



BRANDON SCHOOL DIVISION

March 15, 2017

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

TO BE HELD MONDAY, MARCH 20, 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, March 6, 2017.
Adopt.
- b) Board Meeting, March 6, 2017.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- | | |
|--|--------------|
| a) Personnel Committee Meeting | L. Ross |
| b) Trustee Evaluation Ad-hoc Committee Meeting | S. Bambridge |
| c) Education Committee Meeting | P. Bartlette |
| d) Policy Review Committee Meeting | S. Bambridge |

2.03 Delegations and Petitions (max. 10 minutes)

- a) Navan Forsythe

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- From Report of Senior Administration

- Scholarship Committee Appointments – Refer Motions.
- Scholarship Agreements – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

35/2017 That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2016/2017.

36/2017 That the following scholarship agreements:

- The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada
- Brandon Friendship Centre/Prairie Mountain Health Scholarship
- Parker Bruederlin Health Care Aide Scholarship
- Marita Dowsett Scholarship
- Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship
- Scholarship in Memory of Jason Hargreaves

be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

37/2017 That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from École secondaire Neelin High School in the amount of \$500, to be known as “La Bourse Boisjoli” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

38/2017 That the Agreement to establish a scholarship to be awarded annually, to one grade 12 graduating student from one of the three high schools within the Brandon School Division in the amount of \$500, to be known as the “New Era Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

39/2017 That the proposal from Curt Penner – HR Systems Consulting in the amount of \$57,000 (plus applicable taxes and travel expenses) for job evaluation consultancy services be accepted.

40/2017 That the Board adopt a new committee structure with the following three (3) committees:

- Finance and Facilities (to replace the existing Finance Committee and the Facilities and Transportation Committee)
- Education and Community Relations (to replace the existing Education Committee and the Divisional Futures and Community Relations Committee)
- Personnel and Policy (to replace the existing Personnel Committee and the Policy Review Committee)

to replace the existing committee structure, effective September 1, 2017.

- 41/2017 On an annual basis, the Superintendent will report on progress that has been made towards the Board Governance Goals, before June 1, with a comprehensive 360 evaluation performed at the end of the first year of employment and at the end of year two (2) of the Board's term.
- 42/2017 That the Board initiate the process of engaging a consultant to perform a performance review based on Policy 6001, on the Superintendent of Schools on his first year of employment.
- 43/2017 That the proposal from Judy White in the amount of \$8,500 (plus applicable taxes) for the process of revising the Brandon School Division Policy Manual be accepted.

2.08 Bylaws

By-Law 2/2017

2nd Reading:

That By-law 2/2017 being a borrowing by-law in the amount of \$600,500.00 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>
Vincent Massey High School	Steam Heating System Replacement
Betty Gibson School	Roof Replacement
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition

be now read for the second time, having been first read on March 6, 2017.

3rd Reading:

That the rules be suspended and By-Law 2/2017 be now read for a third and final time, and taken as read, finally passed.

By-Law 3/2017

1st Reading:

That By-law 3/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend the statement regarding Regular Board Meetings and the Regular Board Meeting Agenda format, be now read for the first time.

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) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, March 20, 2017, Boardroom.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, March 23, 2017, Boardroom.
- c) Policy Review Committee Meeting – 11:30 a.m., Monday, April 3, 2017, Boardroom.
- d) Brandon School Division and City of Brandon Joint Meeting – 6:00 p.m., Tuesday, April 4, 2017, Riverbank Discovery Centre.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 10, 2017, 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 6:55 P.M., MONDAY, MARCH 6, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Ms. S. Bambridge (by phone), 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, Ms. Eunice Jamora, Assistant Secretary-Treasurer.

REGRETS:

Dr. L. Ross, Vice-Chairperson.

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 2/2017.

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 2/2017 for the purpose of borrowing the sum of \$600,500 to meet partial costs for construction of the following:

School

Vincent Massey High School

Betty Gibson School

Crocus Plains Regional Secondary School

Green Acres School

Project

Steam Heating System Replacement

Roof Replacement

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Gymnasium Addition

Mr. Kruck – Mr. Sefton

That the meeting do now adjourn (6:56 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, MARCH 6, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge (by phone), 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, Ms. Eunice Jamora, Assistant Secretary-Treasurer.

REGRETS:

The Chairperson called the meeting to order at 7:00 p.m.

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

The Secretary-Treasurer noted he had one Personnel item for In-Camera.

The Superintendent noted he had one item for In-Camera.

Trustee Bowslaugh noted she had one item to add to Announcements.

Mr. Murray – 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 February 27, 2017 were circulated.

Mr. Kruck - Mr. Sefton
That the Minutes be approved.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Finance Committee Meeting
The written report of the Finance Committee meeting held on February 28, 2017 was circulated.

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

2.03 Delegations and Petitions (max. 10 minutes)

2.04 Communications for Action

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, March 14, 2017 at the Keystone Center. Donations from school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair.

They are asking for the Division's continued support of this event. The letter, Profit and Loss Standard and Sponsor Package are attached for information. (Appendix 'A')

Referred Motions.

- b) Manitoba Association of Parent Councils (MAPC), enclosing the Annual MAPC Parent Council Recognition Award nomination form to nominate an outstanding Parent Council working within the Division. The award presentation will take place at the MAPC Annual General Meeting and Conference to be held on May 5 and 6, 2017 at the Victoria inn Hotel and Convention Centre in Winnipeg.

Referred Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from the Manitoba Association of Parent Councils (MAPC), from Communications for Action 2.04 b), enclosing the Annual MAPC Parent Council Recognition Award nomination forms to nominate an outstanding Parent Council working within the Division. The award presentation will take place at the MAPC Annual General Meeting and Conference in May 2017.

Trustee Bowslaugh indicated that there are some terrific parent councils in the Division and believes one parent council should be a candidate for this parent council presentation to take place in May 2017. She believes the Board should engage themselves in this opportunity.

Trustee Sumner noted that this is something the Trustees can take under consideration in the weeks ahead. Responses are due to MAPC on or before March 24, 2017.

- MSBA Matters

- From Report of Senior Administration

- 2017-2018 Final Budget – Referred Motions.
- Recognition of Trade Experience – Referred Motions.

Mr. Labossiere spoke on the upcoming Recognition of Trade Experience motions.

Mr. Labossiere spoke to the 2017-2018 Budget. He indicated that the previous funding of \$851,223 for the Provincial Smaller Classes Initiative was included in the budget but that the Province has not announced the funding for 2017-2018. Therefore, he recommended that the Budget motion be amended to include the following sentence:

Subject to receiving funding in the amount of \$851,223 for Kindergarten to Grade 3 Provincial Smaller Classes Initiative from the Provincial Government for 2017-2018.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

26/2017 Mr. Sefton – Mr. Bartlette

That the Final Budget for 2017-2018 and the 2017 Special Levy be approved as follows:

Total Operating Expenditures	\$ 101,967,200
Total Capital Expenditures	<u>\$ 3,660,200</u>
Total Expenditures	<u>\$ 105,627,400</u>
2017-2018 Special Requirement	<u>\$ 48,339,400</u>
2017 Special Levy to be raised from Municipalities	<u>\$ 46,094,010</u>

Trustee Sefton added the following editorial change, which was agreed to by the Board Chair and the Seconder, Trustee Bartlette:

Subject to receiving funding in the amount of \$851,223 for Kindergarten to Grade 3 Provincial Smaller Classes Initiative from the Provincial Government for 2017-2018.

AMENDED MOTION:

26/2017 Mr. Sefton – Mr. Bartlette

That the Final Budget for 2017-2018 and the 2017 Special Levy be approved as follows:

Total Operating Expenditures	\$ 101,967,200
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Total Capital Expenditures	\$ 3,660,200
Total Expenditures	<u>\$ 105,627,400</u>
2017-2018 Special Requirement	<u>\$ 48,339,400</u>
2017 Special Levy to be raised from Municipalities	<u>\$ 46,094,010</u>

Subject to receiving funding in the amount of \$851,223 for Kindergarten to Grade 3 Provincial Smaller Classes Initiative from the Provincial Government for 2017-2018.

Trustee Bartlette asked questions for clarification regarding the editorial change. Trustee Sefton responded that the motion specifies a series of numbers, assuming the Provincial funding for the Kindergarten to Grade 3 Provincial Smaller Classes Initiative is provided. If the funding is not provided, then the numbers are no longer valid. Mr. Labossiere indicated that in communication with Schools' Finance Branch, he was informed that Divisions should assume they will be receiving the previous funding provided for 2016-2017, but that the funding is subject to change. Mr. Labossiere also left a message at the Deputy Minister's office the week prior regarding when Divisions would receive an announcement, and he had not yet heard back.

Trustees spoke on the position this places School Divisions in and the options if an announcement is not received.

Trustee Sumner asked for the impact on the educator and teacher ratios if 14 teaching positions are removed and also for the impact on the 20K3 class sizes. Mr. Labossiere responded that removing 14 positions would change the regular instruction ratio to 17.7, and would bring the educator ratio down to 13.1. In comparison, the Educator Ratio for the Provincial average was 13, and the Provincial average for regular instruction was 16.6. Dr. Casavant responded that this conversation will need to keep happening and it will have an impact on early years classes.

Carried.

27/2017 Mr. Buri – Mr. Kruck

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, providing a total of 6 (six) increments for work related experience be recognized for Ms. Angela Hall-Lovie.

Carried.

28/2017 Mr. Murray – Mr. Kruck

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience, providing a total of 3 (three) increments for Ms. Kelsea McInnes.

Carried.

29/2017 Mr. Murray- Mr. Kruck

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 1 (one) increment for the remaining years of experience, providing a total of 4 (four) increments for work related experience be recognized for Ms. Sarah Rankin.

Carried.

30/2017 Mr. Buri – Mr. Kruck

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Ms. Angie Doherty.

Carried.

31/2017 Mr. Sefton – Mr. Bartlette

That the tender from Royal Stewart Ltd. in the amount of \$132,000 (including taxes) for the Supply and Installation/Replacement of Basketball Backboard Systems funded through the 2016-2017 Operating Budget be accepted.

Trustees asked questions for clarification.

Carried.

32/2017 Mr. Murray – Mr. Kruck

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial and Industrial Services at Crocus Plains Regional Secondary School be extended for the 2017-2018 and 2018-2019 School Years in the following amounts (all taxes included):

<u>2017-2018</u>	<u>2018-2019</u>	<u>Total</u>
\$292,303	\$295,956	\$588,259

Carried.

33/2017 Mr. Kruck – Mr. Murray

That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$2,000.

Carried.

2.08 Bylaws

By-Law 2/2017

Mr. Kruck

1st Reading

That By-law 2/2017 being a borrowing by-law in the amount of \$600,500.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Vincent Massey High School

Steam Heating System Replacement

Betty Gibson School

Roof Replacement

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Green Acres School

Gymnasium Addition

be now read for the first time.

Carried.

BYLAW NO. 2/2017

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of Six Hundred Thousand and Five Hundred Dollars (\$600,500) 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 \$600,500 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>
Vincent Massey High School	Steam Heating System Replacement
Betty Gibson School	Roof Replacement
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Green Acres School	Gymnasium Addition

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 \$600,500 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 15th day of April, 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 \$43,213.24 each, including principal and interest at the rate of 3.750 per cent (%) per annum, payable annually on the 15th day of April as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 15th day of April 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. 2/2017 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

Mr. Bartlette

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-law 3, Section III, "Regular Board Meeting Agenda".

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the March 6, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Project Management Fundamentals Workshop
 - Dr. Linda Ross – Women of Distinction Award – Excellence in Education
 - Continuous Improvement Plan Presentation – Principals to attend March 20, 2017 Board meeting
 - Calendar review
 - Media Scrum
 - IBM – Presentation on April 10, 2017
- Information Items
 - Manitoba Education and Training Correspondence
 - Manitoba Music Month Grant – Green Acres School and École Harrison
- Presentations
 - Special Needs Funding

Trustee Sefton thanked Mr. Malazdrewicz's for his participation on the Special Needs Committee. Trustees asked questions for clarification regarding funding.

Dr. Ross – Mrs. Bowslaugh

That the March 6, 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, March 9, 2017, Boardroom.
- b) Education Committee Meeting – 12:00 p.m., Tuesday, March 14, 2017, Boardroom.

- c) Workplace Safety and Health Committee Meeting – 1:30 p.m., Tuesday, March 14, 2017, Boardroom.
- d) Policy Review Committee Meeting – 4:30 p.m., Tuesday, March 14, 2017, Boardroom.
- e) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, March 20, 2017, Boardroom.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 20, 2017, Boardroom.

Trustee Bowslaugh noted that the Western Manitoba Science Fair is taking place on March 14, 2017, in the Manitoba Room at the Keystone Centre.

Mr. Labossiere indicated that if the Division receives a funding announcement with more or less than \$851,223 for the Provincial Smaller Class Initiative, time has been set aside for the Board to meet on Monday, March 13 at 7:00 p.m. in the Boardroom.

Mr. Buri – Mr. Kruck

That the Board do now resolve into Committee of the Whole In-Camera. (8:11 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) The Secretary-Treasurer provided information on a Personnel Matter and received direction from the Board.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) Dr. Marc Casavant, Superintendent/CEO provided an update on a Board Operations Matter and answered Trustee questions.

- Trustee Inquiries

Mr. Kruck – Mrs. Bowslaugh

That the Committee of the Whole In-Camera do now resolve into Board. (8:48 p.m.)

Carried.

That the July 10, 2017 Regular Board meeting be cancelled.
Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Bartlette

That the Board do now adjourn. (8:50 p.m.)
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Thursday, March 9, 2017 – 11:15 a.m.
Boardroom, Administration Office

Present: S. Bambridge, J. Murray, L. Ross
D. Labossiere, B. Switzer

1. CALL TO ORDER.

The Personnel Committee Meeting was called to order at 11:15 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of February 9, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Advertising Methods Used for Staff Recruitment

The Committee discussed the methods used for advertising and associated costs for job postings. Out of province advertising costs was also discussed. The Committee asked questions on the effectiveness of the different advertising methods. The Committee agreed to incorporate survey questions into job application forms asking how the applicants heard about the job posting. New hires for 2017-2018 will be asked to complete the survey on application forms. A survey of grade 12 students will also occur asking them where they would search for a job.

B. Personnel Matter – In-Camera Discussion

Ms. Switzer provided information and background to the Committee regarding a Personnel Matter. The Committee provided direction on how to proceed.

C. Job Evaluation Update

Ms. Switzer reviewed her memo to the Committee, including the Objective identified in the Request for Information (RFI), the 2 submissions received, and the 3 phases of consultation. As per the RFI, Brandon School Division is seeking to gather information regarding a job evaluation system that may be utilized to move the current system to a more cohesive one. Consultants provided a written Statement of Qualifications outlining their ability to provide consultation on comprehensive job evaluation designs, classification and compensation models for both a unionized and non-unionized workforce.

Ms. Switzer noted the following phases of the Job Evaluation Review:

- Phase 1: Needs Analysis
- Phase 2: Functional/Technical Requirements
- Phase 3: Vendor/Solution Qualifications, Evaluations, Comparisons and Selection

Ms. Switzer noted that the intent is to complete Phase 1 and Phase 2 by the end of June, and have Phase 3 completed in fall 2017.

Recommendation:

That the proposal from Curt Penner – HR Systems Consulting in the amount of \$57,000 (plus applicable taxes and travel expenses) for job evaluation consultancy services be accepted.

D. Sub Committee Reports

- Job Evaluation Review – NIL
- Support Personnel Labour/Management Committee - NIL

6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA Collective Bargaining Update:
 - February 24, 2017
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - Interlake Association of Non-Teaching Employees (Clerical/Librarians/Educational Assistants)
 - Interlake (Bus Drivers)
 - Pembina Trails CUPE 5121 (Board Office and IT Staff)
 - Sunrise CUPE 1618 (Bus Drivers-Mechanics)
 - Sunrise CUPE 1618 (EAs-Work Counsellors)
 - Turtle River CUPE 1897 (All Support Staff)

7. NEXT REGULAR MEETING: Thursday, April 13, 2017, 11:00 a.m., Boardroom

The meeting adjourned at 12:25 p.m.

Respectfully submitted,

L. Ross (chair)

J. Murray

S. Bambridge

P. Bartlette (Alternate)

TRUSTEE EVALUATION AD-HOC COMMITTEE MEETING
March 13, 2017 – 4:30 p.m.

PRESENT:

S. Bambridge (Chair), K. Sumner, J. Murray

The Committee members will review a selection of Board self-evaluation documents and will determine a document by March 22, 2017.

Notice of motion concerning the selected document will be given at the March 20, 2017 Regular Board meeting, with a motion brought to the April 10, 2017 Regular Board meeting to adopt the selected self-evaluation document. This document will have to adapt to specifically meet BSD needs.

The criteria for the 360 mid-term evaluation to be determined by the next elected Board.

The Committee recommends that an ad-hoc committee be established early in the first year of the next Board to establish the 360 evaluation process.

Current Trustee Evaluation Committee will be dissolved after the April 10, 2017 Regular Board meeting.

Evaluation process needs to be put in annual work calendar.



BRANDON SCHOOL DIVISION

Education Committee Minutes

Tuesday, March 14, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: P. Bartlette (Chair), G. Buri, G. Kruck, M. Sefton (Alternate)
M. Gustafson

1. CALL TO ORDER

The Education Committee Meeting was called to order at 12:10 p.m. by Committee Chair Peter Bartlette.

2. APPROVAL OF AGENDA

Trustee Kruck added one item to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of February 14, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Mental Math: Grade 11 Essentials Mathematics

Mr. Mathew Gustafson, Assistant Superintendent, provided information on the curriculum change for Mental Math: Grade 11 Essentials Mathematics. Mr. Gustafson added that the updated document is a complement to the Grade 11 Essential Mathematics curriculum and is intended to help students develop strategies that allow them to perform mental calculations.

B) Grade 3 Mathematics: Support Document for Teachers

Mr. Gustafson spoke to this item and provided information on the curriculum change for Grade 3 Mathematics: Support Document for teachers. Mr. Gustafson added that this teacher resource provides background information and learning experiences for teachers to help implement the Grade 3 Mathematics curriculum.

Trustee Bartlette asked if these supplement the existing curriculum. Mr. Gustafson indicated that they do.

C) Vocational Curriculum Changes

Mr. Gustafson provided information on the revisions to curriculums and on the programs that have been discontinued. Crocus Plains Regional Secondary School provided a document showing the courses and where they are in the implementation of the programs. Mr. Gustafson indicated that some of the program credits have been reduced.

Trustees asked questions for clarification.

D) Resources Distributed to Schools

Mr. Gustafson reviewed the resources that were provided from either the government or from Media Smarts, which included:

- Digital Citizenship – Guide for Parents
- Getting the Most out of Video Games
- Practical Tips and Tools for Supporting Girls and young Women Navigating Life Online (in conjunction with the YWCA)

Mr. Gustafson noted that these resources were shared with schools, and that they are tools that can be shared with parents.

E) 20K3 – Provincial Smaller Classes Initiative

Trustee Kruck spoke on the recent email from the Provincial Government, asking what that means to Divisions. Trustee Sefton responded that moving the requirements around 20K3 provides Boards with more responsibility in dealing with space issues. The Committee discussed adjustments to class sizes and school capacities.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

Aboriginal Education Advisory Committee – February 22, 2017

Brandon Community Drug and Alcohol Education Coalition – February 22, 2017

Friends of Education Fund Committee – NIL

Trustee Bartlette asked questions regarding whether Senior Administration has mapped out a program review schedule. Mr. Gustafson responded that there is information that will be forthcoming and that Dr. Casavant, Superintendent, is committed to doing reviews on an ongoing basis.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Tuesday, April 11, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 12:57 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Buri

G. Kruck

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Tuesday, March 14, 2017 – 4:30 p.m.
Boardroom, Administration Office

Present: S. Bambridge (Chair), P. Bartlette (arrived at 4:55 p.m.), K. Sumner
M. Casavant

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 4:35 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

Informal Policy Review Committee Meeting February 21, 2017.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Review of Sub-Committee Meeting Structure

The Committee discussed the proposed new Committee Structure provided by Senior Administration, and reviewed the structure of current Board Committees, Sub-Committees, Ad-Hoc Committees and External Committees. The Committee agreed to table the Sub-Committee review until the review of the Policy Manual has been completed.

The Committee agreed to bring a recommendation to the March 20, 2017 Board meeting regarding the proposed new Board Committee structure.

Recommendation:

That the Board adopt a new committee structure with the following three (3) committees:

- Finance and Facilities (to replace the existing Finance Committee and the Facilities and Transportation Committee)
- Education and Community Relations (to replace the existing Education Committee and the Divisional Futures and Community Relations Committee)
- Personnel and Policy (to replace the existing Personnel Committee and the Policy Review Committee)

to replace the existing committee structure, effective September 1, 2017.

B) Superintendent Evaluation

The Committee reviewed and discussed the Superintendent Evaluation samples that had been provided at a previous Policy Review Committee Meeting. Trustee Bambridge noted that this evaluation needs to be entrenched in the Board's yearly work plan. Trustee Sumner suggested an outside firm be hired to perform the evaluation. The Committee discussed how often and when the evaluation will take place, and what format and criteria should be used. The Committee agreed to move forward with the MSBA evaluation template after reviewing and making edits to the wording.

The Committee reviewed Policy 6001 (P) – Superintendent of Schools and agreed to the following motions, which will be brought forward at the March 20, 2017 Board meeting.

Recommendation:

On an annual basis, the Superintendent will report on progress that has been made towards the Board Governance Goals, before June 1, with a comprehensive 360 evaluation performed at the end of the first year of employment and at the end of year two (2) of the Board's term.

Recommendation:

That the Board initiate the process of engaging a consultant to perform a performance review based on Policy 6001, on the Superintendent of Schools on his first year of employment.

C) Request for Proposal (RFP) Review – Policy Manual

The Committee reviewed and discussed the merits of the three (3) proposals received.

The Committee agreed to submit the following recommendation to the March 20, 2017 Board meeting.

Recommendation:

That the proposal from Judy White in the amount of \$8,500 (plus applicable taxes) for the process of revising the Brandon School Division Policy Manual be accepted.

D) Review Policy/Procedures Process

Dr. Marc Casavant, Superintendent and CEO, provided and reviewed a memo from Mr. Greg Malazdrewicz, Assistant Superintendent, to the Committee regarding the Policy Manual restructuring overview. Dr. Casavant noted that Senior Administration has clearly defined gaps and needs with regards to the Policy Manual.

The Committee expressed their gratitude for the time Mr. Malazdrewicz has put into following up on the Committee's earlier policy discussion.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Monday, March 6, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 6:28 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)

Performance Appraisal (July 21 - December 31, 2016)

Ensuring leadership performance that supports and advances the work of the **XX School Division** is integral to fulfilling the mission of the School Division to provide: “insert mission statement”.

Regular and effective evaluation of the Superintendent provides opportunities for:

- determining the progress toward and identifying potential challenges toward achieving the School Division’s goals;
- clarifying the distinction between the Superintendent and Board responsibilities;
- assessing the ability of the Superintendent and Board to work together as an effective leadership team;
- providing support for the professional and personal growth of the Superintendent and identifying specific professional learning needs; and
- determining the Superintendent’s strengths and areas for development.

The Superintendent is the key management leader of the XX School Division and is responsible for overseeing the administration, programs and implementation of the strategic plan of the division. Other key duties include **areas from job description/contract, Board Policy and the Decision Making Matrix**. The position reports directly to the School Board.

This performance appraisal is a **360 appraisal** and includes the Board, **Senior Administration, Principals, staff members and community members**. Although completing the appraisal is voluntary, the contribution of everyone is very important to the ongoing operational health of the XX School Division. The Superintendent will also be completing a Self Evaluation. **The Consultant** is responsible for compiling a summary report for the Board. The Board will meet with the Superintendent to provide the findings no later than **DATE**.

For the purposes of completing this performance appraisal, **the general and actual job responsibilities and professional qualifications, as specified in the job description / contract, have been summarized and categorized into Leadership, Management and Inter / Intra Personal Skills**.

Following the completion of the Appraisal the Board and the Superintendent will engage in feedback and dialogue, not later than one month after the evaluation, but at the earliest possible convenience of the Board, but no longer than one month after the completion of the evaluation.

In order to ensure confidentiality, please complete the following questionnaire and return, via email, to **the Chair** no later than **DATE**. If you have any questions, please email **XX at XX** or call **204-XXX-XXXX**.

Please use an X to complete this survey using the following rating scale:

1	2	3	4	5	D/K
Needs Improvement		Meets Expectations		Exceeds Expectations	Have not had adequate opportunity to observe

LEADERSHIP SKILLS

LEADERSHIP SKILLS - The Superintendent is responsible for:

		1	2	3	4	5	D/K
1	leading the XX SCHOOL DIVISION in a manner that supports and guides the division's mission and strategic plan, as defined by the Board.						
2	planning and implementing actions and programs to fulfill the goals of the XX SCHOOL DIVISION's strategic plan, as defined by the Board.						
3	bringing awareness of emerging issues to the Board's attention for their consideration / approval of amendments required to existing policies.						
4	reporting to and working closely with the Board to ensure their awareness of and involvement in policy decisions, major initiatives and to XXXX of XX SCHOOL DIVISION .						
5	developing human resources necessary to support the XX SCHOOL DIVISION's Mission and Strategic Plan.						
6	establishing and maintaining relationships with various organizations throughout Manitoba and Canada and utilizing those relationships to strategically enhance the XX SCHOOL DIVISION mission.						

Additional comments on Leadership Skills -

MANAGEMENT SKILLS

MANAGEMENT SKILLS - The Superintendent is responsible for:							
		1	2	3	4	5	D/K
1	the fiscal integrity of the XX SCHOOL DIVISION , which includes submitting for Board approval, a draft annual budget and quarterly financial statements, which accurately describe the financial condition of the division.						
2	developing and implementing effective systems to track progress and regularly evaluate programs, so as to measure successes; and communicating results to the Board and the public.						
3	the effective administration of XX SCHOOL DIVISION operations, in keeping with all established policies, procedures and practices.						
4	hiring, supervising, collaborating with and ensuring the evaluation of all XX SCHOOL DIVISION employees, ensuring staff are competent and qualified.						
5	reporting regularly to the Board on the status of staffing as outlined in the Roles and Responsibilities of the Decision Making Matrix and any concerns, including any and all recommendations to the Board for employee or contractor dismissal.						
6	ensuring oversight, adherence to and administration of established XX SCHOOL DIVISION policies and procedures.						
7	organizing and preparing for all Board and committee meetings, including the annual budget meetings for the board and public.						
8	developing, implementing and monitoring contracts for services, in adherence to the approved annual budget.						

Additional comments on Management Skills -

INTER / INTRA PERSONAL SKILLS - The Superintendent is responsible for:							
		1	2	3	4	5	D/K
1	actively engaging and communicating effectively with XX SCHOOL DIVISION Board members, providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.						
2	maintaining the XX SCHOOL DIVISION 's image by deepening and refining all aspects of communication, being active and visible in the community, and by representing the division well with other professional, civic and private organizations.						
3	being effective, transparent and demonstrating high integrity in establishing and fostering strong collaborative relationships with all stakeholders.						
4	demonstrating strong organizational abilities in a team environment including planning, delegating, developing programs, reporting, and facilitating.						
5	conveying the vision of XX SCHOOL DIVISION 's strategic future to staff, board and volunteers.						
6	demonstrating strong written and oral communication skills, including effective presentation and public speaking abilities.						
7	serving as XX SCHOOL DIVISION 's primary spokesperson in operational matters.						

Additional comments on Inter / Intra Personal Skills -

Any other comments -



BRANDON SCHOOL DIVISION

Memorandum

Date: March 5, 2017
To: Dr. M. Casavant
From: G. Malazdrewicz
Re: Policy manual restructuring overview

This review has been prepared based on the conversations during the informal Policy Review Meeting held Tuesday, February 20, 2017 and a subsequent review of online resources on Policy Guidelines for Policy Governance Models for Boards.

Generally, Board Governance Models are structured around four (4) key organizational parameters. The current policy manual was reviewed to identify which policies would be likely “fits” for the new organizational structure, though all need some revision, as well as highlight what policies may be missing and “need” to be prepared moving forward:

1. **Ends** – policies that describe the Mission, Vision, and Purpose of the organization as well as key values or beliefs held by the organization, which are underpinnings to the organizations ongoing operation.

Fits - 1001 Foundations and Commitments
1001.1 Equity

Needs - 1000 series
If not here, then in the Governance area the Board will need to define how it will interact with the community, preferably as Committee of the Whole, to replace 1008, 1010, 1011, 1012, 1020 and 1022
5017 should be incorporated into fundamental beliefs.

2. **Governance/Operations** – policies that outline the operation of the Board, but also the roles and limits upon Board officers as well as the purpose and function of committees.

Fits - 1016 Policy Implementation though Superintendent’s Authority will need to be addressed in Relationships.
2001 to 2019 Core Board Operations requires a lot of reduction

Needs- 3000 Fiscal series is primarily operational so a new over-arching Fiscal Management policy(ies) will be required.

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4054 will need to be reworked to fit into Governance and Superintendent's Authority
Board policy needs to be written with regard to Hearings for Human Resources and
Student Conduct.

3. **Relationships** – policies that delegate authority to staff, also outlining performance monitoring and reporting for staff as well as Board officers

Fits - 1016 Policy Implementation
2001 to 2019 Core Board Operations requires a lot of reduction
5008 should be here, re-written

Needs- 3000 Fiscal series is primarily operational so a new over-arching Fiscal Management policy will be required.
4054 will need to be reworked to fit into Governance and Superintendent's Authority
5026 and other legislative requirements should be incorporated in some fashion into the Superintendent's responsibilities
5044 would move here, but likely needs work to have it fit a policy governance model
6002 and 6003 need to be re-written here

4. **Limitations** – policies that clearly outline acceptable conduct for the Executive staff as well as Board Officers.

Fits - 4054 will need to be reworked to fit into Governance and Superintendent's Authority/Limitations

Needs- 5002, 2003, and 5067 need to be revisited and clearly defined.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 3/2017

A By-Law of the Board of Trustees of The Brandon School Division for the purpose of amending By-Law 3/2014, passed to regulate the procedures of the Board of Trustees.

WHEREAS it is deemed necessary to amend Section II (Part 2.1.) and Section III (Part 3.01) of By-Law 3/2014 to make changes under "Meetings of the Board" and "Regular Board Meeting Agenda" to amend the statement regarding Regular Board Meetings and the Regular Board Meeting Agenda format;

NOW THEREFORE the Board of Trustees in session duly assembled enacts as follows:

2.1. Regular Board Meetings

After the first or inaugural meeting of the Board, the Board shall hold Regular Meetings on the second and fourth Monday in each and every month September through June, both inclusive, but excluding the fourth Monday in December, and on the fourth Monday in August. The meetings shall be held in the J. L. Milne Boardroom at the hour of six (6:00) o'clock p.m. or at such other times and places as the Board may from time to time designate. In the event the date scheduled for a Regular Board Meeting is a holiday, the Regular Board Meeting so affected shall be held on the immediately next following business day unless otherwise decided by the Board.

SECTION III

REGULAR BOARD MEETING AGENDA

- 3.01 The Secretary-Treasurer shall prepare the agenda and provide the order of business in the form of a prepared agenda, the order of same to be in accordance with or similar to the following:

AGENDA FORMAT

- 1.00 AGENDA/MINUTES
 - 1.01 Approval of Agenda
 - 1.02 Adoption of Minutes of Previous Meetings
- 2.00 IN CAMERA DISCUSSION
 - 2.01 Student Issues
 - Reports
 - Trustee Inquiries
 - 2.02 Personnel Matters
 - Reports
 - Trustee Inquiries
 - 2.03 Property Matters/Tenders
 - Reports
 - Trustee Inquiries
 - 2.04 Board Operations
 - Reports
 - Trustee Inquiries
- 3.00 PRESENTATIONS AND COMMUNICATIONS
 - 3.01 Presentations for Information
 - 3.02 Communications for Information
 - 3.03 Communications for Action
- 4.00 REPORT OF SENIOR ADMINISTRATION
- 5.00 GOVERNANCE MATTERS
 - 5.01 Reports of Committees
 - 5.02 Delegations and Petitions
 - 5.03 Business Arising
 - From Previous Delegations

- From Board Agenda
- MSBA Issues
- 5.04 Public Inquiries (Max. 15 mins)
- 5.05 Motions
- 5.06 Bylaws
- 5.07 Giving of Notice
- 5.08 Trustee Inquiries

- 6.00 ANNOUNCEMENTS

- 7.00 ADJOURNMENT

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 20th day of March 2017.

SECOND READING: ____ day of ____ 2017

THIRD READING: ____ day of ____ 2017

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 3/2017

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

March 20, 2017

A. Administrative Information

I. CELEBRATIONS

1. ALEXANDER SCHOOL USED AS AN EMERGENCY SHELTER LOCATION – MARCH 7-8, 2017

- People stranded during the blizzard on March 7-8, 2017 were able to find food, shelter and safety at Alexander School.
- Alexander School staff members Charlotte Kelbert and Ken “Scotty” Robertson were on site around the clock, providing weary travelers with a safe and warm place to stay. We are proud of the generosity of time and spirit demonstrated by two of our staff members, as well as by many members of the community of Alexander.

2. WESTERN MANITOBA SCIENCE FAIR – MARCH 14, 2017

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from March 2, 2017 to March 14, 2017.

- March 7, 2017 – telephone meeting with Gerri Crilly, AAA/BSSAP Consultant, Manitoba Education and Training
- March 7, 2017 – telephone meeting with Kurt Shaw, Director, Continuous Improvement Office, Manitoba Government
- March 8, 2017 – meeting with Dr. Karen Rempel, Dr. Heather Duncan, and Dr. Kathy Moscou, Brandon University
- March 9, 2017 – Continuous Improvement Plan meeting
- March 14, 2017 – meeting with the Brandon Chamber of Commerce
- March 14, 2017 – Western Manitoba Science Fair

“Accepting the Challenge”

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	2 total	2 – 3 day	Assaultive Behaviour
High Schools	5 total	3 – 5 day	Drug and Alcohol Policy
		1 – 5 day	Assaultive Behaviour
		1 – 10 day	Drug and Alcohol Policy

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

2017/18 EARLY YEARS ENHANCEMENT GRANT

For InformationDr. Casavant

The Minister of Education and Training has announced that effective for the 2017/18 school year, the Smaller Classes Initiative (SCI) will be replaced by the Early Years Enhancement Grant (EYEG). This new grant will provide school divisions with flexibility and decision-making autonomy regarding organizational changes and supports needed to ensure success in the early years (K-3) including, but not limited to, class size. Please see attached correspondence, Appendix A.

2. SUSPENSION REPORT – SEMESTER ONE – 2016/2017

For InformationDr. Casavant

There were one hundred thirty seven (137) suspensions reported in the first semester of 2016/2017: eleven (11) in elementary schools and one hundred twenty-six (126) in senior high schools.

Appendix B includes details of the school suspensions by category and/or days of consequence.

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT PLAN

For InformationC. Cobbe, B. Twordik, A. Voutier, C. Laluk, B. Aston,
M. Wilson, Dr. Casavant, G. Malazdrewicz, M. Gustafson

The Brandon School Division Continuous Improvement Plan is a result of a collaborative effort and demonstrates an alignment among students, the community, Manitoba Education and Training, the Brandon School Division Board of Trustees, and Brandon School Division. The presentation will outline strategic

priority areas that are perceived to be able to improve student achievement in the areas of literacy and numeracy. Please see Appendix C, attached.

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. SCHOLARSHIP AGREEMENT CHANGES FOR THE 2016/2017 SCHOOL YEAR

For Action D. Labossiere

The following scholarship Agreement changes have been requested by the contributors for the 2016/2017 school year:

- The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada: that the Brandon Assiniboine Kiwanis Club, Kiwanis Foundation Bursary be renamed to The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada;
- Brandon Friendship Centre/Prairie Mountain Health Scholarship: that the Brandon Friendship Centre/Brandon Regional Health Authority Scholarship be renamed to the Brandon Friendship Centre/Prairie Mountain Health Scholarship;
- Parker Bruederlin Health Care Aide Scholarship: that the Parker Bruederlin Health Care Aide Scholarship agreement be changed to be offered to students taking the psychiatric nursing program at Brandon University;
- Marita Dowsett Scholarship: that the Marita Dowsett Scholarship agreement be changed whereby the Brandon School Division will now pay the scholarship recipient;
- Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship: that the Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship agreement be extended to 2021 and the amount donated be increased to \$500; and

- Scholarship in Memory of Jason Hargreaves: that the Scholarship in Memory of Jason Hargreaves agreement wording be changed from male and female recipient to “male and/or female”.

These agreements have been attached as Appendices D, E, F, G, H and I.

RECOMMENDATION:

That the following scholarship agreements:

- *The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada*
- *Brandon Friendship Centre/Prairie Mountain Health Scholarship*
- *Parker Bruederlin Health Care Aide Scholarship*
- *Marita Dowsett Scholarship*
- *Scottish Rite Masons of Brandon/The H. L. Crawford Brandon Collegiate War Memorial Scholarship*
- *Scholarship in Memory of Jason Hargreaves*

be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

3. SCHOLARSHIP AGREEMENT – LA BOURSE BOISJOLI

For ActionD. Labossiere

Lena Boisjoli and family would like to fund a scholarship to be awarded annually to one grade 12 graduating student from École secondaire Neelin High School. The scholarship in the amount of \$500 is to be known as the “La bourse Boisjoli”, to be awarded to a French Immersion graduating student from École secondaire Neelin High School who has applied to and been accepted to a post-secondary institution to pursue post-secondary study in Education to become a French Immersion teacher. The recipient of this scholarship shall have demonstrated academic achievement. The conditions for establishing this scholarship have now been completed and the Agreement prepared. The Agreement is attached as Appendix J. 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 annually to one grade 12 graduating student from École secondaire Neelin High School in the amount of \$500, to be known as “La bourse Boisjoli” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

4. SCHOLARSHIP AGREEMENT – NEW ERA SCHOLARSHIP

For ActionD. Labossiere

Lena Boisjoli and family would like to fund a scholarship to be awarded annually to one grade 12 graduating student from one of the three high schools within the Brandon School Division. The scholarship in the amount of \$500 is to be known as the “New Era Scholarship”, to be awarded to a student from one of the three high schools who attended New Era School’s English program in Brandon and who has applied and been accepted to a post-secondary institution. The recipient of this scholarship shall have demonstrated academic achievement. The conditions for establishing this scholarship have now been completed and the Agreement prepared. The Agreement is attached as Appendix K. 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 in the amount of \$500 to be awarded annually to one grade 12 graduating student from one of the three high schools within the Brandon School Division, to be known as the “New Era Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

5. SCHOLARSHIP COMMITTEE APPOINTMENTS

For ActionD. Labossiere

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two Trustees are required to serve on the Scholarship Committee, which will meet on Monday, May 29, 2017 from 1:00 p.m. to 4:00 p.m. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the Trustee representatives. Please contact me should you require further information in this regard.

RECOMMENDATION:

That Trustees _____ and _____ be approved to serve as members of the Scholarship Committee for 2016/2017.

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**



Education and Training

Healthy Child Manitoba Office and K-12 Education Division
Robert Fletcher Building
307-1181 Portage Avenue
Winnipeg, Manitoba, Canada R3G 0T3
T 204-945-7935 F 204-945-8303
www.edu.gov.mb.ca/k12

March 14, 2017

Superintendents of School Divisions

Dear Colleagues:

Re: 2017/18 Early Years Enhancement Grant

Today, the Minister of Education and Training announced that effective for the 2017/18 school year, the Smaller Classes Initiative (SCI) will be replaced by the Early Years Enhancement Grant (EYEG). The new grant will provide school divisions with flexibility and decision-making autonomy regarding organizational changes and supports needed to ensure success in the early years (K-3) including, but not limited to, class size.

Much progress had been made increasing the number of classes that have 23 or fewer students to 93% of all K-3 classes. However, a closer examination of local and international research on smaller classes reveals that there is no significant impact of a 20-student class size-limit on academic achievement. As such, school divisions will no longer be required to be compliant with the SCI guidelines.

The same funding provided in 2016/17 will be provided to each school division in 2017/18 for a provincial total of \$16 million. School divisions can choose to use the grant to cover operating costs to maintain smaller classes, develop teacher capacity to increase student achievement, or a combination of both.

In the fall of 2017, as part of the K-12 Framework for Continuous Improvement, school divisions will be required to set realistic and measurable targets for increasing student achievement in literacy and numeracy in their school division plans. Divisions will also be expected to continue submitting Class Tracker data to the department annually by October 15th.

.../2

Going forward, a new Early Years funding model will be developed for the 2018/19 school year in consultation and collaboration with education partners, with a target completion date of October 2017. Further, there will be a focus on strengthening province-wide measurement and evaluation of educational outcomes, and sharing best practices for improving student achievement, including literacy and numeracy.

If you have any questions about the Early Years Enhancement Grant, please contact Tia Cumming at tia.cumming@gov.mb.ca or 204-945-8417.

Sincerely,

Dr. Rob Santos
Senior Assistant Deputy Minister
Healthy Child Manitoba Office and K-12 Education Division

- c. Secretary-Treasurers of School Divisions
Honourable Ian Wishart, Minister of Education and Training
Bramwell Strain, Deputy Minister of Education and Training

APPENDIX B

K-12 Suspension Report Semester 1 2016/2017

Category of Suspension							
School	Weapons	Gangs	Drug and Alcohol	Assaultive Behaviour	Cyberbullying	Unacceptable Behaviour	Total # of Suspensions
Alexander	0	0	0	0	0	0	0
Betty Gibson	0	0	0	0	0	0	0
Crocus Plains	4	0	28	41	0	9	82
Earl Oxford	0	0	0	0	0	1	1
George Fitton	0	0	4	4	0	0	8
Green Acres	0	0	0	0	0	0	0
Harrison	0	0	0	0	0	0	0
J.R. Reid	0	0	0	0	0	0	0
King George	0	0	0	0	0	0	0
Kirkcaldy Heights	0	0	0	0	0	0	0
Linden Lanes	0	0	0	0	0	0	0
Meadows	0	0	0	0	0	0	0
Neelin	0	0	2	5	4	14	25
New Era	0	0	0	0	0	0	0
O'Kelly	0	0	0	0	0	0	0
Riverheights	0	0	0	0	0	1	1
Riverview	0	0	0	0	0	0	0
St. Augustine	0	0	0	0	0	0	0
Valleyview	0	0	0	0	0	0	0
Vincent Massey	1	0	4	5	1	8	19
Waverly Park	0	0	0	0	0	1	1
Combined Total for K-12 Schools	5	0	38	55	5	34	137

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

# of Days Consequence	Crocus Plains	Neelin	Vincent Massey	Total High School By # of Days	Total K-8 Schools By # of Days
3 Days	12	7	6	25	4
4-6 Days	56	12	12	80	7
7-10 Days	9	3	0	12	0
11-15 Days	2	2	0	4	0
16-20 Days	2	1	0	3	0
21-30 Days	1	0	1	2	0
Total # of K-12 Suspensions	82	25	19	126	11
Combined Total (Total # of Suspensions K-12)	137				

CONTINUOUS IMPROVEMENT IN BRANDON SCHOOL DIVISION



BRANDON
SCHOOL DIVISION
WWW.BSD.CA

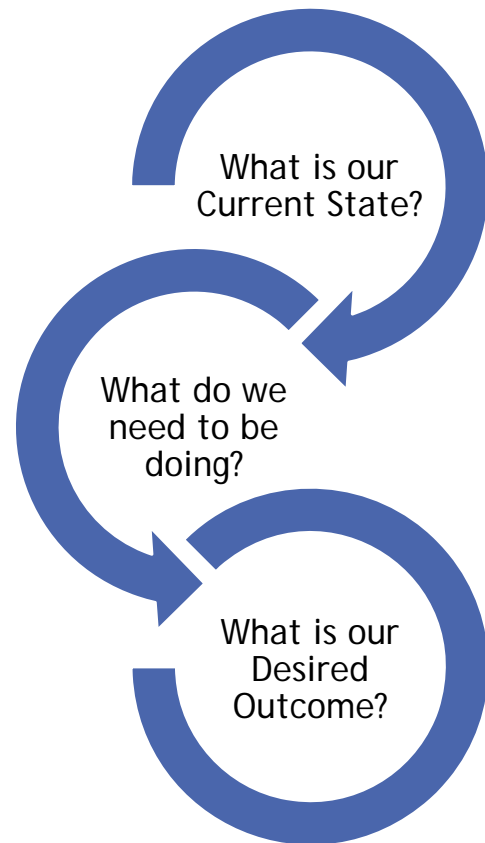
OUR GUIDING PRINCIPLE:

“The effective school (Division) is characterized by high overall student achievement with no significant gaps in that achievement across the major subgroups in the student population.”

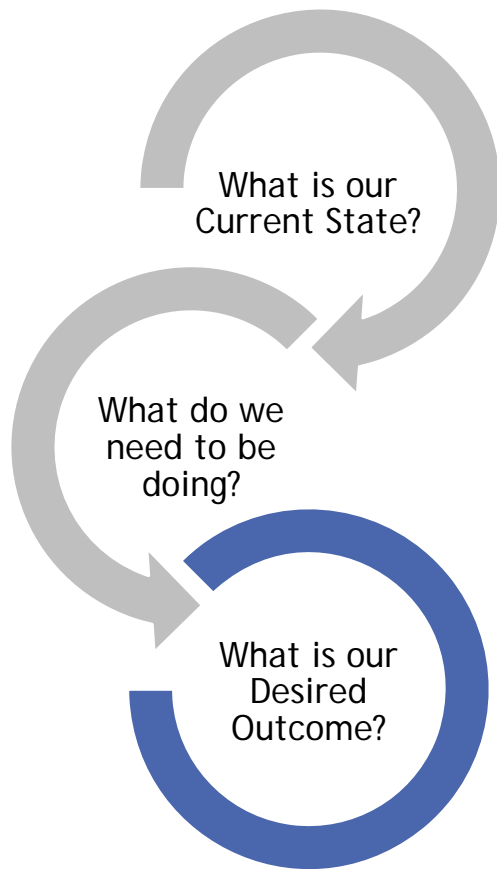
Lezotte, L. W., & Snyder, K. M. (2011).

What effective schools do: Re-envisioning the correlates. Bloomington, IN: Solution Tree Press.

OUR GUIDING QUESTIONS:

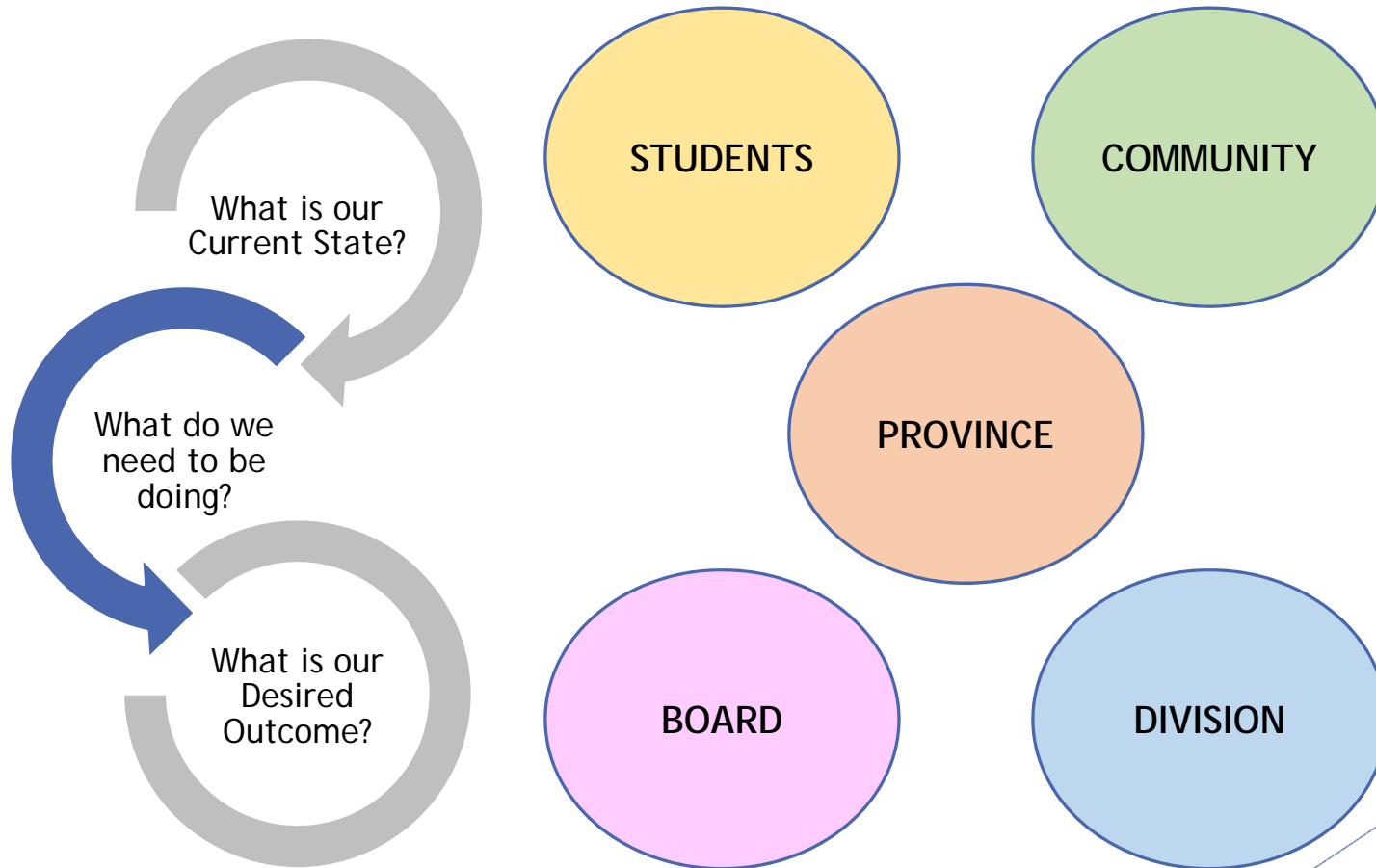


What are our Ultimate Outcomes?



- ▶ Improved Literacy
- ▶ Improved Numeracy
- ▶ Decreased Indigenous Gap
- ▶ Decreased English as an Additional Language Gap

We consulted with...



CONTINUOUS IMPROVEMENT ALIGNMENT:

STUDENTS:

- I need my education to be practical and relevant.
- I need my education to be personalized and engaging.
- I need opportunities to develop general skills, such as communication and problem solving.
- I need ample encouragement and support from teachers and parents.
- I recognize the importance of developing into a respectful, responsible, and determined citizen.

COMMUNITY:

- Basic Literacy Skills
- Basic Numeracy Skills
- 21st Century Skills
- Personal/Social Development
- Being "Forward Thinking" (Planning for the Future)
- Indigenous perspectives, knowledge and success

PROVINCE:

- High levels of achievement in Literacy & Numeracy
- Equity & inclusion
- Citizenship, sustainability & wellbeing
- Public engagement

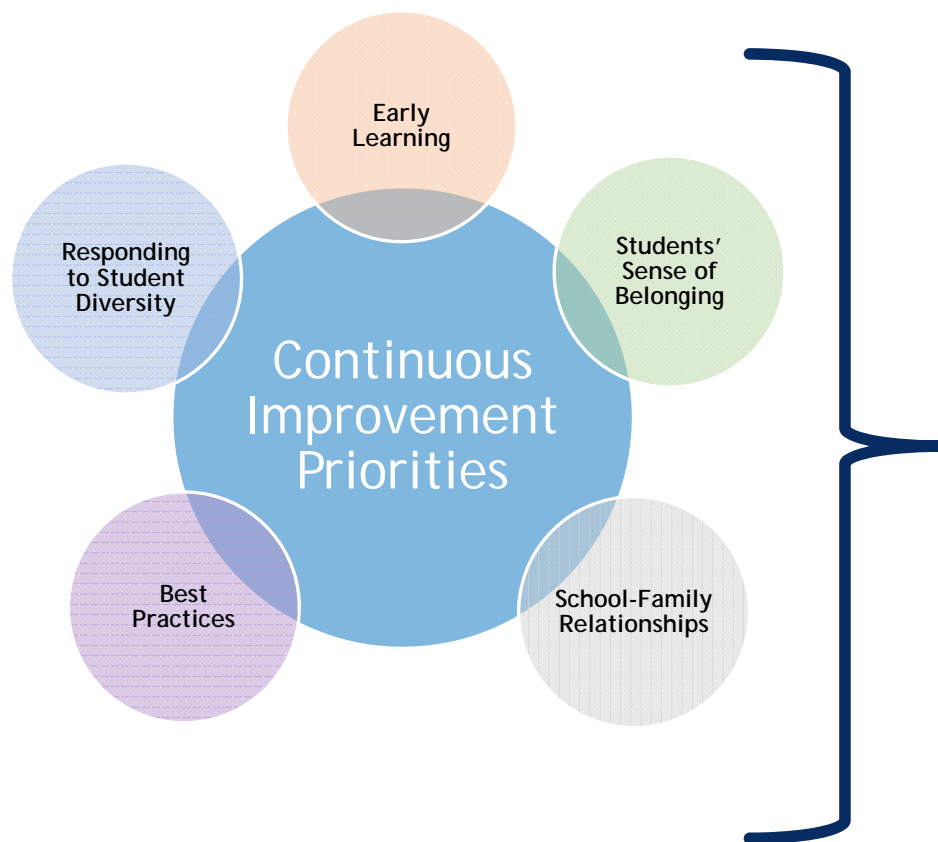
BOARD:

- High overall achievement with no significant gaps
- Cultural competency of staff and students
- Staffing deployment
- Program evaluation
- Progress monitoring of student achievement

DIVISION:

- Best Practices
- Responding to Student Diversity
- Students' Sense of Belonging
- School/Family Relationships
- Early Learning

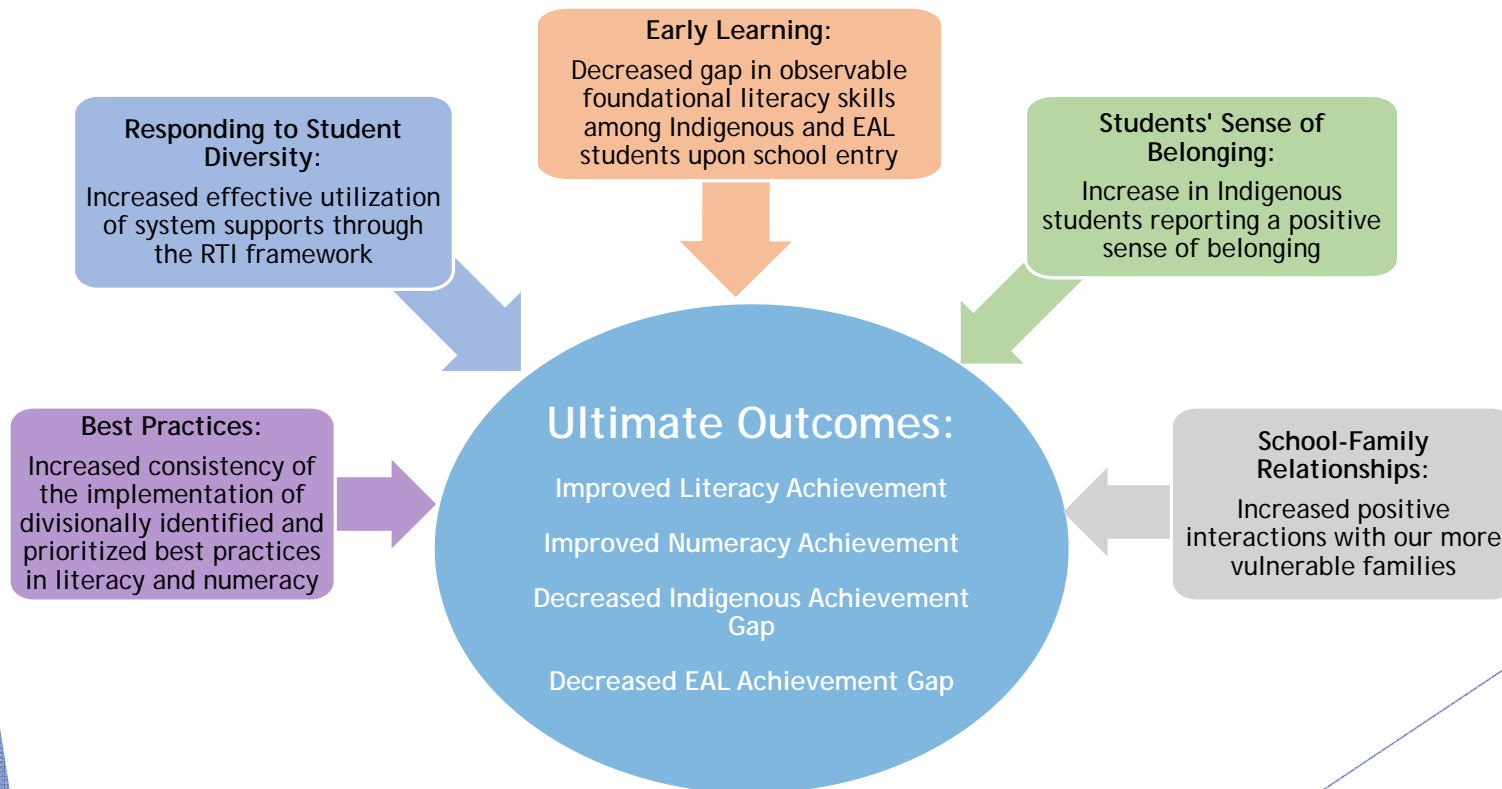
CONTINUOUS IMPROVEMENT PRIORITIES:



ULTIMATE OUTCOMES:

Improved Literacy
Improved Numeracy
Decreased Indigenous Gap
Decreased EAL Gap

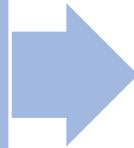
OUR CONTINUOUS IMPROVEMENT PLAN:



OUR CONTINUOUS IMPROVEMENT PLAN:

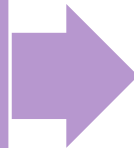
Responding to Student Diversity:

Increased effective utilization of system supports through the RTI framework



Best Practices:

Increased consistency of the implementation of divisionally identified and prioritized best practices in literacy and numeracy



Ultimate Outcomes:

Improved Literacy Achievement
Improved Numeracy Achievement
Decreased Indigenous Achievement Gap
Decreased EAL Achievement Gap

Early Learning



Students' Sense of Belonging



School-Family Relationships



Responding to Diversity:

Currently...

There is ineffective utilization of system supports to address learning gaps in classrooms.

We Need...

- Clarity in roles/responsibilities.
- Equity in allocation of resources.
- Consistent skill sets/performance levels.
- Consolidated staffing positions.
- Fewer models/initiatives.
- Greater consistency in application of supports.
- Professional Collaboration.
- Consistent accountability across the Division.

Therefore We Will...

- Develop a common understanding of RTI and then focus on system-wide implementation.
- Develop a common understanding of what co-planning and co-teaching look like in action and then focus on system-wide implementation.
- Define roles and responsibilities of school teams and Divisional support.
- Develop a common understanding of PLCs then focus on system-wide implementation.

So That...

Our Schools will effectively utilize system supports through the Response to Intervention (RTI) framework.

Best Practices:

Currently...

There is inconsistent implementation of Best Practice in the area of Literacy & Numeracy.

We Need...

- School wide implementation.
- Clarity and focus of priorities.
- Professional Development consistency [accessibility / opportunity].
- Collaboration time.
- Technology to support the consistent implementation of Best Practice.

Therefore We Will...

- Create a self-reflection tool for teachers on their understanding of Divisionally identified Best Practices in Literacy & Numeracy.
- Create a tool of observable indicators for School Leaders to identify and measure the implementation of Best Practices in Literacy & Numeracy.
- Create and implement targeted Professional Development based on the data collected.

So That...

There is increased consistency in the implementation of Divisionally identified and prioritized Best Practices in Literacy & Numeracy.

Early Learning:

Currently...

There is a gap in foundational Literacy skills among Indigenous and EAL students upon school entry.

We Need...

- A community-wide understanding of the importance of oral language as a foundation Literacy skill.
- Ways to communicate messages about foundational Literacy skills to families with pre-school children.

Therefore We Will...

- Create and implement an Extended Welcome to Kindergarten Program.
- Strengthen community outreach and partnership with community early learning centres.
- Develop and communicate a clear shared understanding of the importance of oral language to a child's foundational Literacy development.

So That...

We will close the gap in observable foundational Literacy skills among Indigenous and EAL students upon school entry.

School-Family Relationships:

Currently...

There is a lack of positive interactions (caring, kindness, respect, trust) with our more vulnerable families.

We Need...

- Increased understanding of culture and values of many of our vulnerable families (especially pertaining to communication).
- Policies & Procedures that outline response to positive behaviours.
- Increased knowledge and empathy of the barriers that vulnerable families face.
- To engage in positive interactions with families of other cultures.
- Equitable and/or adequate resources to reach vulnerable families.

Therefore We Will...

- Identify the data and process for monitoring progress of current state.
- Shift mindsets to communicate more positively with vulnerable families.
- Leverage partnerships with community groups to support positive interactions with vulnerable families.
- Complete a systemic review of programs and staffing that directly impact vulnerable families.

So That...

We increase the extent of positive interactions with our more vulnerable families.

Sense of Belonging:

Currently...

Indigenous students have a lower sense of belonging than other students.

We Need...

- Assimilation, not integration.
- Increased trust in the system.
- Recognition and acceptance/respect for differences i.e. reconciliation.
- Increased sense of cultural pride and identity.
- Increased Indigenous role-models in school staff.

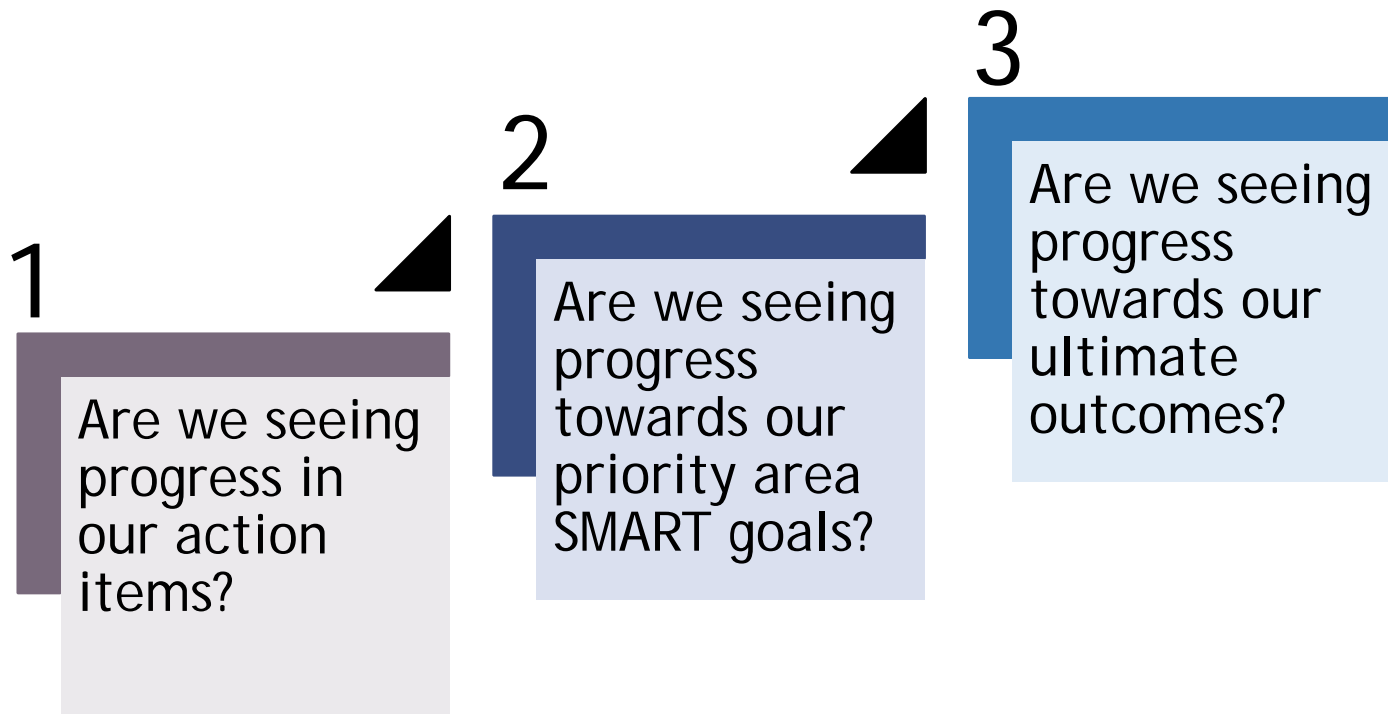
Therefore We Will...

- Collect current baseline data from Class Profiles and TTFM Data from all.
- Organize professional learning opportunities to increase awareness, knowledge, appreciation of reconciliation & Indigenous issues.
- Organize an Indigenous YR/Leadership Summit for students.
- Develop an Indigenous Parent Outreach Program at each school.

So That...

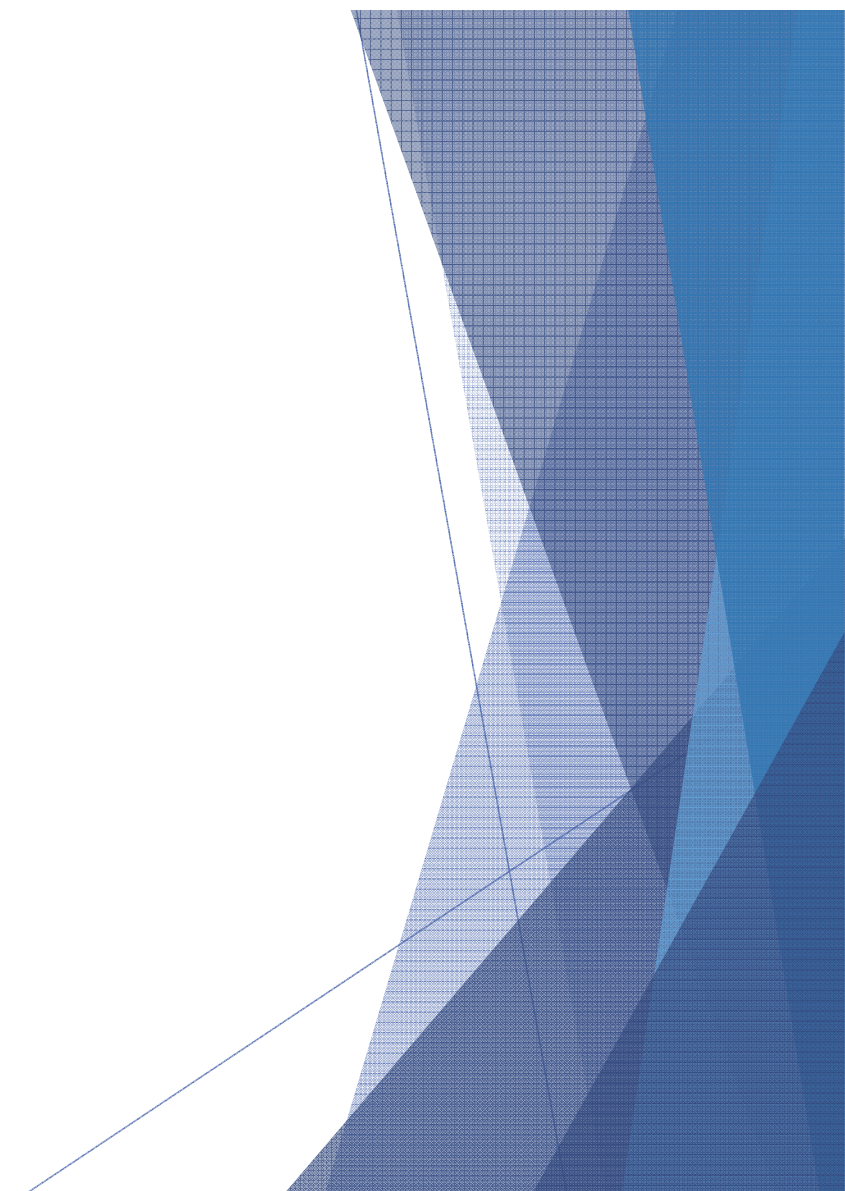
Every school in BSD will see an increase in sense of belonging among Indigenous students.

Measurement of Our Continuous Improvement



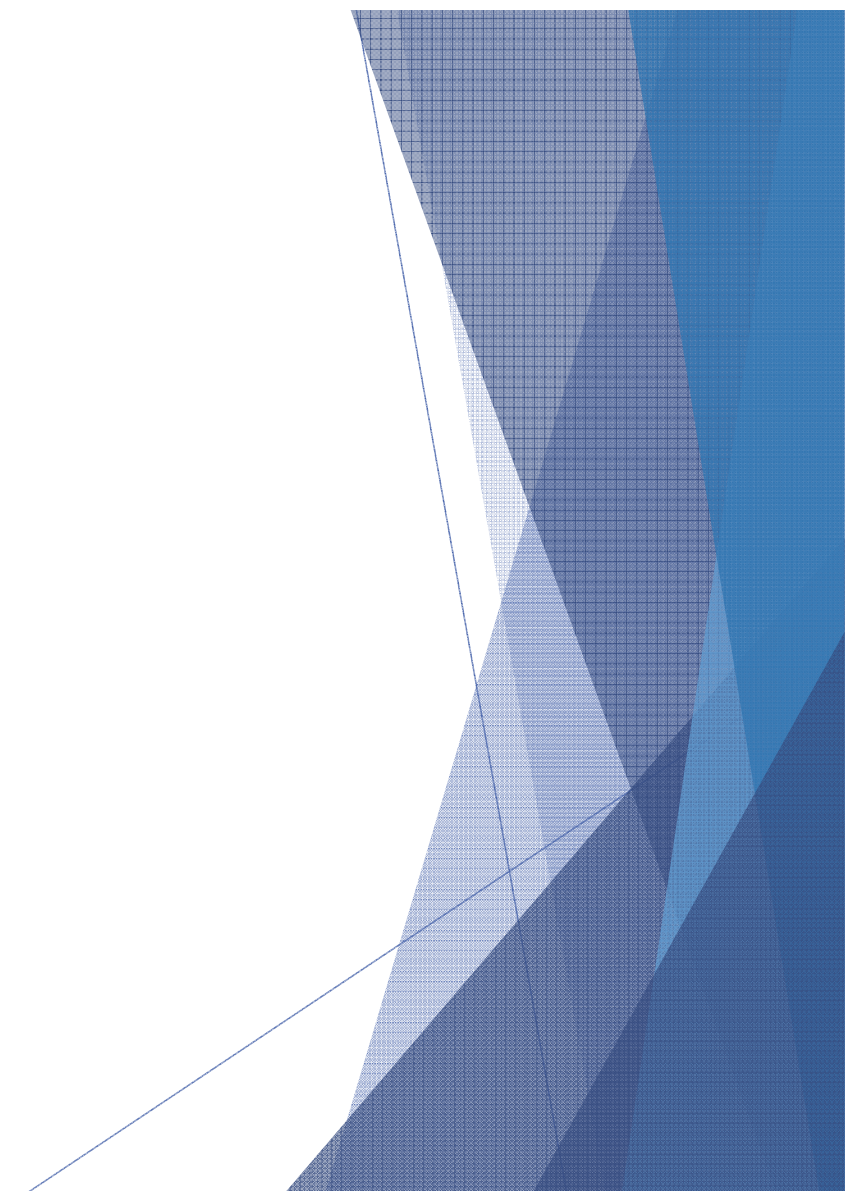
Supports For Our Continuous Improvement Plan:

- Calendar / PD Platform



Supports For Our Continuous Improvement Plan:

- Roles and Responsibilities



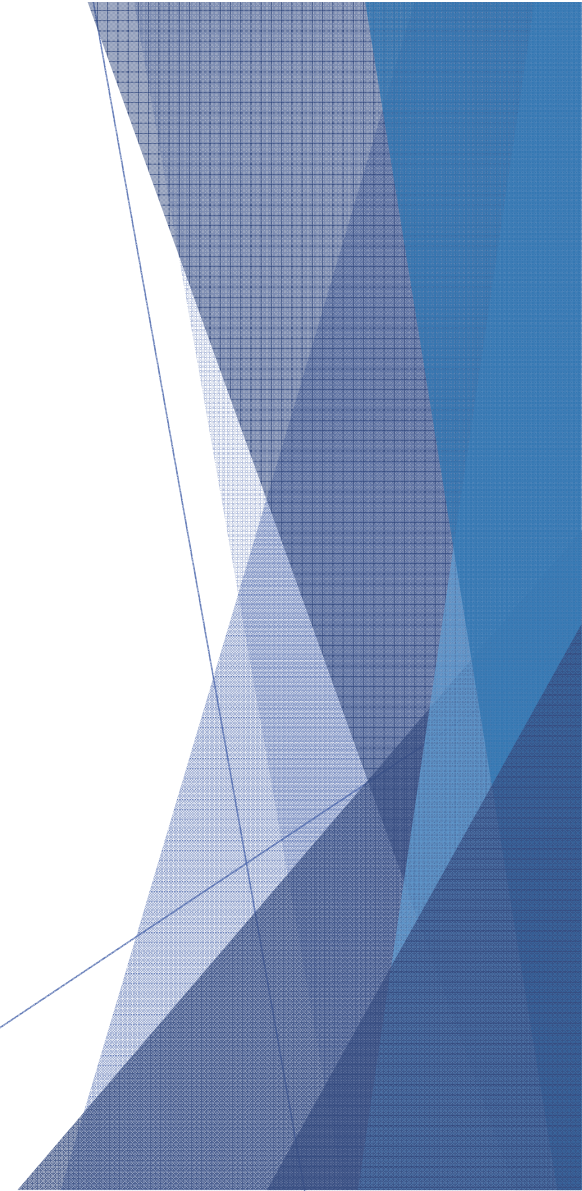
Our Commitment

This plan represents a commitment to:

- high overall student achievement in Literacy and Numeracy
- with no significant gaps in that achievement for Indigenous or English as an Additional Language Learners

Through a focus on:

- responding to diversity and best practices
- school-family relationships, sense of belonging and early learning



THIS AGREEMENT made this day of , 2017

BETWEEN:

THE BRANDON ASSINIBOINE KIWANIS CLUB

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS the Brandon Assiniboine Kiwanis Club with the cooperation of the Brandon School Division wishes to fund an award 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 three bursaries in the amount of \$500.00 each be awarded annually as provided herein; and that each award be known as “The Sharon Monaghan Memorial Scholarship Provided by the Kiwanis Club of Brandon – Assiniboine and the Kiwanis Foundation of Canada”;
2. That the bursaries be awarded annually to one student from each of the three senior high schools in Brandon School Division;
3. Candidates must be pursuing post-secondary education at the university or community college level, have demonstrated outstanding leadership potential through involvements at the school or community level, and must possess high moral and ethical standards and a willingness to work for a better society;
4. Financial need may be a consideration;
5. That the Brandon School Division will undertake to circulate information on the bursaries to potential applicants during the spring of each school year, that individual schools will supervise the selection of the successful candidate and will notify the Brandon Assiniboine Kiwanis Club in order that the President or his/her designate may participate in the annual presentation of the bursaries. The preparation of letters or certificates to be given to the recipients at the annual presentation of bursaries shall be the responsibility of the Brandon Assiniboine Kiwanis Club.
6. The actual payment of the bursaries to the recipients shall be made by the Brandon Assiniboine Kiwanis Club upon proof of acceptance at a post-secondary educational institution;
7. That the bursaries shall be in effect commencing at the date of signing of this agreement, continuing indefinitely, subject to notification on or before March 1st of any year if Brandon Assiniboine Kiwanis Club wishes to terminate the award.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of the Brandon School Division:

Chairperson

Secretary-Treasurer

AGREED to on behalf of the Brandon Assiniboine Kiwanis Club:

President

Secretary

THIS AGREEMENT made this day of , 2017

BETWEEN:

BRANDON FRIENDSHIP CENTRE

AND:

PRAIRIE MOUNTAIN HEALTH

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS Brandon Friendship Centre and Prairie Mountain Health have 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 of this agreement do hereby mutually agree as follows:

1. That this scholarship in the amount of \$1000.00 shall be known as the “Brandon Friendship Centre/ Prairie Mountain Health Scholarship”.
2. That this award shall be made annually to three graduating students in the Brandon School Division who will be entering a recognized University, College or Trade School in the upcoming school year. A “Certificate of Acceptance” or an acceptance letter from the Institution is required, but can be forwarded to the Brandon Friendship Centre/Prairie Mountain Health at a later date if it is unavailable at the time the application is submitted.
3. That the recipients of this scholarship will have practiced good citizenship in their community and school.
4. That the recipients of this scholarship will have been active volunteers in the community.
5. That recipients shall be Aboriginal students.
6. That preference shall be given to applicants pursuing a career in healthcare.
7. That evidence of continual progression during their Senior High School years will be a consideration.
8. That the Division will undertake to circulate information on the award to potential applicants during the spring of every school year, to supervise the selection of the successful candidates, and to so notify Brandon Friendship Centre/Prairie Mountain Health in order that a designate(s) may participate in the presentation of the awards. The preparation of letters or certificates to be given to the recipients at the presentations of the awards shall be the responsibility of Brandon Friendship Centre/ Prairie Mountain Health. The actual payment of the awards shall be made by Brandon Friendship Centre upon presentation, by the recipients, of proof of paid registration at a post-secondary institute of study.
9. That this scholarship shall be made available to one graduate from each of the respective high schools on an annual basis commencing June 2008. In the event that a school has no suitable candidate for the award in any given year, that school’s award will be made available to applicants from the remaining two high schools.
10. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should Brandon Friendship Centre and Prairie Mountain Health or Brandon School Division wish to terminate the agreement.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of Brandon Friendship Centre

AGREED to on behalf of Prairie Mountain Health

This agreement made this day of , 2017

Between:

Kathleen Bruederlin

And:

The Brandon School Division

Whereas Kathleen Bruederlin, with the cooperation of the Brandon School Division wishes to establish a scholarship in memory of her parents, Vi and Corky Parker, 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 shall be known as the **Parker/Bruederlin Health Care Aide Scholarship**.
2. That the scholarship shall be in the amount of \$200.00 (two hundred dollars) and awarded annually for a period of three (3) years to one graduating student from any of the three high schools who will be attending Assiniboine Community College to become a health care aide or attending Brandon University for psychiatric nursing.
3. The recipient of this scholarship must:
 - a. be genuinely caring;
 - b. respect others without judgement;
 - c. be a person who loves serving others;
 - d. AND especially, enjoy the company of elderly persons.

This scholarship is based solely on the individual character of the student. It is based on the desire to improve the quality of life of the elderly in personal care homes and is not based on grades or athletics.

4. That the application guidelines for this award shall be as follows:
 - a. A letter from a peer, teacher or a person recommending them; and
 - b. A short one-half to one-page essay from the applicant on why they feel they can make a difference in the lives of the elderly would be requested.
5. That the Division will undertake to circulate information on the scholarship to graduates during the spring of each year, to have the individual schools recommend individuals starting this year, commencing at the date of signing of this agreement, continuing until June 2019.

6. That the scholarship will be payable to Assiniboine Community College or Brandon University towards the tuition of the recipient when proof of admission has been established and presented to the Brandon School Division.

Dated at Brandon, Manitoba this day of , 2017

AGREED to on behalf of The Brandon School Division

Chairperson_____

Secretary-Treasurer_____

AGREED to on behalf of Kathleen Bruederlin_____

THIS AGREEMENT made this _____ day of _____, 2017

BETWEEN:

MARITA DOWSETT

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS Marita Dowsett 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 the scholarship in the amount of \$300.00 be awarded to a Grade 12 graduate who is of Canadian citizenship and is seeking an active career in the profession of physiotherapy and meets the following criteria:
2. That the scholarship shall be awarded annually to a student in the Brandon School Division with proven academic capabilities, having attained a standing of 85% or higher in all subjects in the current school year who intends to pursue the career of physiotherapy at any accredited Canadian university program;

The student may use the equivalent International Baccalaureate and / or Advanced Placement courses with a minimum of a 3 or a “B”;

Proof of enrollment is necessary in three out of the five pre-requisite university courses in their first year of studies of a three or four year undergraduate program. See link for sample courses: http://umanitoba.ca/rehabsciences/pt/admission_hub.html ;

A personal statement of intent is required by the student outlining his/ her reasons for pursuing this career choice. The student must be clearly identified by a Division staff member as being serious in his/her consideration of physiotherapy as a career. He/she must articulate the ability to complete the first year of university and must demonstrate competence to maintain the necessary grade point average;

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 Marita Dowsett in order that she be present to participate in the presentation of the scholarship. The Division will provide to Marita Dowsett a copy of the successful candidate’s application. 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 Marita Dowsett. The actual payment of the scholarship shall be made by the Brandon School Division upon presentation of proof of the recipient’s acceptance at the University of Manitoba, Brandon University or any other accredited Canadian university;
4. That the scholarship shall be in effect commencing at the date of signing of this agreement, continuing indefinitely, subject to notification on or before March 1st of any year if Marita Dowsett or Brandon School Division wishes to terminate the scholarship.

DATED at Brandon, Manitoba this _____ day of _____, 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of Marita Dowsett

THIS AGREEMENT made this day of , 2017

BETWEEN:

THE ANCIENT AND ACCEPTED SCOTTISH RITE OF FREEMASONRY,
VALLEY OF BRANDON
Hereinafter called the Scottish Rite

AND:

THE BRANDON SCHOOL DIVISION
Hereinafter called the Division

WHEREAS in 1961 the Scottish Rite donated to the Division in trust the sum of \$500.00 to be added to the sum of \$500.00 raised by the students of Brandon Collegiate following World War I and known as the Brandon Collegiate Memorial Fund;

AND WHEREAS this total sum of \$1,000.00 was invested by the Division in a Province of Ontario Bond, the interest from which was used to provide an annual scholarship known as the "H.L. Crawford Brandon Collegiate War Memorial Scholarship" to be awarded to the student attaining the highest standing in Grade 12 English at Brandon Collegiate;

AND WHEREAS the Division discontinued this scholarship when Brandon Collegiate ceased to exist as a high school, the building becoming an elementary/junior high school, New Era School;

AND WHEREAS the Division and the Scottish Rite entered into an agreement dated November 20, 1980, to have the scholarship re-established under the name of "The H.L. Crawford Memorial Scholarship";

AND WHEREAS the Division and the Scottish Rite entered into an agreement dated April 26, 2010, to have the scholarship re-established under the name of "The Scottish Rite Masons of Brandon/*The H. L. Crawford Brandon Collegiate War Memorial Scholarship*";

AND WHEREAS the Scottish Rite provided additional sums of \$407.50 in 1980 and \$1,000.00 in 1985, and with the additional interest earnings, a principal sum of \$2600.00 was established;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall now be known as "The Scottish Rite Masons of Brandon/*The H.L. Crawford Brandon Collegiate War Memorial Scholarship*";
2. That the scholarship shall be in the amount of \$500.00 and shall be awarded annually to a student in The Brandon School Division who is a graduate from a vocational industrial or business education program and is enrolled in either a community college or a university, or who is a graduate from an academic program and enrolled in a community college or university. Payment of the scholarship shall be made by the Division upon receipt of written evidence that the student has been accepted by the community college or university;
3. That the Division will undertake to circulate information on the scholarship to graduates during the spring of each year, to supervise the selection of the successful candidate, and to so notify the Scottish Rite in order that a representative of the Scottish Rite may participate in the annual presentation of the scholarship; and that, in turn, the Scottish Rite will undertake to notify the Division by January 1st of each calendar year of the name and address of the individual who shall represent the Scottish Rite at the annual presentation and act as an administrator of this agreement;
4. That the total principal sum shall be invested by the Division in a manner mutually agreed to by the parties to this agreement;

5. That, in the event that the annual interest earned is less than the \$500.00 required for the annual scholarship, the Scottish Rite shall provide the additional sum required annually to raise the annual scholarship amount of \$500.00; and
6. That this Agreement shall remain in effect for a five (5) year period up to and including June 2021, at which time this Agreement shall be reviewed and extended or terminated as mutually agreed. In the event that this Agreement is extended or terminated, the re-investment or disposition of funds remaining shall be as mutually agreed by the parties to this agreement.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of The Ancient and Accepted Scottish Rite of Freemasonry,
Valley of Brandon.

President

Secretary

THIS AGREEMENT made this day of , 2017

BETWEEN:

THE FAMILY OF JASON HARGREAVES

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS the Hargreaves family wish to establish a scholarship in memory of Jason Hargreaves, a student who graduated from Neelin High School in 2005, believing in trying everything and in putting his whole heart into life; loving all aspects of school life, including school sports, extra-curricular activities, pride in welcoming and mentoring new students, organizing and coaching sporting events; and being a Spartan, participating on six championship teams, but whose life was tragically cut short as a result of a car accident in June of 2009.

AND WHEREAS the Board of Brandon School Division is agreeable to the establishment and administration of this scholarship;

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

1. That two scholarships in the amount of five hundred (\$500) dollars each be awarded annually, to a male and/or a female Brandon School Division student graduating from Neelin High School;
2. That the scholarships shall be known as the **Scholarship in Memory of Jason Hargreaves**;
3. That recipients of this scholarship must:
 - a) be continuing on to post-secondary education;
 - b) exuberate school pride and spirit – “Be a Spartan forever”;
 - c) be persons who have shown leadership in the classroom and in extra-curricular activities, and who possess a caring personality;
 - d) have been involved in school sports demonstrating a commitment to the team by working hard, playing with heart and putting team goals before personal goals;
4. The Neelin High School Scholarship Committee shall select the recipients from students who apply or are nominated but this committee shall have the right to withhold the award in any year in which it is deemed that no suitable candidate is available;
5. That the preparation of an application form and a certificate to be given to the recipients at the annual presentation of the award shall be the responsibility of Brandon School Division;
6. That this award shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should the Hargreaves Family or Brandon School Division wish to terminate the agreement;
7. That the scholarship be funded from donations received in memory of Jason Hargreaves, such amount to be placed in trust by the Division and invested at the discretion of the Secretary-Treasurer’s Department;
8. That payment shall be made to the recipient upon presentation to the Brandon School Division of proof of continuing in a qualifying post-secondary program.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of The Hargreaves Family

Nancy Hargreaves

THIS AGREEMENT made this day of , 2017

BETWEEN:

LA FAMILLE LENA BOISJOLI

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS la famille Lena Boisjoli 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 of this agreement do hereby mutually agree as follows:

1. That this scholarship in the amount of \$500.00 shall be known as the La bourse Boisjoli;
2. That this scholarship be awarded annually to a graduating French Immersion student from École Secondaire Neelin High School in Brandon who has applied to and been accepted at a University to pursue post-secondary study in Education to become a French Immersion teacher;
3. The recipient of this scholarship shall have demonstrated academic achievement;
4. That the Division will undertake to circulate information on the scholarship to potential applicants during the spring of each school year, and the school will supervise the selection of the successful candidate, and notify Lena Boisjoli in order that a representative may participate in the annual presentation of the scholarship. The preparation of letters or certificates to be given to the recipient at the annual presentation of the scholarship shall be the responsibility of Lena Boisjoli. The actual payment of the award shall be made by the Brandon School Division upon presentation, by the recipient, of proof of acceptance at a University;
5. That this scholarship shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should Lena Boisjoli or Brandon School Division wish to terminate the agreement.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of Madame Lena Boisjoli

THIS AGREEMENT made this day of , 2017

BETWEEN:

LA FAMILLE LENA BOISJOLI

AND:

THE BRANDON SCHOOL DIVISION

WHEREAS la famille Lena Boisjoli 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 of this agreement do hereby mutually agree as follows:

1. That this scholarship in the amount of \$500.00 shall be known as the New Era Scholarship;
2. That this scholarship shall be awarded annually to a graduating student that attended New Era School’s English program in Brandon who has applied to and been accepted at a University or Community College to pursue post-secondary study;
3. The recipient of this scholarship shall have demonstrated academic achievement;
4. That the Division will undertake to circulate information on the scholarship to potential applicants during the spring of each school year, and the Brandon School Division Scholarship Committee will supervise the selection of the successful candidate, and notify Lena Boisjoli in order that a representative may participate in the annual presentation of the scholarship. The preparation of letters or certificates to be given to the recipient at the annual presentation of the scholarship shall be the responsibility of Lena Boisjoli. The actual payment of the award shall be made by the Brandon School Division upon presentation, by the recipient, of proof of acceptance at a University or Community College;
5. That this scholarship shall be in effect commencing at the date of signing this agreement, continuing indefinitely, subject to notification on or before March 1st of any year should Lena Boisjoli or Brandon School Division wish to terminate the agreement.

DATED at Brandon, Manitoba this day of , 2017.

AGREED to on behalf of The Brandon School Division

Chairperson

Secretary-Treasurer

AGREED to on behalf of Madame Lena Boisjoli
