/portal. G. Malazdrewicz requested that D. Armstrong collect "asbestos protocols" from other Division and create a document to put on the BSD website/portal. ➤ M. Clark informed the committee there is currently a Tender requesting replacement of the Steam System at Vincent Massey High School. The project will involve a Type 3 asbestos removal. The removal will occur during spring break when the school is empty.	Collect asbestos protocols from other Divisions and create a document – Update – D. Armstrong

Other Business: Confirmation of Next Meeting: March 8, 2016 (Part #2)

Adjournment: J. Murray – C. Laluk – The meeting was adjourned at 2:15 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 Alison Johnston

Signature _____ Signature _____

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board

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: March 8, 2016 (Part #2) Date of next meeting: May 11, 2016 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Jim Murray Craig Laluk Greg Malazdrewicz	Occupation Director Fac & Trans Trustee School Administrator Assistant Superintendent	Present x x x x	Absent
	Worker Members Alison Johnston Richard Derewianchuk 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: M. Clark, Chair, called the meeting to order at 2:30 p.m.	➤ The agenda for the March 8, 2016 (pt.2) was accepted by the WPS&H Committee.	
	A. Minutes of M/D/Y	➤ No minutes to approve as the meetings were held consecutively (P#1 & P#2)	
2015/10/14	B. Outstanding Issues: 1. Hearing Assessment – Update – D. Armstrong (Attachment #1)	➤ D. Armstrong informed the committee hearing, assessments for the 2015-2016 school year were complete. A total of 195 employees were invited and a total of 165 employees were tested: October 19-22/16 = 122, Jan 18-19/16 = 43. ➤ Hearing Innovators have been confirmed for the 2016-2017 school year, October 17-20, 2016, Administration Office and Crocus Plains (each two days). Accepted.	
2016/03/08	C. Review of Selected Site Inspection Reports: (Attachment #2)	➤ K-8 Schools: Betty Gibson, École Harrison, Linden Lanes and Riverview ➤ High Schools: Vincent Massey / École secondaire Neelin ➤ D. Armstrong reviewed the site inspection reports with the committee. The committee noted École Harrison did not prioritize their tasks. D. Armstrong to follow up. ➤ The topic of replacing balasts and exchanging inefficient lights was discussed. M. Clark advised currently there is no plan to replace T5s with T8s. Any updates would occur with exchanging gymnasium lights with LEDs. Lastly, the committee noted blinds for Riverview School should not appear on the safety inspection report. ➤ A motion to accept the selected site inspection reports was made: A. Johnston and R. Derewianchuk, Accepted.	
	D. Correspondence: 1. None.		

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 Alison Johnston

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)
2016-03-08	E. New Business: 1. Prevention of Communicable Disease / Infection Transmission, Policy 4049 – A. Johnston (Attachment #3)	<ul style="list-style-type: none"> ➤ A. Johnston shared with the Committee that she had received a phone call regarding procedures for dealing with Lice. She also commented that she was aware it was not a WPS&H issue but that she would like to discuss the Policy. ➤ G. Malazdrewicz advised Policy 4049 has been referred to the Policy Review Committee. The new procedure will work with the wording, "do not" exclude. J. Murray commented "having lice" is not a communicable disease. 	
2016-03-08	2. WPS&H Training, SAFE Work Manitoba – D. Armstrong (Attachment #4)	<ul style="list-style-type: none"> ➤ D. Armstrong informed the committee there are training sessions being offered by SAFE Work Manitoba, Investigating Workplace Incidents was recommended. ➤ A. Johnston asked what the protocol is for sub-committee members to receive training. M. Clark replied every 3 years, there currently is a rotation in place. G. Malazdrewicz concluded with all union members including Mel, Doug, and Bob should receive training. ➤ A. Johnston requested to review the status of training, in the new year (Agenda: October 2016) ➤ D. Armstrong notified the committee, Jack Slesser will conduct a one-day training session for safety representative on May 20, 2016. 	Status of Training for Sub-Committee members – Update – D. Armstrong
2016-03-08	3. Incident Report, January 1 to February 29, 2016 – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the two month incident report with the committee. Once again it was reiterated the winter months reported an increase in the number of accidents due to icy conditions. M. Clark reported the maintenance department had increased spending on gravelling. 	
2016-03-08	4. Stop Work Order and Improvement Order, École Harrison Industrial Arts Classroom – A. Johnston (Attachment #6)	<ul style="list-style-type: none"> ➤ A. Johnston asked to have the item added due to the serious nature of the accident. A. Johnston stated it was a testament to the value of WPS&H in the BSD. All steps were followed professionally and everyone involved was acting in the best interest of all parties. There was no blame given to anyone. The school committee came together to make a timely report. The team did an excellent job. ➤ The committee expressed feeling a sense of loss, for the teachers and for the student. R. Derewianchuk spoke briefly to the tremendous amount of support he received from the BSD. ➤ M. Clark advised the Stop Work Order and Improvement Order had been lifted. Changes had been made to ensure safe work procedures were in place. 	

Other Business: Confirmation of Next Meeting: May 11, 2016

Adjournment: J. Murray – A. Johnston – The meeting was adjourned at 3:10 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 Alison Johnston

Signature _____ Signature _____

Protocol for cases of Fifth Disease (Erythema Infectiosum)**What is fifth disease?**

Fifth disease is sometimes called “slapped cheek” syndrome because of the red rash it causes. It is an infection of the airway and lungs. Parvovirus B19 causes fifth disease. It’s most common in late winter to early spring.

How does fifth disease spread?

This virus spreads the same as a cold virus:

- By touching the hands of someone who has the infection and then putting your hands in your mouth.
- By touching an object (such as a toy) that has been touched by someone who has the infection and then putting your hands in your mouth.
- By coming in contact with the virus in the air, after an infected person has coughed or sneezed.

The virus is most contagious a few days before the rash starts. Once the rash appears, the virus is no longer contagious.

What are the symptoms of fifth disease?

- There may be no symptoms or only mild symptoms. Fifth disease begins with a low-grade fever (102°F (38.9°C)), headache, and mild cold-like symptoms (a stuffy or runny nose). There also be stomach upset (nausea and diarrhea.)
- It starts as a very red rash on the cheeks that looks like the face has been slapped.
- After 1 to 4 days, a red, lace-like rash appears, first on the trunk and arms, and then on the rest of the body.

The rash may last from 1 to 3 weeks. During that time, the rash may come and go. It can be worse with changes in temperature, exposure to sunlight, and exercise.

Precautionary Measures:

- As with many infections, frequent handwashing is the best way to prevent the spread of this virus.
- Employees who are nursing mothers or are receiving chemotherapy treatments are encouraged to seek medical advice and testing to ascertain if they possess the parvovirus B19 IgG and IgM antibodies. Your physician will be able to provide information on any potential risks.
- Employees who are pregnant or may become pregnant should also seek medical advice and testing determine any precautionary measures that may need to be in place.

Procedures:

When there is a confirmed case of Fifth Disease, the School Administrator shall:

1. Post written notice in school to staff, students, visitors and volunteers of the date of the confirmed case, such notice shall remain posted for a period of 20 calendar days as a precautionary measure.
2. Notify the Office of Human Resources with the date of each confirmed case of Fifth Disease so that it may be communicated to substitute and casual staff on location.
3. Should an employee not be aware if they are at risk, they should seek medical attention as soon as possible to determine if they possess the parvovirus B19 IgG and IgM antibodies. Time off associated to seeking such medical attention may be taken as a Leave Without Pay for not more than five (5) working days.
4. Should an employee be pregnant, nursing or receiving chemotherapy treatments and **not possess** the parvovirus B19 IgG and IgM antibodies, a medical note shall be provided to the Office of Human Resources.
 - a. Should your physician identify that **you are at risk** to return to your work location, you may either:
 - i. Contact sub booking (in consultation with Director of Human Resources) to obtain reasonable accommodation at another work location on a temporary basis or;
 - ii. Contact sub booking to advise the use of Accumulated Sick Leave (ASL) or in circumstances where no balance of ASL exists, Leave Without Pay.
 - b. Employees shall be returned to their assigned position and location after 20 calendar days from the last confirmed case at that location.



**PROCEDURES 1017
RESEARCH APPLICATION FORM****Brandon School Division****Research Application Form**

The Brandon School Division welcomes researchers and appreciates the efforts to support student achievement. Numerous applications for research are received annually and, unfortunately, not all projects can be accommodated. The Research Advisory Committee **WILL NOT CONSIDER** incomplete application forms nor will the Committee accept research proposals attached to an incomplete application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided in this application form. Policy and Procedures 1017, outline what is required by the Committee.

1. Information About Researcher

Applicant's Name: _____

Address: _____ Postal Code: _____

Telephone: Home: _____ Office: _____

Email: _____

Position Title: _____

Institution: _____

2. Title of Proposed Research:_____
_____**3. Complete if Applicable:**

Name of sponsor/thesis advisor: _____

Department: _____ Phone: _____

Institution: _____

Position Held: _____

4. Type of Research: Proposed Research Sample:

Research Level

- ☐ Faculty Research
☐ Doctoral Research
☐ Master's Research
☐ Undergraduate Research

Target Sample(s)

- ☐ Pre-School
☐ Elementary
☐ Jr. High School
☐ Sr. High School
☐ Parents

Other, explain:

5. Persons Conducting the Research: List **all** persons who will be involved in the data collection

	Name	Institution	Phone
a)	<hr/>		
b)	<hr/>		
c)	<hr/>		

6. Research Design and Data Collection Briefly outline hypothesis, research design and procedures, and sampling techniques. Attach examples of all research instruments.

7. Subjects (indicate number and demographic characteristics of students, and other staff to be involved; approximate participation dates, and time commitments.) All permission letters must be attached.

a) Students needed: Other Information:

Total Number of Students: _____

Ages Range: _____

Gender Proportion (Percent): _____

b) Will data include any information regarding subject's:

☐ Sexual behaviour

☐ Drug use

☐ Religion

☐ Alcohol Use

☐ Family Income

☐ Ethnicity

Other

If any of the above are checked, please explain:

c) Number of sessions per student _____

Approximate length of each session _____

Maximum length of each session _____

Testing procedure:

☐ individual

☐ group

☐ other

If group, give size of group(s): _____

Approximate time required of the teacher(s) _____

8. Facilities and Equipment:(Indicate facilities and/or equipment which are required to conduct your study.)

9. Ethical Approval: Attach a copy of the appropriate ethical review committees of your external institution or agency.

I have read the Guidelines for External Research Projects within the Brandon School Division and agree to the conditions under which research requests are granted by The Brandon School Division.

Date

Research Investigator's Signature

Date

*Faculty Signature

* (If the Research Investigator is a student, this form must be countersigned by the student's thesis advisor at the college or university to indicate that the advisor has read the proposal and deemed it to be a valid and worthwhile research project.)

Submit completed applications to:

~~Adrian Kuryliw~~ **Office of the Superintendent**
~~Research and Evaluation Services~~
Brandon School Division
1031 6th Street
Brandon, Manitoba R7A 4K5

Office Use:

- ☐ Brandon School Division Research Application Form;
- ☐ Copies of all questionnaires and testing instruments;
- ☐ Copies of Informed Consent letters for Students (if applicable)
- ☐ Copies of Informed Consent letters for Teachers (if applicable)
- ☐ Copies of Informed Consent letters for Parent/Guardians (if applicable)
- ☐ Ethical Review Approval Letter (where appropriate)

Date of Committee Review: _____

Committee Decision:



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 9, 2016

A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
 - 1. Kinette Club of Brandon – Scholarship 1
 - 2. RBC Business Award – Scholarship..... 1
- IV. Superintendent of Schools
- V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

- I. Human Resources
 - 1. Personnel Report 2
- II. Secretary-Treasurer
- III. Superintendent of Schools
 - 1. School Visits (April 14 to April 27, 2016)..... 2
 - 2. School Information – Implementation of Strategic Plan 2014-2017
 - A. Academic Preparedness
 - Academic Preparedness at St. Augustine School 3

... /2

“Accepting the Challenge”

B. Global Citizenship	
• Global Citizenship at Earl Oxford School	4
C. Health and Wellbeing	
• Health and Wellbeing at Linden Lanes School	5

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. KINETTE CLUB OF BRANDON – SCHOLARSHIP

For Action.....D. Labossiere

The Kinette 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 has been prepared. The award is to be known as the “Kinette Club of Brandon Award” in the amount of \$100.00 for the 2015-2016 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 “Kinette Club of Brandon Award” in the amount of \$100.00 for the 2015-2016 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.

2. RBC BUSINESS AWARD – SCHOLARSHIP

For Action.....D. Labossiere

RBC Royal Bank of Canada would like to fund a scholarship to be awarded annually, to one grade 12 student from a high school within the Brandon School Division. The scholarship will be awarded on a three year rotational basis commencing with Crocus Plains Regional Secondary School in 2016. The award is to be known as the “RBC Business Award” in the amount of \$300.00 for the 2015-2016 school year. The conditions for establishing the award have now been completed and an Agreement has been prepared. The Agreement is attached as Appendix B. 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 to establish a scholarship, to be awarded on a three year rotational basis, in the amount of \$300.00, and to be known as the "RBC Business Award" 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

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

1. SCHOOL VISITS (APRIL 14 TO APRIL 27, 2016)

School Visit

The following school visit was undertaken by Assistant Superintendent Gustafson during this reporting period:

- April 25, 2016 – Neelin High School Off Campus

School Visits

The following school visits were undertaken by Assistant Superintendent Malazdrewicz during this reporting period:

- April 15, 2016 – Riverview School
- April 15, 2016 – George Fitton School

2. SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT ST. AUGUSTINE SCHOOL

Report prepared by Mr. Chris Czarnecki, Principal, St. Augustine School

In the 2015-2016 St. Augustine School plan, the Academic Preparedness Literacy goal is that by the end of June 2016, seventy five percent (75%) of our students will be meeting grade-level expectations in each of the core literacy competencies. With the assistance of an Early and Middle Years Literacy Support, Reading Recovery, English as an Additional Language (EAL), Empower, High Ability Learner Enrichment (HALEP) and Resource teachers, our school has been able to focus on many actions designed to meet this goal. Classroom teachers, along with the school specialist teachers, meet twice a year and use a Response to Intervention (RTI) model to match students with the proper intervention and to monitor their progress. The following is an example of some of the interventions that have taken place during the 2015-2016 school year:

- Fountas and Pinnell testing is completed for every student in every grade at the beginning of the school year.
- Regular individual or small group assistance by the Resource, EAL, Literacy Support teachers to focus on intense intervention to increase reading, comprehension and writing levels for at-risk students. This frequently results in significant increases in reading and comprehension levels. Reading Recovery students who were referred for long term support have been making progress because of their involvement in individual or small group work. One grade 2 student who was reading at a Level C at the beginning of the school year is now reading at a Level L!
- Co-teaching literacy blocks in Kindergarten, grade 1 and grade 2 classrooms with a focus on guided reading.
- A professional learning community (PLC) literacy initiative that involved explicit teaching of comprehension strategies in grades 5 through 8. Students were grouped according to reading levels and each group worked with six different teachers and support teachers on six different comprehension strategies.
- Co-teaching models in grade 3 to work on comprehension strategies and in grade 4 to work on the six traits of writing as well as studying different genres of writing.
- Reading Recovery and both Early and Middle Years Empower programming support is provided for identified students.
- These initiatives have resulted in an increase in literacy achievement, especially in reading (decoding) and comprehension. This progress speaks to the value of these programs for students who require additional, personalized support to reach their goals.

Student Achievements

St. Augustine School grade 7 student Andrew Hayter received several Western Manitoba Science Fair Special Awards for his project entitled “Throwing Caution to the Wind”, in which he designed and tested his own wind turbine prototype. Andrew was the winner of the Manitoba Hydro Energy and You Award, the Assiniboine Community College (ACC) Communications Engineering Technology Award, the Brodie Davis Alumni “Think Green” Award, Engineering Geoscientists of Manitoba Award and the Charlee McLaughlin-Ventnor Alumni Award. The value of these awards totaled \$400.00.

St. Augustine School grade 5 student Danika Robb was the recipient of the Colin Mailer Memorial Scholarship for the Brandon Festival of the Arts Solo Spoken Poetry category. Danika received a \$100 award for her efforts.

St. Augustine School grade 7 student Carleigh Neil and St. Augustine School staff were selected by the Canadian Red Cross as a recipient of the RBC Pink Hero Award for efforts to support the prevention of bullying. Carleigh will receive a prize package from the Red Cross and St. Augustine School will receive a \$500 donation from the RBC Foundation. Carleigh was one of only three students in Manitoba to be honoured with this award.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT EARL OXFORD SCHOOL

Report prepared by Mr. Bradley Twordik, Principal, Earl Oxford School

Our Aboriginal Initiative team consisting of Shelly Braid, Building Student Success with Aboriginal Parents (BSSAP) worker and Dawn Wishart and Crystal Hamm (classroom teachers) have created clusters and kits for our students and teachers. These kits are designed to facilitate the learning about Aboriginal history and perspectives. Each kit is specific to the grade level and presents the Aboriginal teachings in a fun, hands-on learning experience.

In order to help with the learning process, a number of Aboriginal leaders have been brought into our classrooms to share their experiences and discuss the culture. The culminating event, in which our whole school is to attend, is the Division-wide Pow Wow that is taking place in June.

Student Achievements

Tipi Teaching

This teaching reached our Kindergarten to grade 3 students.

We organized a tipi raising in our library for the students. Through this experience, our students were able to observe how a tipi looks and is made in a scaled form. The memorable event was having the opportunity to hear an Elder explain the traditional teachings around the tipi. Amie Martin, Aboriginal Education Specialist,

Brandon School Division; Deb Tacan, Prevention Education Consultant and Lorraine Pompana, Elder were asked to come and speak to the students and bless the Tipi.

This activity helped teachers combine the curriculum and Aboriginal teachings in a real life event. The students explored science in: structure, design, animals, and people. Social Studies: learn about the past, First Nation, identity, and heritage. Art: each student made a tipi night light project and discussed the importance of their family/heritage and culture.

Language Our grades 4 to 8 students participated in language study. An Aboriginal teaching presenter came every second month for the entire school year. We were lucky enough to have two presenters throughout the year. Amie Martin, Aboriginal Education Specialist, Brandon School Division and Danielle Morrisseau, Brandon University Student taught the students about the importance of interpersonal relationship language offers and how it is part of our identity. During these classes the students learned numerous dialects, counting, animals, and general phrases. The students were able to learn how we conceptualize language and culture and the boundaries of the language. We also use iPads to facilitate teachings and independent learning.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT LINDEN LANES SCHOOL

Report prepared by Ms. Kathy Brigden, Principal, Linden Lanes School

One of the goals in the Linden Lanes School Plan is to develop in all students the skills related to health and wellbeing. We have paid particular attention to the student feedback from the Tell Them From Me survey. Our school team participated in the Divisional session involving the Healthy School Planner and we were able to set goals in the areas of Emotional and Physical health.

Some of the current work in this area includes:

- Wellness Day for all grade 7 and 8 students. Topics included: anxiety, depression, anger management, sexual health, internet safety, bullying, nutrition and yoga.
- Bullying awareness and Day of Pink – organized by our Y-Revolution students and involving the whole school. Cst. Richards presented specific sessions to the grade 5 and 6 students on bullying and internet safety.
- Beyond the Hurt – a bully prevention program facilitated by the Red Cross. Several students along with our counsellor participated in this training and have shared this information in several classrooms as part of their leadership role.
- Intramural program – we run a strong intramural program for students to increase physical activity and introduce them to various sports. We have just completed badminton and cross country running is underway with many students participating in this activity. One of our enrichment clusters coached

younger students in volleyball and organized a jamboree as a culminating activity.

- Classrooms are involved in cross-grade buddy activities, enrichment clusters, book clubs, and curriculum programming that fosters a respect for cultural diversity, a sense of community and global awareness.
- A highlight of our work in this area was the sponsorship of an event through a Healthy Schools Grant and Prairie Mountain Health. This month Linden Lanes School hosted an evening for parents and students called the *Language of Friendship* facilitated by Ms. Dana Kerford the founder of URStrong. The next day Ms. Kerford worked with all grade 1 to 6 students sharing the language of friendship through “GoodGuys” and “GirlPower” sessions.

Student Achievements

Linden Lanes School has once again been chosen as one of the top three School Patrol Teams in Brandon for the third year in a row.

Grade 3/4 multilevel classrooms collaborated on a unit about China that culminated in a Dragon Parade throughout the school including five large Chinese dragons, musicians and singers. This event was enjoyed by the entire school community!

THIS AGREEMENT made this 20th day of April, 2016.

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 2015-2016 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 the spirit of community involvement and volunteerism.
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 2015-2016 school year.

DATED at Brandon, Manitoba this 20th day of April, 2016.

AGREED to on behalf of The Brandon School Division

CHAIRPERSON

SECRETARY-TREASURER

AGREED to on behalf of The Kinette Club of Brandon

President

THIS AGREEMENT made this _____ day of _____, 2016

BETWEEN: RBC ROYAL BANK OF CANADA

AND: THE BRANDON SCHOOL DIVISION

WHEREAS RBC Royal Bank of Canada has offered to fund a scholarship in Brandon School Division;

AND WHEREAS the Board of Brandon School Division has agreed to assist with the administration of such an award;

NOW, THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. That this scholarship in the amount of Three Hundred Dollars (\$300.00) shall be known as the RBC Business Award;
2. That this scholarship shall be awarded annually to a graduating student in the Brandon School Division who has applied to, and been accepted at, a University/College or Community College or equivalent to pursue post-secondary study in Manitoba, in business administration;
3. That the Division will undertake to circulate information on the scholarship to potential applicants during the spring of each school year, to supervise the selection of the successful candidate, and to so notify RBC Royal Bank of Canada in order that a representative may participate in the annual presentation of the scholarship. The preparation of a letter or certificate to be given to the recipient at the annual presentation of the scholarship shall be the responsibility of RBC Royal Bank of Canada. The actual payment of the scholarship shall be made by the Brandon School Division upon presentation, by the recipient, of proof of acceptance at a University/College or Community College;
4. That the scholarship be made available to the graduates of the respective high school on a three year rotational basis commencing with Crocus Plains in 2016, Neelin in 2017 and Vincent Massey in 2018;
5. That this scholarship shall be in effect commencing at the date of signing this agreement, and remain in effect for the 2020-2021 school year, subject to notification on or before March 1st of any year should RBC Royal Bank of Canada or Brandon School Division wish to terminate the agreement.

Dated at Brandon, Manitoba this _____ day of _____, 2016.

AGREED to on behalf of the Brandon School Division:

Chair Person

Secretary-Treasurer

Agreed to on behalf of the RBC Royal Bank of Canada:

Branch Manager



BRANDON TEACHERS' ASSOCIATION

The Town Centre
Unit D4 – 800 Rosser Avenue
Brandon, MB R7A 6N5
Ph: (204)729-3141
Email: Office@btateach.com
Website: www.btateach.com

April 29, 2016

RECEIVED

Appendix 'A'

MAY 02 2016

Dr. Donna Michaels
Superintendent/CEO
Brandon School Division
1031 – 6th Street
Brandon, MB R7A 4K5

Office of the Superintendent/CEO
Brandon School Division

Dear Dr. Michaels:

Please be advised that at the BTA Council Meeting held Thursday, April 28, 2016, Mr. Peter Buehler has been acclaimed the President of the Brandon Teachers' Association for the term beginning July 1, 2016 to June 30, 2017.

Please consider this letter a formal request by Brandon Teachers' Association to second Mr. Buehler full-time, with salary and benefits to be paid by the Association.

Yours truly,

Sheri Bailey
Executive Assistant
Brandon Teachers' Association

/sb

c.c. Mr. Denis Labossiere, Secretary-Treasurer
Ms. Alison Johnston, BTA President
Mr. Peter Buehler, Incoming President