



November 7, 2012

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

TO BE HELD MONDAY, NOVEMBER 12, 2012 AT 7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

K. Zabowski
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) Regular Board Meeting, October 22, 2012.
Adopt.

2.00 GOVERNANCE MATTERS:

- a) Showcase of Vincent Massey Major Production – “My Son Pinocchio”.

2.01 Presentations For Information

2.02 Reports of Committees

- | | |
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| a) Policy Review Committee Meeting | G. Kruck |
| b) Workplace Safety & Health Committee | J. Murray |
| c) Finance Committee Meeting | M. Snelling |
| d) Facilities & Transportation Committee Meeting | D. Karnes |
| e) Other | |
| - Joint Meeting with City of Brandon | M. Sefton |

2.03 Delegations and Petitions

1. Ms. Shirley McArthur, Parent, regarding the Board's proposed four point plan to address school enrollment and capacity issues.

2.04 Communications for Action

NIL

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – 2010-2011 EDI Results – M. Wilson, Research and Evaluation Specialist.
- c) Items from Senior Administration Report –
 - Growth & Sustainability - Refer Motions.
 - Rescind Policy 9052 – “School Vandalism Watch” – Refer Motions.
 - Rescind Policies – Part 6 – Refer Motions.
 - Vincent Massey School Trip – Refer Motions.
 - Trustee Indemnities – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

138/2012 That Policy and Procedures 2005 – “Trustee Code of Ethics” is hereby reconfirmed.

- 139/2012 That the low bid for the École Neelin Secondaire High School Science Classroom Renovation from Horizon Builders Ltd., in the amount of \$601,946.00 (base bid) as recommended by the Architect be accepted.
- 140/2012 That the following four point plan be adopted to address the Brandon School Division's capacity issues:
- i) As of September 2013, a group of English program students transferred to École New Era School by school bus from the neighbourhood north of the CPR railroad tracks and between 18th Street and 1st Street be re-assigned to Earl Oxford School.
 - ii) Additional portable classrooms will be requested from the Public Schools Finance Board and assigned to schools with the greatest need in order to alleviate overcrowding.
 - iii) The Board will undertake a study of the possibility of accommodating additional French Immersion students at École Harrison in order to ease the enrolment pressure on École New Era School.
 - iv) The Board will pursue discussions with Assiniboine Community College and the Provincial Government Department of Education regarding the possible conversion of unused shop spaces at the Victoria Avenue East Campus for use by Brandon School Division for industrial arts, home economics and other programs.
- 141/2012 That Policy 9052 – “School Vandalism Watch” be rescinded.
- 142/2012 That the following policies are hereby rescinded:
- Policy 6012 – “Transportation/Facilities Assistant”;
 - Policy 6013 – “Payroll/Benefits Officer”;
 - Policy 6014 – “Payroll/Benefits Clerk”;
 - Policy 6016 – “Information Technology Coordinator”;
 - Policy 6026 – “Administrative Officer – Crocus Plains Regional Secondary School”;
 - Policy 6027 – “Work Education Partnerships Coordinator”.
- 143/2012 That the trip involving approximately 45-60 music students/chaperones from Vincent Massey High School to Italy from May 15, 2014 to May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities
- 144/2012 That the Trustees participating on the Joint Job Evaluation Review Committee be paid the appropriate indemnity for all meetings of this Committee scheduled for the months of October, 2012 to the end of December 2012.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy and Procedures 4001 – “Off-Site Activities” and replace same with Policy and Procedures 4001 – “Off-Site Activities”.

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to approve Policy 2001 – “Trustee Code of Conduct”.

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to approve Policy and Procedures – “Recording and Broadcasting of Regular and Special Board Meetings”.

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 9053 – “German Saturday School”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch and Florence Girouard, Director, Educational Support Services Branch, October, 2012, addressed to the Superintendent of Schools and enclosing information bulletins related to the provincial tests that will be administered during the 2012/2013 school year in English language arts and mathematics. These bulletins provide an overview of the testing procedures, dates, test specifications and descriptions of upcoming provincial tests in both semesters. The information bulletins are to be made available to teachers and are also available on the Manitoba Education website at www.edu.gov.mb.ca/k12/assess/infobulls/index.html Minimal changes have been made to the *Policies and Procedures for Provincial Tests* document and a copy of this document is available at www.edu.gov.mb.ca/k12/assess/docs/pol_proc/index.html

Receive and File.

- b) Rick Bennet, President, the Royal Canadian Legion, Manitoba and NW Ontario Command, undated, providing a copy of their *Military Service Recognition Book – Volume 3*, which recognizes those who have bravely served, and continue to serve, our Country. Enclosed with the book is a Certificate of Appreciation to acknowledge your generous support of their project. Your generous support will ensure the continued and dedicated service The Royal Canadian Legion provides Veterans, their dependents, as well as youth programs.

Receive and File.

- c) Danielle Parent, Education Officer, Bureau de l'éducation française Division, Manitoba Education, October, 2012, noting under the *Canada-Manitoba Agreement for Minority Language Education and Second Official Language Instruction*, school divisions, independent schools and non-profit organizations whose primary goal is to promote French as a Second Language will have the opportunity again this year to submit requests for financial assistance for projects meeting the criteria of the *French Second Language Revitalization Program*. The 2013/2014 form and all other information regarding this program are available online at www.edu.gov.mb.ca/languages/index.html This site also has a list of the projects receiving financial support in 2012/2013

Refer to Superintendent's Office.

- d) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 31, 2012, noting the MSBA will be sponsoring six student citizenship awards for public school students in Manitoba. School boards are invited to nominate an outstanding student for these awards, in accordance with the attached guidelines. The winners will be invited to receive their awards on Thursday, March 14, 2013 at the Delta Hotel in Winnipeg, in conjunction with the Manitoba School Boards Association convention. The deadline for receipt of these forms at the MSBA office is Friday, January 25, 2013.

Refer to Superintendent's Office.

- e) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 31, 2012, inviting Boards to nominate an outstanding school-based program for the 2013 Premier Award for School Board Innovation. Background information and a nomination form are attached. Complete applications must be received at the Manitoba School Boards Association office by Friday, February 1, 2013.

Refer to Education Committee.

3.03 Announcements

- a) Friends of Education Committee Meeting – 11:30 a.m., Wednesday, November 14, 2012, Conference Room.
- b) Special Board Meeting – Student Matter - 12:30 p.m., Friday, November 16, 2012, Board Room.
- c) Education Committee Meeting – 11:30 a.m., Monday, November 19, 2012, Board Room.
- d) Policy Review Committee Meeting - 11:30 a.m., Monday, November 21, 2012, Board Room.
- e) Education Committee Consultation with Grade 7 and 8 Students – 12:00 noon, Friday November 23, 2012, McLaren Room.
- f) Finance Committee Meeting – 12:00 p.m., Monday, November 26, 2012, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 26, 2012, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report.
- b) Confidential #2 – Letter from a student.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT

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, OCTOBER 22, 2012

PRESENT:

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

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

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Mr. Denis Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance to the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Board Chairperson noted he had a Board Organizational Matter for In-Camera discussions, together with an additional presentation under Section 2.01 – “Presentation for Information”.

Mr. Murray – Mr. Bartlette

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held October 9, 2012 were circulated.

Mr. Snelling – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:

- a) Trustee Indemnities.

Discussions regarding this item were deferred to Section 2.05 – “Business Arising – From Report of Senior Administration”.

2.01 Presentations For Information

- a) Presentation to Ms. Linda Dinsdale.

The Chairperson noted Ms. Linda Dinsdale, Grade 1 Teacher at École New Era School, had been nominated by a fellow teaching colleague for her innovative use of technology in the classroom. Ms. Dinsdale received the 2012 Prime Minister's Excellence in Teaching Award and the Board acknowledged this honour by presenting Ms. Dinsdale with a Certificate of Recognition. Ms. Dinsdale thanked the Board of Trustees noting she enjoys her job, the students and the staff she works with. She finds the students an inspiration and looks forward to going to work each day. The Chairperson thanked Ms. Dinsdale stating the Board appreciated the work that she does in the Division.

- b) Auditor's Report

Mr. Todd Birkhan, Auditor and Representative of BDO Dunwoody joined the Board at the table and spoke to the 2011/2012 audited financial statements from Communications for Action 2.04a). Mr. Birkhan noted he had attended the Finance Committee meeting earlier in the day and had spoken to the audit process. He confirmed last year's report had been a qualified report due to a reservation related to employee sick pay benefits that accumulate but do not vest. Mr. Birkhan noted sick pay benefits which accumulate but do not vest are normally paid out only upon the illness or injury related absence of the employee. The Brandon School Division has always treated this expense on a cash basis when the employee becomes ill and utilizes the sick pay benefit. However, under the PSAB rules, the Division is required to determine the obligation based on the expectation of utilization of sick pay benefits. He confirmed this was an issue faced by all school divisions in Manitoba and a formula to address this matter had finally been developed by the Provincial Government, for all school divisions to follow. Therefore, he was pleased to issue a clean unqualified audit report for 2011/2012.

Mr. Birkhan spoke in detail about the accumulated surplus noting it was at 1.97% of the Division's operating budget, or approximately five days' worth of expenses. He spoke about why the Division needed to have a larger surplus noting there is always the fear of making a short term financial decision that is not in the best interest of the school division in the long term.

Mr. Birkhan noted the Division has a very strong Finance Department. The Brandon School Division is one of the few businesses in Brandon where the Division does its own financial statements and the auditors conduct a “textbook” audit. He congratulated the Division's Finance Department noting they have kept up the good work on a very strong note, despite personnel changes over the past year. He felt the Secretary-Treasurer's Department was to be congratulated on their professional work for the Division.

The Chairperson thanked Mr. Birkhan for his presentation and words regarding the high quality of the work which takes place in the Secretary-Treasurer's Department. He also thanked the Secretary-Treasurer and his team for the work and dedication in overseeing the Division's finances.

2.02 Reports of Committees

a) Divisional Futures & Community Relations Committee Minutes

The written report of the Divisional Futures & Community Relations Committee meeting held on October 3, 2012 was circulated.

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

b) Facilities & Transportation Committee Minutes

The written report of the Facilities & Transportation Committee meeting held on October 4, 2012 was circulated.

Trustee Snelling requested discussions regarding the HUB Zoning be added to the agenda for the joint meeting with City Council to take place in November. The Board agreed to add this item to the agenda.

Mr. Karnes – Mr. Murray
That the Minutes be received and filed.
Carried.

c) Personnel Committee Minutes

The written report of the Personnel Committee meeting held on October 9, 2012 was circulated.

Dr. Ross – Mr. Snelling
That the Minutes be received and filed.
Carried.

d) School Division Parent Guardian Advisory Committee Minutes

The written report of the School Division Parent Guardian Advisory Committee meeting held on October 10, 2012 was circulated.

Trustee Kruck asked if the letter in the Board Agenda from MHSAA regarding uniforms had been presented to the Committee yet. Trustee Sumner noted the letter had only recently been received and was brought to the Board tonight under Communications for Action.

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

e) Education Committee

The written report of the Education Committee meeting held on October 15 2012 was circulated.

The Chairperson of the Committee, Trustee Bartlette, also spoke to the consultation regarding human rights and equality which had been held with high school students on October 15, 2012.

Mr. Bartlette – Mrs. Bowslaugh
That the Minutes be received and filed.

Carried.

f) Other

- Trustee Sefton reviewed Phase 2 of the Growth and Sustainability Consultations noting the Board of Trustees had met on October 15, 2012 to review the data collected at the public consultations on September 17, 19, 26, 2012 along with the survey results. He confirmed the Board will be consulting with the community on November 5, 2012 before considering the adoption of the plan during the regular public meeting of the Board of Trustees on Monday, November 12, 2012. Mr. Sefton reviewed the tentative plan and confirmed the Division will continue to lobby the Provincial Government and the Public Schools Finance Board regarding the need for a new school. He invited all Brandon School Division constituents to the consultation to take place on November 5, 2012.

Mr. Sefton – Mr. Karnes
That the written report be received and filed.

Carried.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, October 17, 2012, noting the Resolutions and Policy Committee is seeking proposed 2013 convention resolutions. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards Office no later than Friday, December 7, 2012. This deadline allows them to include all proposed resolutions in the regional meeting booklet which is distributed to boards in time to allow them to review the entire package prior to regional meetings.

Referred to Business Arising.

- b) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of Brandon School Division, which comprise the consolidated statement of financial position and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information; that management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error; that their responsibility is to express an opinion on these financial statements based on their audit conducted in accordance with Canadian generally accepted auditing standards requiring that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement; that an audit involves performing procedures to obtain audit evidence about the amounts and disclosures included in the financial statements, the procedures selected depend on the auditor's judgments, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error; in making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control with an audit also including evaluating the appropriateness of accounting policies used and reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements; that they believe the audit evidence they have obtained is sufficient and appropriate to provide a basis for their qualified audit opinion; these consolidated financial statements present fairly, in all material respect, the financial positions of the Brandon School Division as at June 30, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting standards; that the financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by us as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a), noting the Resolutions and Policy Committee is seeking proposed 2013 convention resolutions was discussed. The matter was referred to the MSBA Resolutions Committee for further discussion and review.

- MSBA issues (last meeting of the month)

NIL

- From Report of Senior Administration

- a) School Reports – Earl Oxford School and École Harrison.

Earl Oxford School

Mr. Rick Stallard, Principal, Earl Oxford School, provided information regarding the school's development plan. He noted various highlights and upcoming events which would assist the school in meeting the goals of the school development plan, including: research and development with the RTI Model; Early Years PD sessions to address differentiated instruction; use of Fountas and Pinnel in student assessment; and Community Building activities such as a Christmas Dinner for students. Mr. Stallard circulated detailed information on the school's profile as well as the RTI model and professional development. The Chairperson thanked Mr. Stallard for his presentation. Trustees asked questions for clarification regarding Fountas and Pinnel assessment; whether or not the school had participated in the "Tell Them From Me" survey; transiency rate; and the RTI model.

École Harrison

Mr. Craig Laluk, Principal, École Harrison School, noted the Single Track French Immersion Program was now in year 3 at the school. He reviewed the school's demographic profile highlighting the school's strong belief in the value of the arts and cultural programming to support the development of a second language. Mr. Laluk noted the school is addressing student needs in two primary goal areas: improving student achievement in French Language Arts; and developing more relevant instructional practices in order to promote excellence into the 21st century. He highlighted various activities both in and out of the school which are assisting the school in meeting these goals. Mr. Laluk also identified specific programming to support student achievement and spoke briefly to the school's participation in French radio programming, music, culture, the Science Fair and the French Speech Arts. The Chairperson thanked Mr. Laluk for his presentation. Trustee Bowslaugh congratulated the school on participating in the Science Fair noting the École Harrison student who had moved on to the Canadian National Science Fair and won a bronze medal. Mr. Bartlette requested clarification on the "Bistro" model for increasing a student's French language capability. Mr. Laluk noted students sit together with a snack and talk about a theme in the French language, similar to a "bistro setting". Trustees asked Mr. Laluk how he felt about the direction the French Immersion Single Track program was taking. He confirmed he was very pleased and noted a will and confidence amongst the early year students in their command of the language.

- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
- School Speed Zones – Referred Motions.
 - Trustee Indemnities – Referred Motions.
 - Auditor's Report and Financial Statements – Referred Motions.

Secretary-Treasurer, Mr. Zabowski spoke to the motion regarding the school speed zones, confirming he had now heard back from all schools.

Mr. Zabowski also spoke to the motion regarding Trustee Indemnities providing information from the Board By-Law and Board Past Practice.

Mr. Zabowski provided detailed information regarding the Auditor's Report and Financial Statement. He spoke to the Summary of Overexpenditures which had been added to the Report of Senior Administration. He also reviewed the balance sheets and financial statements contained in the Audit Report, including details regarding the accumulated surplus. Trustees asked questions for clarification regarding the Policy 5026 costs and whether or not the Division should include a maximum amount in the policy in order to assist in building a budget line. Anything over the maximum amount to be placed in policy would then need to be approved by the Board. It was noted that the Division was required by law to provide for the costs associated with Policy 5026 and the new Workplace Violence policy as well.

2.06 Public Inquiries (max. 15 minutes)

1. Mr. Darren Hardy, President, Brandon Teachers Association, referencing the costs associated with implementation of Policy 5026 – “Harassment”, inquired as to what the Division was doing to help prevent these types of issues from developing into a major incident? He asked if there was anyway the Brandon Teachers Association could assist in this area. Superintendent, Dr. Michaels, confirmed continual education for all staff in how these matters are to be brought forward and reported with respect and honesty is required. She noted bad behavior will not be tolerated and appreciates the support received from the BTA and MTS in this area. She confirmed the Division would be pleased to continue to work the with BTA in this area. Mr. Hardy asked the Board to remember this conversation if something should come up in budget discussions noting it is better for the Division to be proactive and put money forward at the beginning then to payout even more money should investigations and hearings be required.
2. Ms. Deb Arpin, President, CUPE Local 737, referencing the Personnel Committee Minutes and noting the Committee would be meeting with the Union regarding implementation of the Joint Use Agreement, inquired as to when this meeting would take place. She noted she hoped the meeting would take place before the Board's meeting with City Council on November 8, 2012. Director of Human Resources, Ms. Switzer, confirmed a date had not yet been set but would be prior to November 8, 2012. The Chairperson confirmed the official signing of the Joint Use Agreement had been postponed until the Division had the opportunity to meet with members of CUPE Local 737.

2.07 Motions

133/2012 Mr. Sumner – Mr. Kruck

That the Brandon School Division write a letter of support to the National Crime Prevention Strategy supporting the application of the Brandon Police Services for funding to deploy an additional School Resource Officer.

Carried.

134/2012 Mrs. Bowslaugh – Mr. Kruck

That the information received from school administrators, parent councils and trustees regarding speed zones around schools be forwarded to the City of Brandon and the Province of Manitoba for their review.

Trustee Murray requested a friendly amendment to include forwarding the information to the Province of Manitoba, as some of the information received concerned provincial trunk highways.

Trustee Bowslaugh noted Parent Councils had also provided information regarding speed zones around schools and she was also concerned with areas on Richmond Avenue and 3rd Street and Brandon Avenue and 1st Street.

Trustee Sefton proposed a friendly amendment to include information received from parent councils and trustees in addition to school administrators.

Carried.

135/2012 Mrs. Bowslaugh – Mr. Karnes

That all previous indemnities paid to Trustees for the period of October 2010 through August 2012 be approved.

Trustee Sumner:

"I am going to speak against this motion. I am really disappointed in this motion and the fact that we even have to be seeing it. It may seem trivial but the fact of the matter is we are in contravention of The Public Schools Act not just for the last two years of this Board, but as far as I can tell from looking at a previous file going all the way back to 2001, in that we have been granting Trustee Indemnities without the proper authorization. And however innocently there is a considerable sum of money over the years, over the last 11 years that have been released in such a manner. And the other part that is disappointing is that this is the second time I have flagged something - we only have two by-laws that we have to abide by that we have ownership over and this is the second time in the last two years since this Board started their term that there has been a necessity for a correction whether it be the misapplication or the failure to not comply with the allowances for the chair indemnities. And in this day and age with the scrutiny of our spending locally and from the Ministry of Education in Winnipeg that we are all too aware of, I am just really leery of now passing a motion that essentially goes back over two years with very little scrutiny of individuals and the approvals. You know we are doing a blanket approval of our failure to abide by the proper procedures and there is no transparency or very little transparency on motions that come forward tonight in terms of telling the public exactly what we are authorizing ourselves to receive in terms of retroactive indemnities. It was such a concern to me I have actually requested the Secretary-Treasurer to deduct it from my indemnities for the upcoming month the full value of what I have received up to this date for the last two years. It is not something that I take great pleasure in doing, but it is something that I feel I must do and abide

by my own values as they relate to this and for that reason, for those reasons, I am going to be voting against this motion tonight.”

Trustee Kruck:

“Well one...a couple of aspects, one is I have already paid back funds because I did not feel it was proper when there wasn't a statement brought forward. And it was confirmed that those funds have been paid back. Now I am concerned with the transparency with regards to this motion because there is not much detail in regards to this motion. I was wondering if Kevin can just go ahead and read the detail behind this motion please – just for the public record. It's in the Superintendent's Report, it's just the amounts is what it is.”

Chairperson:

“It is all included in the Senior Admin Report which is part of the public record.”

Trustee Kruck:

“Okay, I just thought if it was attached to the motion it would be easier, that's all.”

Trustee Ross:

“I feel compelled to speak because I feel that my fellow Trustees are accusing me of stealing money from the public. These indemnities were paid in good faith. Trustees put in a lot of hours, in good faith. These indemnities have been paid, not just since 2001, but I daresay through the history of the Brandon School Division and perhaps we would like to go back 40 years and try to collect this money back. Nobody tried to cheat anybody. Nobody tried to do anything dishonest. It was an innocent oversight and we are talking about what - \$10,000 roughly? And I will certainly vote in favour of this motion and I don't think that anything untoward has been done here and I think it is really important to emphasize that in light of the previous comments.”

Trustee Bartlette:

“I feel compelled to echo what Dr. Ross has said. The process has been corrected. There was certainly nothing that was hidden from the public in any way, shape or form, over the history of this school division. And as Dr. Ross has said, having been made aware of the change that was needed, we are so doing. But the process, the application of it, the service rendered and the indemnities given – none of that was inappropriate in any way, shape or form in my mind and I will certainly be voting in favour of the motion that is given here tonight.”

Trustee Snelling:

“I am going to agree with the last two speakers as well. As a Trustee for a number of years as you pointed out, I felt that I have never done anything illegal. Everything I have done has been through the Secretary-Treasurer's Office and has been according to the by-laws of the Division, so I think anything that has been paid to me and any indemnity has been because I've done what I was supposed to do as a Trustee so I am kinda confused by this. But I think it is good that we are discussing this and I think it is good that we are clarifying it. But I am going to vote in favour.”

Trustee Murray:

"I agree with what previous Trustees have said – in particular Marty. I have never been paid for anything I didn't attend. Everything I have attended I participated in fully. And never was money taken under false pretenses or in bad faith. We always agreed at this Board Table when we were going to have planning sessions or what we were going to be attending as Trustees, so those were always agreed to. I noticed on the list that there were things for like for a Vice-Principal interviews and that sort of thing. Those are all committees that are struck by the Board – by motion of the Board - so those indemnities obviously were within our by-law to be paid. Many years ago the MAST convention, which I notice is also on there, was also agreed in our by-laws, would not be part of our regular trustee indemnities because all trustees were expected to be at that. So that MAST convention is covered in our by-laws as a legitimate expense for trustees. All the rest are legitimate expenses as well, regardless of whether or not the by-law said there had to be a motion on the table or not. Those were things that Trustees agreed to. I would daresay that those planning sessions and the rest of it were attended 100% by trustees because if they couldn't be we moved the date so they could be. So like I said I have never taken money for an event I didn't attend to and all the Trustees were at the ones we were at. And I too kinda resent the fact that it sounds like we are trying to do something shady or backhanded in this because that was not the case at all. And I will be supporting this motion as well."

Trustee Bowslaugh:

"I am going to just make note that in many cases, and Mr. Murray has already mentioned some of the examples, where people who are employed on a daily basis by another employer, regardless of who it may be, are in fact away from their work and are bearing the cost of losing the income from their daily, in many cases, their daily remuneration from their original jobs. So I think that is one thing that enters into the discussion and the consideration. Thank-you."

Trustee Ross:

"I wanted to address a slightly different point – regarding to the other issue about the by-law that Mr. Sumner raised."

Chairperson:

"I will give you a little latitude, same as I gave Trustee Bowslaugh last meeting."

Trustee Ross:

"Trustee Sumner also referenced another part of the by-law that we apparently had violated and that was in the by-law it says that an indemnity should be paid to the Chairman of every Committee and that is something we haven't done for many, many, years and I notice that no one sitting around this table is asking for that money back."

Chairperson – Trustee Sefton:

"I will speak to close the debate. I also will be supporting the motion. We made a mistake. And it was a mistake of omission. We thought that, as a group, by approving these events by consensus at the table we believe that

we were fulfilling our responsibilities. We announced those events, they were in the announcements, they were in the Board meetings, that whole thing. It was just a matter of process and we missed a step in the process. So that's unfortunate. It happens. But there was absolutely no intent other than to do the best we could to serve the citizens of Brandon. So I will be voting in favour. That closes debate and I will call the question now."

Carried (6-2-1 – Trustee Sumner opposed and Trustees Bowslaugh and Kruck abstained).

136/2012 Mr. Snelling – Mr. Bartlette

That the Auditor Letters regarding the audit engagement for the fiscal year ending June 30, 2012 between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

137/2012 Mr. Snelling – Mr. Bartlette

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2012 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

Carried.

2.08 Bylaws

NIL

2.09 Giving of Notice

Mr. Sumner

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind Policy 9052 – "School Vandalism Watch".

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce a motion to rescind the following policies:

- Policy 6012 – "Transportation/Facilities Assistant";
- Policy 6013 – "Payroll/Benefits Officer";
- Policy 6014 – "Payroll/Benefits Clerk";
- Policy 6016 – "Information Technology Coordinator";
- Policy 6026 – "Administrative Officer – Crocus Plains Regional Secondary School";
- Policy 6027 – "Work Education Partnerships Coordinator".

2.10 Inquiries

NIL

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Trustee Kruck inquired as to the status of the communications of Policy 4044.1. He asked how it was advertised. Superintendent, Dr. Michaels, confirmed it was in the parent handbook and a brochure was also available.

Mr. Kruck asked what steps were being taken regarding implementation of an anti-bullying campaign. Superintendent, Dr. Michaels, confirmed a report would be coming to the next Board meeting as per Mr. Kruck's previous Trustee Inquiry on the matter.

Mr. Murray – Mr. Snelling

That the report be received and filed.

Carried.

3.02 Communications for Information

- a) Morris Glimcher, Executive Director, Manitoba High Schools Athletic Association (MHSAA), October 9, 2012, addressed to Dr. Donna Michaels, Superintendent, noting they received the Division's letter of July 12, 2012 expressing concern over Volleyball uniforms. He notes the MHSAA uniform rules only relate to consistency of style and colour. Therefore, if a school or Division does not think the uniforms worn by their school are appropriate, then they have the right to work with the school administration to ensure that an appropriate uniform is worn. School Division policy in this regard definitely prevails over MHSAA.

Referred to School Division Parent Guardian Advisory Committee.

- b) Naomi Kruse, Executive Director, Manitoba Association of Parent Councils (MAPC), October 4, 2012, addressed to Dr. Donna Michaels, Superintendent, and expressing their appreciation to the Division for the 2012-2013 membership. This membership includes access to valuable support, skills and resources offered by the organization.

Ordered Filed.

- c) Karen Sabine, Scheduling Coordinator for Honourable Kevin Chief, Minister of Children and Youth Opportunities, October 9, 2012, thanking the Board for the invitation to attend one of the student consultations on human rights and responsibilities. Unfortunately, Minister Chief is unable to attend.

Ordered Filed.

- d) Pearl Domienik, Scheduling Coordinator for Honourable Nancy Allan, Minister of Education, October 12, 2012 advising that the Minister is unable to attend the student consultation meetings.

Ordered Filed.

3.03 Announcements

- a) Finance Committee Meeting with CUPE Local 737 – 2013-2014 Budget preparations – 4:30 p.m., Tuesday, October 23, 2012, Board Room.

- b) Education Committee Consultation with Grade 7 and 8 Students – 12:00 noon, Wednesday, October 24, 2012, McLaren Room.
- c) B.J. Hales Ad-Hoc Committee Meeting – 5:00 p.m., Wednesday, October 24, 2012, Board Room.
- d) Finance Committee Meeting with BTA Executive – 2013-2014 Budget preparations - 4:00 p.m., Monday, October 29, 2012, Board Room.
- e) Finance Committee Meeting with Parent Councils – 2013-2014 Budget preparations – 7:00 p.m., Tuesday, October 30, 2012, McLaren Room.
- f) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, November 1, 2012, Board Room.
- g) Finance Committee Meeting with School Administrators – 2013-2014 Budget preparations – 4:00 p.m., Monday, November 5, 2012, McLaren Room.
- h) Board of Trustees Growth and Sustainability of Facilities – Public Consultation – Phase 2 – 7:00 p.m., Monday, November 5, 2012, North End Community Centre, 1313 Stickney Avenue, Brandon.
- i) Education Committee Consultation with Grade 7 and 8 Students – 12:00 noon, Tuesday, November 6, 2012, McLaren Room.
- j) Divisional Futures & Community Relations Committee Meeting – 11:30 a.m., Wednesday November 7, 2012, McLaren Room.
- k) Meeting with City of Brandon – 6:00 p.m., Thursday, November 8, 2012, McLaren Room.
- l) Personnel Committee Meeting – 12:00 noon, Monday, November 12, 2012, Board Room.
- m) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 12, 2012, Board Room

Dr. Ross – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

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

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Trustees discussed the presentation and process to be undertaken with respect to the consultation to take place on November 5, 2012.

- Trustee Inquiries

Mr. Snelling – Dr. Ross

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

Carried.

IN BOARD

5.00 ADJOURNMENT

Dr. Ross – Mr. Bartlette

That the meeting does now adjourn (9:50 p.m.)

Carried.

Chairperson

Secretary-Treasurer



"Accepting the Challenge"

Policy Review Committee Minutes

Wednesday, October 17, 2012, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), P. Bartlette, M. Sefton
Dr. D. Michaels, Mr. K. Zabowski

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

It was agreed review of Policy 4001 – "Off-Site Activities" would be moved to the first item for discussion on the agenda. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the September 19, 2012 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Policy and Procedures 4001 – "Off-Site Activities"

The Committee reviewed the final draft of Policy and Procedures 4001 – "Off-Site Activities". The Secretary-Treasurer spoke to the changes made regarding updating the insurance clauses; the solicitor's opinion regarding life guard training; and the Department of Education's feedback regarding international watercraft. Discussions were held regarding the need to keep costs at a minimum. It was agreed a line regarding costs, similar to the Seven Oaks School Division Policy on costing for school activities, would be included in the policy as it pertains to co-curricular activities and trips. The Committee agreed to recommend approval of the revised policy and procedures to the Board of Trustees (Appendix "A").

RECOMMENDATION:

That Policy and Procedures 4001 – "Off-Site Activities" be rescinded and replaced with Policy and Procedures 4001 – "Off-Site Activities".

b) Trustee Code of Ethics

The Secretary-Treasurer presented the revised Policy and Procedures 2005 noting the changes made as directed by the Committee to include those clauses recommended by Manitoba School Boards Association (MSBA) which had not been included in the Board's current policy and procedures and to keep in the clauses to which the MSBA had been silent on. Detailed discussions were held regarding the difference between ethics and conduct and the effect each would have on the work of the Board of Trustees. It was noted that two policies could be developed. One policy to acknowledge Trustee conduct in order to meet the provincial compliance to have such a policy; and a second policy on Trustee ethics which would outline the Board's values. The Committee agreed to reaffirm the Division's current Policy and Procedures 2005 – "Trustee Code of Ethics" (Appendix "B"). The Committee also agreed to establish a new Policy and Procedures 2001 – "Trustee Code of Conduct" (Appendix "C"). This new policy and procedure would contain all the revisions as presented by the Secretary-Treasurer. It was also agreed that any redundancy which may show up in both policies 2001 and 2005 would be kept in to reiterate the importance of the statement.

RECOMMENDATION:

That Policy and Procedures 2005 – “Trustee Code of Ethics” is hereby reconfirmed.

That Policy 2001 – “Trustee Code of Conduct” is hereby approved.

c) Live Recordings of Board Meetings – Policy and Procedures

The Secretary-Treasurer reviewed the draft policy and procedures regarding Recording and Broadcasting of Regular and Special School Board Meetings. (Appendix “D”) He noted the draft policy and procedures had been approved by the Division solicitor who had agreed that the written minutes should be the official public record of the meeting and recommended that video recordings be stored for a period of 10 years. Following discussion, the Committee agreed to recommend the draft policy and procedure for approval by the Board of Trustees.

RECOMMENDATION:

That Policy and Procedures 2021 - “Recording and Broadcasting of Regular and Special Board Meetings” is hereby approved.

d) Private Sponsorship

The Secretary-Treasurer spoke briefly to this item, highlighting his meeting with the Division’s solicitor and the Division’s auditor on the topic. Further detailed information will be discussed on this item at the next Committee meeting.

e) 2013-2014 Budget Deliberations

The Committee requested consideration of the following possible budget programming enhancement needs:

- Bus support for curricular, co-curricular and extra-curricular activities;
- Emergency funding for sports travel teams due to inclement weather;
- Funding for teachers so that students do not have to pay for teachers to accompany them on off-site activities;
- Assistance in band travel costs to encourage more students to participate;
- A possible per student grant;
- A budget line for Policy 5026 – “Harassment”.

The Committee requested further discussions on this item take place at the next meeting.

6. NEXT MEETING: 11:30 a.m., Wednesday, November 21, 2012

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix A

POLICY 4001

OFF-SITE ACTIVITIES

Adopted:

The Board of Trustees of the Brandon School Division supports the concept that a balanced educational program involves provision for activities at the school site and for off-site activities that provide the opportunity for **all** students in a school to participate.

The **Division** will work with agencies at the local, provincial, national, and international levels in programs involving students, provided such programs have the approval of the administrative staff of the school and, when required, the Superintendent of Schools/CEO and/or the Board.

This policy is to be used as a basis for preparing and conducting all off-site educational activities in the Division. It is the responsibility of the Principal and supervising staff member(s) to refer to referenced documents and policies to ensure that all off-site activities meet with the policy requirements of the Division.

Off-site activities are to demonstrate the key understandings that:

- learning requires purposeful involvement;
- interpersonal relationships are essential to the learning process;
- knowledge is constructed within a climate of inquiry;
- clear expectations and relevant feedback are needed; and
- diversity is valued with a responsive environment.

Off-site activities are to take place within a context of:

- attention to the safety and security of students;
- attention to risk assessment of off-site activities; and
- protection of students, staff, volunteers, and the Brandon School Division.

The following references are to be used to provide direction for teachers and principals in the preparation and review of off-site activities:

- 1) Procedures 4001: Off-Site Activities;
- 2) Safety Guidelines for Physical Activity in Manitoba Schools (revised for Brandon Schools, 2004-2005);
- 3) Youth Safe Manitoba-School Field Trip Resource;

- 4) Planning Ski Education Programs – A Reference Guide for Schools (Manitoba School Boards Association);
- 5) Swim Safe Programs: A Reference Guide for Schools (Manitoba School Board Education/Seine River School Division);
- 6) Out-of-Class Safety Handbook (Manitoba Education);
- 7) Policy 4058: Out of School Physical Education Approval Process; and
- 8) Policy 9016: Cancellation of School Bus Service.



"Accepting the Challenge"

BRANDON SCHOOL DIVISION POLICY

PROCEDURES 4001

OFF-SITE ACTIVITIES

Adopted:

The procedures outlined herein support the effective implementation of Policy 4001: *Off-Site Activities* to provide for the safety of all students, staff, and volunteers during their participation in and supervision of off-site activities/trips.

All Principals and Teachers-in-Charge are expected to ensure that all activities encompassed in an off-site proposal meet the requirements outlined in these procedures.

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I. RATIONALE FOR OFF-SITE ACTIVITIES/TRIPS

A. Rationale for Off-Site Activities/Trips

The purpose of off-site activities/trips is to provide students with a range of quality off-site educational experiences.

B. Assessment of Educational Opportunities

The Mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth”.

Off-site activities/trips are defined as activities having educational value, which take place beyond the confines of the school, in or out of school hours.

There are two categories of off-site activities and trips:

1. Co-Curricular – extensions to the Manitoba curricula; not essential to its implementation.
2. Extra-Curricular – interest and enrichment learning experiences with voluntary participation to both students and staff.

Criteria for selection of suitable off-site activities/trips are as follows:

- relates to and enhances the school program;
- provides demonstrated educational value;
- demonstrates clearly stated objectives and learning outcomes;
- appropriate to the physical, social, emotional and cognitive development of the students;
- encourages curriculum integration and articulation;
- warrants the travel, time and cost required in making the off-site activities/trips a quality experience; and
- demonstrates that health and safety factors are integral to planning and implementation.

II. STUDENT PARTICIPATION

A. Responsibilities of the Student

The Teacher-in-Charge must advise students of the responsibilities during an off-site activity/trip. As a minimum, each student participating in an off-site activity/trip must:

- comply with the rules of the School Division and the requirements of the school's student code of conduct;
- fulfill all the preparatory requirements at an appropriate level of performance;
- dress appropriately for the off-site activity/trip;
- cooperate fully with everyone authorized by the Brandon School Division to provide education programs and other services;
- participate in a responsible and cooperative manner during the trip;
- account to the teacher-in-charge and volunteers for his/her conduct;
- respect the rights of others; and
- carry out all follow up procedures in an appropriate manner.

No student will be permitted to go, or continue on an off-site activity/trip, if he or she is unwilling or has shown an unwillingness to follow instructions and accept supervision.

No student will be able to participate in an off-site activity/trip unless enrolled in a sponsoring or participating school, with good standing in the class or group taking part.

B. Funding Sources for Activities and Trips

The following requirements are to be noted. Additional funding support is provided by the Board of Trustees through the schools' operating budgets. This support is in recognition that some students may experience financial hardship from time to time, and require assistance. Specific information is available on the Brandon School Division website (www.brandonsd.mb.ca). Information about financial assistance is to be provided through all avenues of home school communications.

1. Curricular Activities and Trips

Funding for curricular activities and trips will be provided by available school funds with NO CHARGE to student participants.

2. Co-Curricular Activities and Trips

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

3. Extra-Curricular Activities and Trips

Funding for extra-curricular activities and trips must be shared between project fundraising and by the student. Financial contribution by students must not exceed \$75.00 a week from date the trip is announced to date the trip is taken.

No school funds may be used to cover travel costs for the activity. Students must contribute at least one-third (1/3) of the cost to be eligible for support from specific divisionally sponsored funding for extra-curricular activities.

III. RESPONSIBILITIES

A. Responsibilities of the Board

The Board of Trustees is responsible for the following:

1. The initial approval of all activities and trips requiring:

- "air travel";
- "wilderness" location;
- out of country location;
- in excess of five (5) days; and
- in excess of \$1000 per student participant; approval must be received before any fundraising or expenditure of money shall occur.

2. The final approval of all "air travel" and "wilderness" activities and trips, and "short stay" activities and trips that take students out of the country.

It is expected that the Board of Trustees shall:

- be thoroughly familiar with the details of the proposed activity and/or trip;
- consider the request at a Board Meeting within four weeks of receipt of the completed application; and
- reply in writing to the school team within three (3) weeks of the presentation.

B. Responsibilities of the Superintendent of Schools/CEO

The Superintendent of Schools/CEO is responsible for the following:

1. The final approval of “out of province” activities and trips not requiring Board approval.
2. Preliminary approval for submission to the Board of Trustees for “air travel” and “wilderness” activities and trips, and “short stay” activities and trips that take students out of the country.
3. Ensuring the schools have provided information relating to student activities involving water and other related high risk activities.

It is expected that the Superintendent of Schools/CEO shall:

- be thoroughly familiar with the proposed “out of province” activity and/or trip, as well as “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take student out of the country;
- meet with the school principal to discuss “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take students out of the country;
- respond to the “teacher applicant” within two weeks of receipt of the request if additional information is required or if interim/final approval is given; and
- upon approval, forward the off-site request to the Secretary-Treasurer’s Office for Board consideration.
- Upon Board approval a copy of the off-site request will be forwarded to the Principal.

C. Responsibilities of the Principal

The school Principal is responsible for the following:

1. The final approval of day activities and trips, and work experience.
2. The final approval of “short stay” activities and trips not requiring approval of the Superintendent of Schools/CEO or the Board of Trustees.
3. The recommendation to the Superintendent of Schools/CEO of “out of province” activities and trips. Such recommendation to delineate as to the activity/trip’s status:
 - Curricular;
 - Co-Curricular; or
 - Extra-Curricular.



4. The recommendation to the Superintendent of Schools/CEO and the Board of Trustees of “air travel” and “wilderness” activities and trips, and “short stay” activities/trips outside the country. These include:
- air travel;
 - wilderness location;
 - exceeding five (5) days; and/or
 - exceeding \$1000.00 per student participant; approval from Board of Trustees is required before any fundraising or expenditures of money shall occur.

It is expected that the Principal shall:

- be thoroughly familiar with the proposed activity/trip;
- reply to sponsoring teacher(s) within three (3) weeks of receipt of proposed trip;
- have confirmed that the requirements of Policy/Procedures 4001: *Off-Site Activities* are adhered to in the planning and preparation of the activity/trip;
- have determined that the planned activities are educationally appropriate;
- have determined that the teacher-in-charge is capable of planning and leading the trip;
- have determined that the activity/trip is suitable in all respects for the students participating, including their age, maturity, physical abilities;
- have determined in conjunction with the teacher-in-charge that the destination is suitable and safe; and
- ensure that schools publicize the budget requirements for an activity/trip well in advance to allow students to save and/or fundraise for the activity or to request financial support from Division funds.

School Principals must ensure that eligibility criteria are established for all off-site activities/trips in accordance with those delineated in Section I, part B of these procedures.

D. Responsibilities of the Teacher-in-Charge

The teacher-in-charge is responsible for the planning, coordination, implementation and supervision of the off-site activity/trip.

The teacher-in-charge must:

- be fully aware of the information and expectations contained within Policy and Procedures 4001: *Off-Site Activities*, and sign off with an acknowledgement of their reading of the Policy and Procedures;
- possess leadership qualifications relevant to the activity/trip, wide practical experience and familiarity with the area and activity, and competence to lead the activity;
- consult with and obtain the approval of the Principal before and during the planning of any off-site activity/trip, and preparation of the Pre-Trip Proposal and Emergency Response Plan (see Forms);
- ensure that the appropriate documentation is filed with the school Principal, or school Principals if the trip involves two or more schools;
- select appropriate volunteers for the activity and provide volunteers with direction as to the requirements of the trip and their responsibilities;
- approve the list of participating students;
- supervise the off-site activity/trip for the duration of the activity/trip (24/7 if it includes overnight);
- follow the safety guidelines and requirements of the appropriate section of Procedures 4001: *Off-Site Activities*. If possible, have visited the location or have gathered verified information about the location of the off-site activity/trip prior to the activity/trip, and be familiar with the seasonal conditions at the time of the activity/trip;
- have the training and knowledge appropriate for leading the trip (see *Assessing Teacher/Leader Competency for Higher Care Activities*). Where no teacher-in-charge has the necessary qualifications for the activity/trip, the school needs to contract a qualified guide and/or service provider;
- plan a parent/guardian meeting as required, and contact parent(s)/guardian(s) who are unable to attend and provide information;
- ensure that all parent(s)/guardian(s) of the students participating in the off-site activity/trip have been informed about the activities and have signed an *Informed Consent – Acknowledgement of Risk* form;
- ensure that all equipment is safe and well maintained. The teacher-in-charge will determine what specialized equipment, including emergency equipment and clothing, is required;

- ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors;
- provide for both male and female chaperones if both male and female students are participating;
- advise and verify that students have appropriate vaccinations for out-of-Canada trips;
- obtain special travel health coverage for all members of the travel group for “out of province” trips (see Section 5, part C *Insurance Protection*);
- advise parent(s)/guardian(s) that students **MUST** have equipment (including clothing and footwear) that is appropriate to the level of activity being undertaken and to the students’ size and experience;
- comply with all Brandon School Division policies and procedures, including Policy 7001: *Student Conduct*; advise the students as to the expectations and consequences regarding appropriate behaviour, including taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of the students;
- ensure that the transportation guidelines, policies and posted speed limits are followed;
- advise students regarding activity/trip hazards and appropriate safety procedures, including any new airport measures;
- consider in the planning and conduct of off-site activities/trips, the age, physical and psychological capabilities of the students and their experience; selected activities must be within the capabilities of the students;
- prepare thoroughly before students engage in an activity/trip. Ensure that students are instructed in the proper use of equipment, in the demands of the activity, risks and hazards, safety precautions and emergency procedures. Supervision will be required to ensure that these instructions are observed throughout the trip;
- ensure that a precise attendance count is taken at all points of departure on the trip (sample attendance grid can be found in Forms);
- ensure that each group has a teacher-in-charge or one of the approved volunteers in charge, if a group splits into two or more independent travelling groups; and
- refer to Section 7: Planning Aquatic Activities for any off-site activity/trip involving aquatics (swimming, watercraft, etc.).

In a wilderness or remote setting the teacher-in-charge must also:

- ensure that appropriate communication devices are taken on the trip;
- notify local area authorities, such as RCMP, forestry or park officials, about the proposed activity/trip and location or route to be used;
- contact local information authorities regarding environmental conditions, seasonal wildlife concerns and trail conditions;
- establish procedures so that contact can be made with the school Principal via RCMP, forestry or park officials or other persons in the area;
- obtain camping permits, fire permits, and other licenses and “area use” permission, where required;
- establish and communicate class safety and emergency procedures to all participants; and
- be aware of the location of the nearest medical station and their contact information.

E. Responsibilities of Volunteers

When individuals are accepted as volunteers they are considered as representatives of the Brandon School Division and have the same standard of conduct and protection as applied to Brandon School Division staff and students. It is the responsibility of the teacher-in-charge and the Principal to select and prepare volunteers to fill their role. It should be remembered that in the delegation of responsibility to others, the authority and accountability remain with the teacher(s)-in-charge and the Principal.

Volunteers are part of the supervision of an off-site activity/trip and are expected to:

- comply with School volunteer Criminal Record and Child Abuse Registry Check of the Division. All forms are available from the school’s office;
- comply with the requirements of Policy and Procedures 4011: *Off-Site Activities*, and complete the Volunteer Application available from the school’s office;
- have qualifications appropriate for the off-site activity/trip;
- know the details of the off-site activity/trip and their specific duties and authority prior to departure;
- exhibit positive behaviour and be an exceptional role model; refraining from the consumption of alcohol and/or drugs, unless medication is required;

- support and follow the school code of conduct;
- report any inappropriate conduct to the teacher-in-charge;
- adhere to the schedule or itinerary; and
- dress appropriately for the off-site activity/trip.

IV. OFF-SITE ACTIVITY/TRIP APPROVAL PROCESS

A. Trip Designation

<i>Trip/Activity Designation</i>	<i>Required Approval</i>	<i>Document Retention</i>
Day Activities/Trips (*)	Principal	School / must be kept until the end of the third (3 rd) school year after the youngest participant turns 21 years of age
Work Experience	Principal	School/must be kept until student graduates from high school.
Short Stay Activities/Trips (**)	Principal	Division / Indefinite
Out of Province Activities/Trips	Principal and Superintendent of Schools/CEO	Division / Indefinite
Activities/Trips exceeding five (5) days	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips outside of Canada (*) (**)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips requiring Air Travel	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips to/in a Wilderness Location	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips exceeding \$1000 per student (approval must be received before fundraising can take place)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite

(*) Day activities/trips that take students outside of Canada also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips **outside of Canada** also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

An Off-Site Activity/Trip Form must be completed and submitted to the principal for the approval of an off-site activity/trip. These forms are found, electronically, on the Brandon School Division website.

B. Process of Approval

DAY ACTIVITIES/TRIPS

Day activities/trips are excursions away from the school property that begin and end within a 24-hour period, and which do not require overnight accommodation arrangements.

The Teacher-in-Charge completes a pre-trip proposal. If accepted by the Principal, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the activity/trip.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Office of the Superintendent/CEO. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

WORK EXPERIENCE ACTIVITIES

Work experience activities are those where a student's presence at a worksite is a required, daily component of their educational program on a regular basis over an extended period of time.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the beginning of the work experience.

The Principal reviews the trip proposal and the Work Experience Proposal. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the work experience activity.



A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the work experience activity for the duration of the activity.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

SHORT STAY ACTIVITIES/TRIPS

Short stay activities/trips are excursions outside the Brandon School Division for a period exceeding 24 hours, which require overnight accommodation arrangements.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **three (3) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

The Principal is to forward the original trip documentation to the Office of the Superintendent of Schools/CEO at least **two (2) weeks** prior to the date of departure.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(*) Short stay activities/trips out of Province also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips outside of Canada also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

OUT OF PROVINCE ACTIVITIES/TRIPS

Out of Province activities/trips are excursions outside the Brandon School Division and the Province of Manitoba regardless of the duration of the activity/trip.

Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **five (5) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

The Principal is to forward the original trip documentation to the Office of the Superintendent of Schools/CEO at least **four (4) weeks** prior to the date of departure.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(**) Day and short stay activities/trips outside of province also require the approval of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS REQUIRING AIR TRAVEL

Air travel trips are excursions outside the Brandon School Division which require air travel as a component of the transportation plan for the trip. These trips may or may not require an accommodation plan.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS TO/IN A WILDERNESS LOCATION

When preparing for a wilderness activity/trip to/in a remote setting the Teacher-in-Charge must also address the following criteria when completing the Off-Site Activity/Trip Form:

- Ensure that appropriate communication devices are taken on the trip.
- Establish and communicate class safety and emergency procedures to all participants.
- Be familiar with the nearest medical station.
- Notify local area authorities, such as Royal Canadian Mounted Police (RCMP), forestry and/or park officials, about the proposed activity and location or route to be used.
- Contact local information authorities regarding environmental conditions, seasonal wildlife concerns, and trail conditions.
- Establish procedures so that contact can be made with the School Principal via RCMP, forestry and/or park officials, or other persons in the area.
- Obtain camping permits, fire permits, fishing and other licenses and “area use” permission where required. Open fires are prohibited.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

The Board of Trustees or the Office of the Superintendent of Schools/CEO may waive the time requirement for any trip, based on special circumstances. A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

V. INFORMED CONSENT

The Teacher-in-Charge must advise parents/guardians and students of the risks and hazards associated with the off-site activity/trip. This is done through an Acknowledgement of Risk Form. In some situations it may be necessary to have a parent/guardian meeting to ensure informed consider for trips with increased risk. Parent/guardian meetings are required for Our of Province activities/trips and activities/trips requiring Air Travel.

A. Acknowledgement of Risk Form

In addition to transportation, time, date, location, clothing, supplies, equipment and supervision, parents/guardians and student must be informed of all hazards and risks. The completion of an Acknowledgement of Risk Form describing the excursion confirms that the parent, guardian, or student (18 years of age or older) has received the information. Verbal acknowledgement by a parent/guardian is not acceptable.

When describing an excursion on the Acknowledgement of Risk Form it is acceptable to attach additional information if there is not enough room to describe the event on the Acknowledgement of Risk Form. The line describing the activity must make reference to the attachments.

One Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or athletics, as long as the Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of Policy and Procedures 4001: *Off-Site Activities*.

B. Parent/Guardian Information

The Teacher-in-Charge must inform parents/guardians of the following information about off-site activities/trips:

- the purpose and objectives of the off-site activity/trip;
- the name of the Teacher-in-Charge and an appropriate contact phone number;
- the date of the activity/trip;
- the destination and, where necessary, a map of the area;
- a detailed itinerary setting out the general nature and number of activities;
- departure and return times;
- mode of transportation;
- financial costs, payment schedule, non-refundable deposits, cancellation insurance;
- safety precautions;
- name of supervisors and volunteers;
- the date of the parent/guardian meeting(s) as required;
- any unusual factors such as rigorous physical activity, water related activities or water sports;
- any special risks associated with the activity;
- remind parent/guardians to inform the teacher-in-charge about any relevant medical conditions of the student;

- note the emergency procedures to be followed in the event of injury, illness, or unusual circumstances;
- note the need for additional medical coverage for Out-of-Province/Air Travel trips;
- provide any other relevant information about the trip which may influence the parent's/guardian's decision to withhold permission;
- advise that even though a signed authorization form is on file, the Teacher-in-charge retains the option of removing students from an off-site activity/trip;
- advise that Parents/guardians will be informed of inappropriate student behaviour, or injuries.

C. Parent/Guardian Meetings

Out-of-Province and Air Travel Trips require that the teacher-in-charge convene a meeting of parents/guardians to review the itinerary, rules and conduct expected of the students, share knowledge about the location, disclose risk and deal with questions. When a parent/guardian meeting has been called for a trip, the teacher-in-charge or another teacher supervising the excursion to review the information discussed at the meeting. A record of this contact is to be retained. This meeting must be called on school year in advance of the proposed trip.

The agenda for a parent/guardian meeting is the decision of the off-site activity organizer and presenters. Every trip is unique and the agenda should reflect the unique characteristics of the location and supervisors. It should, however, include the following suggested topics related to safety:

- A detailed itinerary with time, date, location and activity;
- Plans for alternate activities or locations and the reasons that alternate plans will be implemented;
- List of supervisors and chaperones;
- Arrangements for accommodation;
- Communication plans including how contact can be made with students during the excursion and a parent/guardian phone fan-out plan;
- Disclosure of hazards and risks that participants may be exposed to during the excursion;
- Safety measures being employed by supervisors, chaperones, and guides;
- An opportunity for all participants including students, parents/guardians, chaperones and teachers to ask questions and receive answers about any aspect of the trip.

VI. PLANNING OFF-SITE ACTIVITIES/TRIPS

A. Activity Services Providers

Off-site activities can be highly complex and require a specific ‘skill set’ to effectively and safely provide a learning opportunity for students. The use of a “service provider” should be considered when Brandon School Division staff do not have the necessary skills for an activity, in particular risky activities, but the activity has been deemed an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of a Pre-Trip Proposal and vetted through the Office of the Superintendent/CEO and Secretary Treasurer before commitments are made.

B. Suggested Hotel Arrangements

- Accommodations must be made for transgender students as appropriate.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Inquire about safety deposit boxes for passports and money.

C. Billeting

A completed off-site activity form with a covering letter must be sent to the Board for approval. The Billeting Guidelines in the Appendix must be followed.

D. Insurance Protection

Insurance is not a substitute for reasonable management and taking proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board of Trustees, employees and volunteers while they are acting within the scope of their responsibilities.

a) Board of Trustees and Employees

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

b) Accident Insurance for Volunteers

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

c) Universal Student Accident Insurance Program

The Brandon School Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Brandon School Division while:

- In or on school buildings or premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;
- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;
- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while he/she is participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;

- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

1. Travel Out-of Country

As part of a Pre-Trip Proposal, a review of the **Foreign Affairs and International Trade Canada** *Travel Updates* website should be included if pertinent destination information is reported.

2. Travel and Health Insurance for Out-of-Province Trips

Special Travel Health coverage **must** be obtained for all students by the teacher-in-charge for **ALL** Out-of-Province Trips. This insurance provides emergency hospital medical services that are not covered by Medicare. The Special Travel health coverage must be obtained by calling Hayhurst Elias Dudek Insurance, 1-800-265-0314 extension 278.

3. For All Trips in Manitoba

It is strongly recommended to students and parents/guardians that the Student Accident Insurance be obtained. The Student Accident Insurance provides coverage for things such as ambulance transportation and dental injury (which are not covered by Medicare).

4. Liability Insurance

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board, trustees, employees and volunteers, while they are acting within the scope of their responsibilities.

5. Vehicle Insurance

When an individual is using his/ her vehicle for Brandon School Division purposes, valid insurance must be in effect. Minimum MPIC basic insurance coverage; the owner shall carry at least \$1 million liability coverage.

E. Financial Planning and Budget

The cost of Off-Site Activities is the responsibility of the participant. Individuals, the Brandon School Division, parents/guardians and community members may assist with costs.

A proposed budget should be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity request.

The proposed budget should include:

- Fundraising timelines;
- Overall cost of trip for all participants;
- Sources of revenue from fundraising to reduce the overall cost;
- Overall cost of trip for individual participants;
- Sources of revenue from fundraising to reduce the individual student's cost;
- Estimate of the number of students requiring/identified as needing additional financial support due to need.

F. Emergency Preparation

Pre-planning for emergencies reduces stress levels during an incident and can speed reaction time and avoids trial and error response models.

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and chaperones so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Teachers

and principals must work co-operatively with these agencies for the benefit of all involved.

Confusion and disorganisation are usually the initial reactions of people involved in an emergency, or they may suffer from shock. This situation can be made worse when unreasoned attempts are made to solve the emergency.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity an emergency response plan should be developed collaboratively between the Principal and Teacher-in-Charge as part of the Pre-Trip Proposal.

VII. PLANNING AQUATIC ACTIVITIES

A. Water/Swimming – Pre-Event Planning and Contingency Planning

1. A detailed pre-event planning and contingency planning report is required in writing for all school outings and must be presented to the Principal for approval.
2. Gr. 9 – 12 – if there is no life guard there must still be adult supervision. K-8 if there is no lifeguard then the aquatic activity does not take place.
3. Where aquatic activities are the major focus, or a qualified organization is providing a service, the following must be included:
 - the designation of a Teacher-in-Charge;
 - a requirement for a planning visit to the venue and a discussion with appropriate venue personnel;
 - a requirement for a written agreement with the venue as to mutual expectations and commitments regarding supervision;
 - a requirement that immediately prior to departure a list of those students actually attending the outing be prepared by the teacher of each class and left at the school, with another copy provided to the Teacher-in-Charge for the outing;
 - particularly for outings involving students in Grades K to 6, that consideration be given to the utilization of a “Buddy System” where each child is assigned a buddy and on a specified signal is to find his/her buddy and stay with him/her until a head count is done. Through such a system, checks can readily be done on entering and leaving a facility;
 - a particular vehicle be identified to all adults in attendance as being available for use in case of a medical emergency;

- a plan for parent/guardian notifications in the event of an emergency be in place (e.g. the school secretary to do notifications based on the pre-departure attendance lists);
- a follow-up person be designated and prepared for any serious incident that might occur – for such tasks as dealing with investigators, identifying witnesses, preserving the scene of any accident until investigators arrive, etc;
- if a serious incident does occur, a requirement for written reports to be prepared by all teachers in attendance at the outing and given to designated school and school division personnel; and
- other potential provisions such as procedures for dealing with injuries as outlined in the “Safety Guidelines for Physical Activities in Manitoba Schools”.

4. Swimmer’s Rules and Expectations

Where a swim venue has its own set of rules they must be followed.

Regardless of the rules posted at a particular venue the following must be followed:

- Swim only in designated areas;
- Swim with the buddy system;
- **Never dive in shallow water;**
- Know your limits;
- No horseplay, pushing or shoving on the deck or in the water;
- To prevent choking, never chew gum or eat food in the water;
- For outdoor pools and lake swimming, stay out of the water if storms are forecast or imminent;
- When lake swimming, watch for dangerous waves and currents;
- Restrict activities to designated swimming areas, usually marked by buoys;
- Never swim in the dark;
- Never push others under the water;
- Pay attention to the supervisors and lifeguards.

A student’s failure to comply with these, or the venue’s, rules and expectations will lead to loss of privilege to participate in the activity.

5. Swimming Endurance Test

To enter deeper water, students must be able to demonstrate a continuous 50-metre swim such that there is a coordinated action of arms and legs and the ability to comfortably place the face in the water once in a while during the swim. This must be completed with a reasonable degree of strength. It will be evaluated by a qualified lifeguard at the venue.

B. Water/Swimming – Group Activities (Excluding instructional programs)

1. Swimming safety regulations are specified in the Public Health Act. Manitoba Environment requires strict adherence to their lifeguard-to-patron ratio while inside or outside of the Province, Country.
2. Capacity of facility must be adhered to in ALL cases.

This section pertains to non-instructional group outings that involve School Division Children. This would include all school parties and group rentals where a class or classes rent an aquatic facility for a one-time booking.

3. Supervision requirements:

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One for each group of 25 students				
Lifeguard	One current, qualified lifeguard, as defined in <i>Section F: Life Guarding Qualifications</i> , is required for each group of 25 students in or near the water.				
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12. When students are in or near the water adult supervisors must position themselves so that the students are in clear sight and that they can assist, if requested, in an emergency.				
	Grade:	K	1-4	5-8	9-12
	Adult to student ratio:	1 : 4	1 : 6	1 : 8	1 : 12

4. The “Buddy System” **shall** be practiced during all swimming activities.

5. The swimming area must be cleared and a check of the swimmers made at regular intervals. The checking interval should **NEVER EXCEED** twenty (20) minutes. During this interval, students must locate and stand by their buddy.

6. Use of private pools, private hot tubs and private swimming areas is **NOT** permitted.

7. Public/Semi Public (Hotel) Hot Tubs

- i. Early Years – use not allowed
- ii. Middle Years – use not allowed
- iii. Senior Years – use allowed
 - no individual use unless monitored by an approved supervisor.

8. Semi Public (Hotel) Pools

- i. Early Years – use not allowed
- ii. Middle Years – use not allowed
- iii. Senior Years – use allowed
 - must meet teacher and minimum adult supervisor requirements.

9. Public Pools (excluding paddling pools)

- i. Early Years – use allowed
 - K-4 must wear CSA approved PFD's (Personal Flotation Device) except:
 - When taking a course of instruction;
 - When they can **pass** a swimming proficiency test to the satisfaction of the supervising lifeguard;
 - When the student's feet are on the bottom of the pool and the water level does not exceed the student's shoulder height.
 - Must meet specified lifeguard and supervisor requirement.
- ii. Middle Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.
- iii. Senior Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.

10. Paddling Pools/Splash Parks

K-6 must meet the teacher and adult supervision ratios

11. Open Water Posted Safe for Swimming

- i. Early Years - use not allowed
- ii. Middle Years - use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

- iii. Senior Years – use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

C. Water/Swimming – Instructional Programs

This section pertains to all instructional swim programs that are contracted on behalf of the Brandon School Division. Swim programs are structured and follow a schedule set out by a representative of the service provider.

Buddy System – not required during swim lesson time. The “Buddy System” is required when the children are in the change room and during free playtime. Each supervising swim instructor is responsible for the supervision of their class.

1. Supervision requirements

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One is required for each group of 25 students. See below for a complete list of responsibilities for the teacher-in-charge.	
Lifeguard/Instructor	At least one qualified instructor is required. When an instructor is not a qualified lifeguard, as defined in Section F: Life Guarding Qualifications, the facility MUST provide a qualified lifeguard to closely monitor the safety of the class. When determining the number of instructors needed, recommended guidelines from the Canadian Red Cross Society and YMCA Canada, respectively, will be followed.	
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12.	
	Grade:	K - Grade 8
	Adult to student ratio:	1 : 10

2. Responsibilities

Supervising teacher(s) – It is required that each school participating in the school program identify a teacher-in-charge and an alternate, should he/she be unable to attend a swim session. When choosing a teacher-in-charge, it is recommended that the following be considered:

- Regular classroom teacher;
- Good knowledge of children participating in swim program;
- Ability to communicate and direct other teachers who are responsible for smaller groups of children (team leader);

Note: Substitute and student teachers are not recommended due to inconsistency of attendance at swim lessons.

****All teacher(s) –in-charge must attend an orientation meeting at the appropriate facility prior to the lessons.****

- Identify themselves to facility staff (clerical and aquatic). It is expected that the teacher-in-charge is well known throughout the facility. Supervising teachers will act as a point of contact for the Principals and the facility staff.
- Coordinate other supervisory staff in the change rooms and with on-deck supervision. This may include providing instructions and/or training with other staff prior to swim lessons beginning to ensure staff is familiar with the facility.
- Responsible for ensuring children follow procedures in change room and that they are brought out on to pool deck and seated on pool benches in a safe and orderly fashion.
- All teachers-in-charge (from each school) are to provide a list of participating children (and their swim levels to the corresponding facility. Ideally, this list is generated and forwarded to the facility at least one week prior to the lessons beginning.
- Communicates to the Supervising Swim Instructor, any information regarding “high risk” behaviour or medical concerns for participating children.
- Communicates with Instructing Staff on an ongoing basis regarding any concerns or questions relating to the swim program.
- Assists with the on-deck supervision of all children in the pool area. This includes children who are not actually in the water as well.
- Communicates any parental concerns (verbal or written) to the Supervising Swim Instructor within a timely manner.
- Assists pool staff with minor first aid situations (e.g. nose-bleed) and other tasks as necessary (e.g. PFD’s)
- Responsible to notify the Supervising Swim Instructor of any pool equipment they do not want accessible during lesson or free playtime.

D. Canoes

For those trips involving the use of canoes, safety guidelines are to be appropriately addressed:

- Approved CSA PFDs (Personal Flotation Devices) **must** be worn at all times while on the water by all participants and supervisors.
- At least three weeks prior to the date of departure all participants **must** be able to complete the following swim tests without a PFD:
 - i. Swim 100 m continuously with any stroke;
 - ii. Tread water for 3 minutes

This test should be verified in writing by a qualified lifeguard. Any student not passing this test is ineligible for the trip unless a re-test is successful.

- A minimum of one of the approved supervisors must have valid lifeguard qualifications for every ten (10) participants. Additional approved teachers/volunteers with valid lifeguard qualifications are strongly recommended.
- A map showing details of the proposed route and camp sites and a time schedule must be filed in advance at the base camp and at the school.
- All participants must use the “Buddy System” – as practiced in swimming activities and the buddies must be in the same canoe.
- All canoe must also come under the “Buddy System”: a) one canoe is buddy for the other and they stay together in pairs; b) “supervision” canoes serve as lead and follow-up canoes. All student canoes must follow the “lead” in single file with speed controlled by a whistle signal from the follow-up “supervision” canoe.
- It is recommended all canoe stay within 25 m of the canoe closest to them.
- Canoeing Activities
 - i. Early Years – use note allowed.
 - ii. Middle Years – limited use allowed.
 - In-pool training (In-pool includes all designated training areas; roped water area at beach, lake, etc.)
 - iii. Senior Years – use allowed after training.
 - In-pool training as well as canoe tripping (Canoe tripping is defined as traveling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which may or may not include an overnight stay.)
- On wilderness trips and/or trips to isolated areas, it is required that an experienced guide or service provider with the necessary knowledge of the area and route be in place.

E. Commercial Watercraft

1. Canada:

Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.

2. Countries other than Canada:

Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

F. Other Safety Rules

1. A first aid kit must be available.
2. Back-up emergency transportation must be available at all times.
3. Appropriate communication device must be available at all times.

G. Life Guarding Qualifications

No person shall act as a lifeguard as required in the Division unless she/he is at least seventeen (17) years of age, and meets the additional criteria specified by *The Public Health Act (C.C.S.M. c. P210)* through *Swimming Pools and Other Water Recreational Facilities (Regulation 132/97)*:

1. She/he holds a current Cardiopulmonary Resuscitation Certificate of C-Level or higher, in accordance with the standards set by the International Liaison Committee on Resuscitation.
2. She/he holds one of the following:
 - St. John's Ambulance Standard First Aid Certificate;
 - Red Cross Standard First Aid Certificate;
 - Lifesaving Society Standard First Aid Certificate;
 - Criti Care Inc. Standard First Aid Certificate; and
3. She/he holds a current certificate certifying that she/he is the holder of the Lifesaving Society's National Lifeguard Service (NLS) Award.
4. A student who is part of an aquatic activity must **NOT** serve as lifeguard for that group.

VIII. CONDUCTING OFF-SITE ACTIVITIES

A. Supervision

- Brandon School Division suggested adult to student ratio (including teachers);
- Teachers must ensure that students are adequately supervised. In determining what constitutes adequate supervision, teachers need to consider the maturity, both physical and emotional, gender of the students, the degree of risk associated with the activities, the skill, knowledge and experience of the staff and their capacity to manage emergency situations;
- Additional supervision must be considered for off-site activities involving: increased risk, large number of students, participation of students with special needs, crowded venues, trips that are new to the sponsoring school and overnight trips;
- All supervision must be provided by individuals that are over the age of eighteen and meet the requirements of volunteers;
- There must be a teacher-in-charge for each off-site activity.

B. Transportation

Transportation of students by charter or school bus is recommended. Schools are reminded to use only approved carriers. This list is available from the Secretary-Treasurer's Department.

All transportation outside Brandon School Division boundaries will be coordinated by the teacher-in-charge.

NB. Students/minors are not to be used as volunteer drivers for travel beyond the Brandon School Division boundaries.

1. Private Vehicles

- i. Private vehicles may be used to transport students only with the **express knowledge and permission** of the Principal. Principals shall ensure that vehicles used are appropriately registered under *The Highway Traffic Act C.C.S.M. c. H60* and that drivers have a current and valid driver's license (see *Driver/Vehicle Approval Form*). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for his/her own protection, to carry at least \$1 million liability coverage.

- ii. It is recommended that where feasible the vehicle be operated by an employee or other responsible adult. For out-of-Division trips the Principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal (Passenger Assignment Form). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.
- iii. In the event of an accident, the Principal shall immediately verbally advise the Superintendent and as soon as possible file a full written report to the Superintendent.

2. Rental Vans

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1st and October 31st, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Office of the Superintendent/CEO between 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The drivers shall not be students.

3. Bicycles

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bike;
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. are use;
- Approved helmets for participating students and supervisors are required;
- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned;
- Brightly coloured vests or clothing are encouraged for all riders.

4. Water Travel

- i. Canada:
Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.
- ii. Countries other than Canada:
Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

5. Public Transit

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.

6. Walking

When walking is used as a mode of transportation for fieldtrips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

NOTE: During severe weather or poor driving conditions, principals or their designate must ensure that weather and road conditions are conducive to travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecast by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high or extreme (-45 C) category as defined by Environment Canada.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside Brandon School Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

IX Appendices

- A. Pre-Trip Proposal
- B. Emergency Response Plan Development Template
- C. Field Trip Checklist
- D. Supervision Ratio Calculation Form
- E. Day-Trip (Canada)/Work Experience Proposal Form
- F. Field Trip (Other) Proposal Form
- G. Post Trip Report Form
- H. Off-Site Incident Report Form
- I. Attendance Checklist
- J. Driver/Vehicle Approval Form
- K. Passenger Assignment Form
- L. Assessing Teacher/Leader Competency for High Risk Activities





BRANDON SCHOOL DIVISION POLICY

POLICY 2005

TRUSTEE CODE OF ETHICS

Reaffirmed: Motion 158/2005; November 28, 2005

* Corrected version

Trustees shall:

1. Keep informed of the organization's history, goals, policies, public and current activities so they are better able to make effective decisions.
2. Respect the decision of the majority as determined within the recognized mandate of the Board of Trustees, reserving the right to seek changes to these decisions in the future through ethical and constructive channels.
3. Recognize that the responsibility of the Board is to make policy and to give direction and that the day-to-day administration of the Brandon School Division is the responsibility of the Superintendent of Schools/CEO and staff.
4. Realize that a Trustee has no legal authority outside the jurisdiction of the Board, must abide by the lines of authority and communication in place between themselves and the staff and shall not obligate the Board in any way without specific authorization from the Board.
5. Work with fellow Trustees and staff members in a spirit of cooperation regardless of personal differences of opinion; treating all with courteous respect, and encouraging the free exchange of diverse views.
6. Respect the strict confidentiality of all privileged information and take no action after receiving confidential information which might compromise in any way the Board, the Division or any of its employees or students.
7. Refrain from using the position of Trustee for personal gain or the pursuit of personal interest and avoid any situation(s) which might suggest a conflict of interest or the appearance of impropriety in the performance of responsibilities as a trustee.
8. Provide effective and credible service by devoting time, thought and study to the duties of a Trustee.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 2005

TRUSTEE CODE OF ETHICS – PROCEDURES IN THE EVENT OF POSSIBLE BREACH OF CODE OF ETHICS

Adopted: Motion 158/2005; November 28, 2005

I CODE OF ETHICS

A. AT THE BOARD TABLE

Any Trustee perceiving another Trustee to be in possible breach of the Code of Ethics shall have the right to move that the Board of Trustees resolve itself into committee of the whole in-camera on a point of privilege, during which the Trustee shall raise the perceived breach with the full Board for consideration.

B. ON OTHER OCCASIONS

Any Trustee perceiving another Trustee to be in possible breach of the Code of Ethics should first raise the concern with that member with the intent to resolve the concern. If the concern is not resolved the Trustee may proceed to inform the Chairperson, or if more appropriate, the Vice-Chairperson, who will then act as conciliator. Failing resolution, at the request of either party, the Chairperson or the Vice-Chairperson shall present the perceived breach to the full Board for consideration at an in-camera session.

RESPONSE TO BREACH OF CODE OF ETHICS

Where in the opinion of the Board a breach of the Code of Ethics has occurred the Board shall respond by taking such course of action that it deems to be appropriate which might include:

- a) a written reprimand from the Board and/or;
- b) the removal from any position of appointment made by the Board for such length of time as the Board determines.

II PROCEDURES IN EVENT OF POSSIBLE BREACH OF CONFLICT OF INTEREST

Any Trustee perceiving another Trustee to be in conflict of interest shall follow the Conflict of Interest guidelines as outlined in the Board's Procedural Bylaw or the provisions under The Public Schools Act. Board response shall be in accordance with provisions under The Public Schools Act.



BRANDON SCHOOL DIVISION POLICY

Appendix C

POLICY 2001

TRUSTEE CODE OF CONDUCT

Adopted:

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, in accordance with section 35.1 of The Public Schools Act, the school trustees of Brandon School Division:

- Will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
- Recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.
- Understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
- Strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
- Review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.
- Listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
- Treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.
- Keep informed of the organization's history, goals, policies, public and current activities so they are better able to make effective decisions.

- Respect the decision of the majority as determined within the recognized mandate of the Board of Trustees, reserving the right to seek changes to these decisions in the future through ethical and constructive channels.
- Recognize that the responsibility of the Board is to make policy and to give direction and that the day-to-day administration of the Brandon School Division is the responsibility of the Superintendent of Schools/CEO and staff.
- Refrain from using the position of Trustee for personal gain or the pursuit of personal interest and avoid any situation(s) which might suggest a conflict of interest or the appearance of impropriety in the performance of responsibilities as a trustee.



BRANDON SCHOOL DIVISION POLICY

Appendix D

POLICY 2021

RECORDING AND BROADCASTING OF REGULAR AND SPECIAL SCHOOL BOARD MEETINGS

Adopted:

Purpose

The Brandon School Division Board of Trustees recognizes the value and importance of keeping the students, parents, and constituents apprised of the deliberations and decisions of the Board.

The procedures accompanying this policy set forth the methods of recording and broadcasting Brandon School Division Board of Trustees Board regular and special meetings.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 2021

RECORDING AND BROADCASTING OF REGULAR AND SPECIAL SCHOOL BOARD MEETINGS

Adopted:

Responsibility for Recording

It shall be the responsibility of the Secretary-Treasurer to take minutes of all Regular and Special meetings held by the Brandon School Division Board of Trustees. One or more of the following methods of recording Regular and Special School Board meetings will be used by the Division.

1. Manual Recording of Minutes

- a) All decisions and highlights of discussions of all Regular and Special School Board meetings of the Board of Trustees shall be recorded by the Secretary-Treasurer or designate.
- b) All decisions and highlights of discussions of all Committee Meetings of the Board of Trustees shall be recorded by the Secretary-Treasurer or designate.
- c) The written minutes of all Regular and Special School Board meetings of the Board of Trustees, as well as the written minutes of all Committee Meetings of the Board of Trustees, shall be posted to the Division website after these minutes have been officially approved by the Board of Trustees.

2. Electronic Recordings

Audio:

- a) Discussions and all proceedings of Regular and Special School Board meetings of the Board of Trustees may be digitally recorded by the Secretary-Treasurer or designate.
- b) Digital audio recordings may be used for the purpose of assisting in the preparation of official written meeting minutes for posting on the Brandon School Division's web site.

Video:

- c) Discussions and all proceedings of Regular and Special School Board meetings of the Board of Trustees will be video recorded by the Secretary-Treasurer or designate.

- d) The absence of video recording and/or broadcasting, due to equipment malfunction, other technical problems or otherwise, shall not have any impact upon the conduct of a meeting or affect the validity of any action lawfully taken at such meeting.
- e) Electronic copies of the video recording of any Regular or Special School Board meeting produced by the Brandon School Division are the exclusive property of the School Division to be used at the discretion of the Board of Trustees.
- f) The video recording of any Regular or Special School Board meeting produced by the Brandon School Division is not the official public record of the meeting. The written minutes, as approved by the Board of Trustees, shall be the official public record of the meeting.

3. Retention

- a) **Audio:** Digital recordings of Regular and Special School Board meetings shall be archived for a period of two years, after which they shall be deleted.
- b) **Video:** Video recordings of Regular and Special School Board meetings shall be posted on the Brandon School Division's web site for a period of two years, after which they shall be archived.
- c) Retention Exception

The exception to this policy is if a recording must be saved as a result of a litigation hold. In such a case, the audio and/or video recording must be maintained and preserved. After the conclusion of the litigation matter or when there is no longer a bona fide threat of litigation, all recordings preserved by the litigation hold will be deleted/archived as per this policy.

4. Public Access to Electronic Recordings

- a) **Video Streaming:** Regular and Special School Board meetings will be streamed live on the Brandon School Division's website on the dates established by Board Bylaw.
- b) **Video Archives:** Archived video recording links shall be posted on the Brandon School Division's web site for public viewing when they are available for broadcast. Archived video recording links do not constitute official meeting minutes. Archived video recording links are posted for informational purposes only.

Committee Minute Form

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Workplace Safety & Health Division

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BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>October 17, 2012</u> Date of next meeting: <u>January 16, 2013</u> Number of employees at Workplaces: 700+ Recording Secretary: Rhonda Beaulieu	Employer Members Kevin Zabowski Mel Clark Jim Murray Craig Laluk	Occupation Secretary-Treasurer Director Fac & Trans Trustee School Administrator	Present x x x x	Absent
	Worker Members Darren Hardy James Copeland Jamie Rose Issa Qumsieh	BTA President Teacher Utility Worker Custodian	x x x	x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (date & when)
A	Minutes of May 16, 2012 <ul style="list-style-type: none"> Darren Hardy, Chair, called the meeting to order at 1:10 p.m. and welcomed Trustee J. Murray to the Workplace Safety & Health Committee. There were no amendments to the meeting minutes of May 16, 2012. D. Hardy requested to add "Scent-Free Policy/Other" to the agenda. 	<ul style="list-style-type: none"> Moved by Craig Laluk – Jamie Rose – That the previous meeting minutes of May 16, 2012 be adopted as circulated. Carried. Moved by Jim Murray – Craig Laluk – That "Scent Free-Policy/Other" be added to the agenda as item #8 under New Business. Carried. 	
B	Outstanding Issues: <ol style="list-style-type: none"> Violence in the Workplace Policy, Training Plan – Update, K. Zabowski 	<ul style="list-style-type: none"> K. Zabowski reported that Dr. Michaels and B. Switzer reviewed the policy with the principals on August 27, 2012 and the principals were directed to review the information with their respective staff. K. Zabowski also provided that the Administration Office department managers were also directed to review the policy with their own staff, as well, and he has done so with the Secretary-Treasurer department in a staff meeting. There is no "formal training" as of yet with the Division as a whole. Discussion ensued on training ideas and staff meeting reviews in different environments at the schools. It was also confirmed that a hardcopy of the policy is to be posted on all bulletin boards at all Division sites as it must be visible to all staff at all times. 	WPS&H Committee & Safety Reps: Post Policy & Procedures 5074 on all bulletin boards.
	<ol style="list-style-type: none"> Bomb Threats Procedure – Update, M. Clark/K. Zabowski 	<ul style="list-style-type: none"> K. Zabowski reported that Dr. Michaels was not able to speak with the Chief of Police about this as of yet and she is still working on it. The Division feels that it is the responsibility of the Brandon Police Services to be in attendance at Division buildings when these situations arise. It was further clarified that Division staff is <i>not</i> required to do anything other than evacuate the building immediately to ensure safety. 	K. Zabowski – Report on procedure feedback from Sr. Admin. January 2013

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Darren Hardy

Signature

Signature

Committee Minute Form

Page 2 of 4



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Workplace Safety & Health Division

Item #	Copy of Minutes	Discussion/Action of Item #1 to Item #5	Action By (Who & when)
	3. Primary Access – Update, D. Armstrong (Attachment #1)	<ul style="list-style-type: none"> D. Armstrong reviewed the new procedures that have been implemented at the Administration Office. It was also provided that staff with Division-issued photo ID do not need a visitor pass, but they still must sign in upon entering the building. D. Hardy reported that upon discussion with Dr. Michaels, it was agreed that BTA members who visit the building for meetings of sensitive and/or personal matters and do not wish to have their name on record as attending the building, will be met by D. Hardy at the north doors only and will exit by the same doors upon conclusion of their meeting. This is provided as information only. 	
C	Correspondence: 1. WPS&H Committees & School Representative Lists for 2012-13 (Attachment #2)	<ul style="list-style-type: none"> Provided as information only. 	
D	New Business: 1. School Accidents Reported Electronically March 1 to September 30, 2012 – D. Armstrong (Attachment #3)	<ul style="list-style-type: none"> D. Armstrong reviewed the attachment and concluded that numbers appear to be consistent. It was agreed that more personnel are aware of what constitutes a workplace safety and health issue and staff are doing a great job. 	
	2. Violent Incident Report for 2011-12 – D. Armstrong (Attachment #4)	<ul style="list-style-type: none"> D. Armstrong reviewed the attachment. Discussion ensued on violent/serious incidents and it appears that investigations are going well. 	
	3. Inspections Completed for 2011-12 – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> Committee members reviewed the attachment. It was mentioned that Maintenance actually had two inspections last year, the second date simply wasn't added to the list. As with the Division schools, it was confirmed that both Maintenance and the Administration Office will have four inspections each year also. 	
	4. Inspection Schedule for 2012-13 – D. Armstrong (Attachment #6)	<ul style="list-style-type: none"> Committee members reviewed the attachment. Inquiry about inspections for Neelin Off-Campus and Upper Deck: <ul style="list-style-type: none"> M. Clark indicated that it is the responsibility of the joint Vincent Massey and Neelin High Schools WPS&H Committee to complete these inspections. It was further suggested that J. Ferguson and V. Adams be involved on that inspection team. Inquiry about inspections at the ARYP building (At Risk Youth Program) at 729 Princess – D. Armstrong indicated that he has completed two inspections there already. J. Copeland inquired about inspection staff requesting that they be in attendance for the part of the inspection only that relates to them so they are not taken away from their duties during the whole inspection time. It was agreed that the full inspection team is to be present for the whole duration as it is 	

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark

(x) Print Name of Worker Co-Chair Darren Hardy

Signature

Signature

Committee Minute Form

Page 3 of 4

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Workplace Safety & Health Division

Date of Origin	Committee Minutes	Recommendations/Action Items	Action By (Name & Title)
		important that they know the status of their own school. Also, it is policy that they attend to the inspection as a team.	
	5. Policy 1013.3 "Workplace Safety and Health - Duties/Responsibilities for Safety and Health" - Request for Clarification, K. Zabowski	<ul style="list-style-type: none"> - K. Zabowski reported that at the Board Meeting of June 25, 2012, the CUPE President inquired about the words "Other Staff" on Procedures 1013.3 and asked for clarification on who it refers to specifically. - It was confirmed and agreed by the committee members that it includes everyone else who does not fall into any of the other categories listed in the procedures. The current wording in place ensures that no Division staff members are left out. - It appears that this is only a wording issue; therefore, the committee feels that it is not necessary to make any changes and to leave the wording as is. 	
	6. Annual Hearing Tests - K. Zabowski/D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong reported that Stokes will not be providing the audiometric testing this year. We will be going with Change Innovators Inc. out of Winnipeg. - There is a significant increase in the number of staff to be tested this year. Further, Stokes increased their testing fee from \$15 to \$25 per staff member; so with these two significant increases combined, it was not within the budget at this time. - Audiometric testing is scheduled for November with three days at Crocus Plains and two days at Vincent Massey. 	
	7. Fall Training - D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong indicated that no details are available yet as Keith Thomas had a medical condition recently. He is in communications with Keith Thomas' office and hopes to get details soon. 	
	8. Added: Scent-Free Policy/Other - D. Hardy	<ul style="list-style-type: none"> - D. Hardy indicated that he has had communications with Division staff about scents being worn in Division buildings by other staff, students, and visitors that are having negative effects and asked if there is a scent-free policy. It was answered that no, there is no Division policy for scent-free environments. - Discussion included the following: <ul style="list-style-type: none"> - Acknowledgement of posted notices in Division buildings with the suggestion of not wearing perfumes/colognes, etc. - Looking into setting up/enforcing a policy. - A form of a bullying issue - a staff member knowing full well of a colleague's scent/allergy concern and intentionally using strong scents and/or eating peanuts, etc. within the environment. This can also be viewed as an assault issue due to the common knowledge of allergy. - D. Armstrong was asked to look into scent-free policies within other organizations. 	D. Armstrong Scent-free policy information, January 2013

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employee Co-Chair Mel Clark(x) Print Name of Worker Co-Chair Darren HardySignature [Signature]Signature [Signature]

Committee Minute Form

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Page 4 of 4



Workplace Safety & Health Division

Date of Origin	Content of Resolution	Recommendation by Health & Safety Committee	Action By (Name & Office)
		<p>It was agreed by committee members that principals must discipline their own staff who do not comply with respecting scent and allergy issues within their own schools.</p> <p>K. Zabowski indicated that he has been directed by Senior Administration to send out a memo to remind the Administration Office staff about the scent-free environment. However, he will hold-off on sending out the memo and will bring this concern forward to the Senior Administration meeting on Friday, October 19, 2012. The next step after Senior Administration would be the Policy Committee and then the Board of Trustees for approval.</p> <p>Further discussion included students and scent issues, i.e. personal hygiene products, and showering after gym classes and extracurricular activities. Regular body odour can be an issue, as well, so now must we start enforcing showers after these activities, too, in which they turn around to use/put on scented body products all over again? It was agreed that this is a difficult issue.</p>	<p>K. Zabowski Update on scent-free policy, January 2013</p>

Other Business: Confirmation of Next Meeting: January 16, 2013

Adjournment: Craig Laluk – James Copeland – That the meeting do now adjourn at 2:06 p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mei Clark (x) Print Name of Worker Co-Chair Darren Hardy

Signature [Signature] Signature [Signature]



"Accepting the Challenge"

Finance Committee Minutes

Monday, October 22, 2012, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, L. Ross
Dr. D. Michaels, K. Zabowski, D. Labossiere.

Guest: Todd Birkhan, BDO Canada LLP

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:08 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held September 24, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Presentation of 2011-2012 Financial Audit – BDO Canada LLP

Chairperson, Mr. Snelling, welcomed Mr. Todd Birkhan, the Division Auditor from BDO Canada LLP, to the meeting. Mr. Birkhan reviewed the Audit Letter addressed to the Board explaining the process involved in undertaking the audit. Mr. Birkhan spoke about the responsibilities of the auditor under the PSAB rules; he reviewed the audit approach and provided clarity regarding the "overall audit strategy" and "materiality". The Auditor noted a qualified audit had been provided in the previous year due to sick pay benefits which accumulate but do not vest and are normally paid out only upon the illness or injury related absence of the employee. He confirmed in the past the Brandon School Division, as well as other divisions, have always treated this expense on a cash basis when the employee becomes ill and utilizes the sick pay benefit. However, under the PSAB rules, the Division is now required to determine the obligation based on the expectation of utilization of sick pay benefits. He confirmed the Government had provided a formula this year which allowed divisions to address this issue. Therefore this year, the Division had been able to provide information regarding sick pay benefits. Mr. Birkhan addressed the WCG dark fibre project noting the variations in this line will fix itself over time and expanded on this item for the Committee. Therefore, he was pleased to provide the Division with an unqualified audit for 2011-2012. Mr. Birkhan commended the Division's strong financial team, noting the Division produces their financial statements internally and therefore BDO Canada LLP is able to conduct a "textbook" audit. Mr. Birkhan confirmed he would be speaking to the Board of Trustees at their Regular meeting to be held October 22, 2012 regarding the audit.

Following Mr. Birkhan's presentation, the Secretary-Treasurer and Assistant Secretary-Treasurer, reviewed the following: Summary of Over Expenditures; Analysis of Consolidated Accumulated Surplus; Schedule of Capital Reserve Accounts; and Calculation of Administration Costs as a Percentage of Total Expenses; (Appendix "A"). Discussions were held regarding the accumulated surplus and the auditor expressed concerns about the amount of money currently in the Division's accumulated surplus. He noted the sum was the equivalent of five days worth of expenses of the operating budget. Trustee Snelling expressed concern regarding the amount of money taken from surplus to address EAL needs. He suggested adding a possible budget line to increase the surplus. It was agreed the Board of Trustees need to understand that they cannot use the accumulated surplus for "one of" items during the upcoming budget deliberations. It was agreed the Board needs to depart from past practice of funding through the surplus. Discussions were also held regarding the costs of implementing Policy 5026 – "Harassment" and the need to include a possible budget line for this expense as well.

The Committee agreed to move forward with their recommendations regarding acceptance of both the Auditors Reports and the audited financial statements. Mr. Birkhan exited the meeting.

Recommendation:

That the Auditor Letters regarding the audit engagement for the fiscal year ending June 30, 2012 between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2012 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and seal of the Division thereto.

B) Follow-up from September 24, 2012 Committee Meeting

Discussions were held regarding Trustee Kruck's inquiry about the number of Senior Administration present at various Board Committees. It was agreed it was Senior Administration's choice as to whether or not they wanted more than one representative on the Committee in order to complete their work. It was noted in the end it was a time saver to have all in attendance at certain Committee meetings.

C) Confirm Payments of Account (September)

Assistant Secretary-Treasurer, Mr. Labossiere noted he was able to separate reports into different amounts as requested by the Committee. He confirmed he had provided reports over \$5,000 and reports over \$1,000 for the Committee in order to determine which type of report the Committee wished to receive in the future. The Trustees agreed they would like to leave the report at \$1,000.

The payments of account for September were accepted as circulated.

D) Review Monthly Reports (September)

The monthly reports for September were accepted.

6. OPERATIONS INFORMATION

- The Committee received information regarding the recent truck tender, noting only two businesses had responded.

7. **NEXT REGULAR MEETING: 12:00 noon, Monday, November 26, 2012, Board Room.**

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

P. Bartlette

M. Sefton

L. Ross (Alternate)

Appendix A

Summary of Over Expenditures 2011/12 June 30, 2012

Motion Approved Over Expenditures

67/2011	2011/2012 negotiation costs		218,000	
165/2011	VP at NE		31,800	
158/2011	Teacher at NE & CP, Support for EAL	334,400		
	Increase in grant revenue for above	<u>(326,000)</u>	8,400	
96/2011	Teacher at LL		90,000	
80/2011	Accountant		38,450	
171/2011	2nd floor Neelin Off-Campus		24,066	
153/2011	Bus Transport to North End Community Centre		25,000	
26/2011	Paving at CP		97,904	
169/2011	Ameresco		15,240	
20/2012	Meadows playground relocation		5,853	
55/2012	Joint Job Evaluation Human Resources Secretary		6,500	
17/2002	School Bundle		<u>73,549</u>	
				634,762

Unapproved Over/Under Expenditures

HR Investigation - Policy 5026	249,209	
Non-Vested Sick leave - per PSFB formula	24,441	
Other various under expenditures	<u>(106,600)</u>	167,050
2011/12 Over expenditure		<u><u>801,812</u></u>

ANALYSIS OF CONSOLIDATED ACCUMULATED SURPLUS

as at June 30, 2012

Operating Fund Accumulated Surplus (Deficit)	2,493,258
Equity in Tangible Capital Assets	9,381,443
Capital Reserve Accounts	1,068,590
School Generated Funds	580,568
Other Special Purpose Funds	958,185
Consolidated Accumulated Surplus	14,482,044

Operating Fund Accumulated Surplus Comprised of:

Designated Surplus *[illegible]

- Includes all Board-approved surplus designations by Board Motion or, in the case of school budget carryovers, by Board policy.

SCHEDULE OF CAPITAL RESERVE ACCOUNTS
For the Year Ended June 30, 2012

Fund Name >	Buses	School Buildings	Admin Buildings	Computer Reserve		Totals
Opening Balance, July 1, 2011	449,924	113,548	175,526	850,000	-	1,588,998
Additions: (Provide a description of each transaction)						-
Transfer from Operating	200,000					200,000
						-
Net Sale of Fleming School Building		193,139				193,139
						-
						-
						-
Total Additions	200,000	193,139	-	-	-	393,139
Withdrawals: (Provide a description of each transaction)						-
						-
Bus Purchases	291,579					291,579
						-
DWDM Cisco Switches				214,722		214,722
WCB Network Cabling				257,246		257,246
School Network Cabling				150,000		150,000
						-
						-
Total Withdrawals	291,579	-	-	621,968	-	913,547
Closing Balance, June 30, 2012	358,345	306,687	175,526	228,032	-	1,068,590

I certify that the information above is true and correct and that the withdrawals have been made for the purposes approved by the Public Schools Finance Board.

Date

Secretary-Treasurer

CALCULATION OF ADMINISTRATION COSTS AS A PERCENTAGE OF TOTAL EXPENSES

Administration Costs

Divisional Administration, Function 500	2,146,864
Curriculum Consulting & Development Administration, Program 605	0
Transportation Administration, Program 710	163,452
Operations & Maintenance Administration, Program 810	<u>206,692</u>
Sub-total	2,517,008
Less: Liability Insurance	-
Administration portion of self-funded expenses (see below)	<u>0 *</u>
	<u>2,517,008 (A)</u>

Expense Base

Total Operating Expenses	73,602,414
Plus: Transfers to Capital	516,582
Less: Adult Learning Centres, Function 300	<u>0</u>
	<u>74,118,996 (B)</u>

Percentage (A) / (B)**3.4%****Self-Funded Expenses (fully offset by incremental revenues):****International Student Programs****Expenses (1)**

Instructional	-
Administration (deducted above)	- *
Other:	-
	<u>-</u>
	<u>0</u>

Associated Revenue ⁽²⁾-**Self-Administered Pension Plans****Expenses (1)**

Administration (deducted above)	- *
Other:	-
	<u>-</u>
	<u>0</u>

Associated Revenue ⁽²⁾-

(1) Incremental costs of the program.

(2) Tuition fees from international students or the pension plan administration fee.



"Accepting the Challenge"

Facilities/Transportation Committee Minutes

Thursday, November 1, 2012 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, K. Sumner,
P. Bowslaugh (alternate – exited at 12:45 p.m.), M. Sefton,
Dr. D. Michaels, K. Zabowski, M. Clark.

Regrets: R. Harkness

1. CALL TO ORDER:

The Facilities & Transportation Committee Meeting was called to order at 11:45 a.m. by Committee Chairperson, Trustee Karnes.

2. APPROVAL OF AGENDA

The agenda was approved.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of October 4, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Public Consultation – Growth & Sustainability.

The process to take place November 5, 2012 regarding the final consultation prior to the November 12, 2012 Regular Board Meeting was reviewed.

Senior Administration reported on the tour of facilities available at Assiniboine Community College for possible school division programming. Discussions were held regarding the next steps should the Board agree to pursue this avenue further, including the development of a Committee to assess the facility and meeting with Dr. Gerald Farthing of the PSFB.

Discussions were also held regarding the possible request for more portables should the Board agreed to pursue this avenue further as well.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Follow-up from October 4, 2012 – B.J. Hales Collection

Secretary-Treasurer, Mr. Zabowski, provided information regarding his discussions with the Division solicitor with respect to ownership of the collection and drafting an agreement. The Committee directed Mr. Zabowski to obtain further information from the solicitor and provide an update at the next Committee meeting.

B) Joint Use Agreement

The Secretary-Treasurer, Mr. Zabowski, reviewed the proposed implementation plan for the Joint Use Agreement and the fees to be charged. Discussions were held and the Committee agreed with the implementation plan as presented by Mr. Zabowski and the Director of Facilities

and Transportation. It was agreed Senior Administration would next meet with the CUPE Executive and Division Custodians regarding implementation of the agreement before a possible motion regarding fees is brought to the Board Table for approval.

C) 2013-2014 Budget Deliberations

Director of Facilities and Transportation, Mr. Clark, confirmed the Riverheights School parking lot had been completed and funded from Accumulated Surplus. Discussions were held regarding portables. The Committee requested clarification with respect to access items such as linkage and ramps as well as blinds. It was noted these items are not provided by the Province and therefore will need to be included as a budget request.

D) Neelin Science Lab Tender

Director of Facilities & Transportation, Mr. Mel Clark, reviewed the summary of tender proposals for the Science Lab Renovations at École Neelin Secondaire High School. He noted Horizon Builders had the lowest bid. Discussions were held regarding the proposed start date and the proposed completion date. It was agreed to recommend the low bid of Horizon Builders to the Board of Trustees.

Recommendation:

That the low bid for the École Neelin Secondaire High School Science Classroom Renovation from Horizon Builders Ltd., in the amount of \$601,946.00 (base bid) as recommended by the Architect be accepted.

E) Portables – 5 Year Plan

This item was discussed in detail under Section 5C) 2013-2014 Budget Deliberations.

F) Catchment Review

Discussions were held regarding possible catchment area changes which may result from decisions made with respect to growth and sustainability. It was noted changes to the catchment area would need to be proposed in December in order to include in registration guides distributed in February. Senior Administration was directed to bring this matter back to the Committee in December for further discussions and review.

G) Crocus Plains Change Room Update

The Director of Facilities and Transportation provided an update with respect to this item. It was noted Mr. Jamie Freiheit needed to provide more information prior to securing funding from Community Places for the change rooms required. Discussions were held regarding where students are currently changing and it was noted there is room in the school to accommodate teams. The Committee agreed to defer any further discussions on this item until Mr. Freiheit is able to provide detailed plans.

H) Policy Review – Part 9

The Committee reviewed Policy 9053 – “German Saturday School” and agreed to recommend to the Board of Trustees that the policy be rescinded. (Appendix “A”)

Recommendation:

That Policy 9053 – “German Saturday School” be rescinded.

6. OPERATIONS INFORMATION

- The Secretary-Treasurer provided an overview of Trustee Bowslaugh's suggestion to support Green Acres School in securing funding for their school playground. Discussions were held and it was agreed by the Committee that the school playground priority list would remain as originally agreed to in August of 2011. It was further noted that Green Acres School had other options such as securing a loan or implementing the playground construction in phases.
- The Director of Facilities and Transportation, Mr. Mel Clark, reviewed the letter received from the Fire Commissioner regarding inspections on all elevating devices for persons with disabilities. It was noted these items are inspected regularly and require a valid permit in order to be operated.
- Discussions were held regarding outdoor ice rinks and the issues involved in operating an ice rink. It was agreed the matter would be referred to school principals, noting the liability issues as presented by Mr. Keith Thomas, Risk Manager for the Manitoba School Boards Association. It was agreed that should students wish to have an outdoor ice rink they would need to clean the snow; be aware of the liability issues involved; and ensure proper signage be included as suggested by Mr. Thomas.

7. NEXT REGULAR MEETING: Thursday, December 6, 2012, 11:30 a.m., Board Room

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

D. Karnes, Chair

J. Murray

K. Sumner

P. Bowslaugh (Alternate)



BRANDON SCHOOL DIVISION POLICY

POLICY 9053

GERMAN SATURDAY SCHOOL

Adopted: Motion 67/98

The Board of Trustees approves access of the German Saturday School to a classroom on Saturdays for the purpose of instruction in the German language. This approval is granted on a no-fee basis, subject to the organization agreeing to assume full responsibility for the security and cleanliness of the building upon their departure.

The approval is given on providing a suitable space can be identified, and with the understanding that this agreement shall be subject to annual review.



Report of Senior Administration to the Board of Trustees

November 12, 2012

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

- 1. EARLY DEVELOPMENT INSTRUMENT 2010-2011 REPORT** (attached as appendix A)
Presentation by Marnie Wilson, Research and Evaluation Services Specialist

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. RESCINDING OF POLICIES – PART 6

For Action..... K. Zabowski

At the Regular Board Meeting on October 22, 2012 a Giving of Notice was given to rescind the following:

- Policy 6012 - *Transportation/Facilities Assistant*;
- Policy 6013 - *Payroll/Benefits Officer*;
- Policy 6014 - *Payroll/Benefits Clerk*;
- Policy 6016 - *Information Technology Coordinator*;
- Policy 6026 - *Administrative Officer – Crocus Plains Regional Secondary School*;
- Policy 6027 - *Work Education Partnerships Coordinator*.

(Attached as Appendix B)

A motion to rescind these policies is included in the agenda for Board consideration.

2. RESCINDING OF POLICY 9052 – SCHOOL VANDALISM WATCH

For Action K. Zabowski

At the Regular Board Meeting on October 22, 2012 a Giving of Notice to rescind Policy 9052 – *School Vandalism Watch* was given (attached as Appendix C).

A motion to rescind this policy is included in the agenda for Board consideration.

3. GROWTH AND SUSTAINABILITY

For Action..... K. Zabowski

The Board of Trustees held Public Consultations on September 17, 19, and 26, 2012 to receive input from the public regarding Brandon School Division's enrollment growth and school capacity. On October 15, 2012 the Board of Trustees met informally to review and discuss the data collected at the three public consultations and from the paper and

online surveys. After reviewing the feedback, and being mindful of the need to address the impending overcrowding at École New Era School, the Board of Trustees established a tentative four-point plan. This four-point plan was presented to the community on November 5, 2012 to receive input from the public on the proposed four-point plan. The information collected at the November 5, 2012 public consultation will be reviewed by the Board of Trustees at a planning session to be held on November 12, 2012. The matter will then be referred to Business Arising at the Regular meeting of the Board on November 12, 2012 for discussion and decision.

A comprehensive report on the results of the public consultation processes will be presented and addressed by Senior Administration.

A motion containing the four-point plan has been included in the Board Agenda and will be debated publicly on November 12, 2012 at the Regular Meeting of the Board of Trustees.

4. TRUSTEE INDEMNITIES – JJERC

For Action..... .K. Zabowski

At the Regular Meeting of the Board of Trustees held October 22, 2012 discussions were held regarding the paying of Trustee Indemnities. It was noted that the Board By-Law required payment of all indemnities to be approved through a resolution. A motion was approved retroactively paying all Trustee Indemnities to the current Board of Trustees. It was further determined that any future indemnities would require approval of the Board of Trustees through a motion before payment would be allowed. Therefore, the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on November 12, 2012.

RECOMMENDATION:

That the Trustees participating on the Joint Job Evaluation Review Committee be paid the appropriate indemnity for all meetings of this Committee scheduled for the months of October, 2012 to the end of December, 2012.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF SITE ACTIVITY REQUEST

For ActionD. Michaels

Vincent Massey High School has submitted an off-site activity request (attached as Appendix D for Trustee consideration) for approximately 45-60 music students/chaperones from Vincent Massey High School to make a trip to Italy from May 15, 2014 to May 25, 2014.

Mr. Mathew Gustafson, Principal, Vincent Massey High School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving approximately 45-60 music students/chaperones from Vincent Massey High School to Italy from May 15, 2014 to May 25, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

2. SPECIAL REPORT FROM HUMAN RESOURCES REGARDING SUBSTITUTE TEACHERS

For Information B. Switzer

With the increasing growth of the Brandon School Division, the availability of substitute teachers has become a growing concern.

Some important data for the Board of Trustees and the public to note is as follows:

In the 2011/2012 school year, the Substitute Booking secretary had an AVERAGE of **1604** bookings per month (or 81 bookings per day). This was an increase of 300 bookings per month compared to the previous year. Of those 1604 bookings per month, we were **unable to fill on average 2.69%** of the bookings where a substitute was required. On average 21% of the monthly bookings do not require a substitute.

In the Office of Human Resources, we identify substitute bookings that are not submitted within a minimum of 5 days advance notice as emergency, most often these bookings are from the same day call in.

Based on an average of 81 bookings PER DAY:

- 44% Illness (pre booked time off under sick leave – appointments, etc. for self or family)**
- 35% Emergency**
- 30% Professional Development**
- 26% Other Time Off (pre-approved Special Discretionary, Personal Day – Art 31, Leave without pay, Prep Time coverage)**

The number of substitute teachers we have during a school year can vary from 150 – 200. At the end of the 2011/2012 school year, we had a roster of 204 substitute teachers. Data shows that 57% of the substitute teachers were available for 40 bookings or more. I refer to bookings rather than days as a booking is defined by either a half day OR a full day. It is possible for one substitute to have 2 bookings in one day as they will be at one location half day and at another location for half day.

Accepted Bookings for 2011/2012 School Year

180 bookings or more	10 substitute teachers
90 – 179 bookings	44 substitute teachers
40 – 89 bookings	62 substitute teachers
20 – 39 bookings	30 substitute teachers
1 – 19 bookings	34 substitute teachers
0 bookings **	24 substitute teachers

*** when contacted the individual was either unavailable, already working (elsewhere), declined the booking, was sick or did not respond to call*

On average per month, we experience **8% of our substitute teachers to be unavailable for a booking**. Based on the 204 substitute teachers last year:

18 substitute teachers were unavailable for 20% or more of the available bookings
45 substitute teachers were unavailable for 11% - 19% of the available bookings
114 substitute teachers were unavailable for 10% or less of the available bookings
27 substitute teachers were available for all bookings

Currently we encourage substitute teachers to identify where and when they want to work. It is important to note this as although we may have 150 – 200 substitutes, many of those have limited themselves to specific schools and specific dates on which they wish to work.

Application Process

The application process for substitute teachers is separated into two (2) categories, New Applicant or Renewing Teacher. The process for each is described below:

New Applicant

- defined as new to the Brandon School Division OR one full school year has passed since the individual was in the employment of the Brandon School Division
- 1. Apply to our ongoing competition for Substitute Teachers with the following required information:
 - resume
 - cover letter
 - transcript
 - evaluation
 - copy of teacher certification
 - completed sections of skills/training, education, experience, identification of 3 verbal references in online profile OR an application paper
 - receipt of a minimum of two (2) confidential written references

Note 1: *A Criminal Record Check and Child Abuse Registry Check is NOT required to apply and obtain an interview, however, IS REQUIRED to commence employment.*

2. Upon receipt of a completed application package, candidate is scheduled for an interview.

Note 2: *Interviews are pre-scheduled with Principals and the Director of Human Resources, two times per month so that Principals have an opportunity to block the time in their calendars. Over the past 2 years, we have struggled to have teachers to interview and as such, some dates in the past were cancelled. The schedule runs from October through to March, outside of school start up and staffing interviews for the upcoming school year.*

Renewing Teacher

- defined as a returning substitute teacher renewing employment for the upcoming school year, a retired teacher or a part time teacher

1. Apply to the RENEWAL competition. When the Substitute Booking secretary returns in August, all renewals received to date are processed for contracts. Throughout the school year, the Substitute Booking secretary processes renewals and contacts the teacher when their contract is ready.

2. When part time teachers who were recently hired express an interest in substitute teaching, the Principal submits a recommendation for substitute list and this is processed in the same manner as above.

Note 3: *In August, the Office of Human Resources reviews new applicants to determine if any were previously interviewed through staffing competitions. If yes, then we request Principals to consider the applicants for recommendation to substitute list as an interview has already occurred.*

What are we currently doing to address the shortages?

1. In September, we reviewed all part time teachers hired to the Division to determine if they could also be on the substitute list. Many of our part time teachers were already on the substitute list!
2. All requests for booking Professional Development events are submitted to the Superintendent's Office, at which time a review of available space and available substitute teachers is completed prior to approving the date with the facilitator.
3. The Substitute Booking secretary is pre-entering all booking requests to provide immediate visibility on the total number of required substitute teachers per day, which results in more informed decision making when Director of Human Resources is approving/declining Personal Days – Art 31 or Leaves without Pay.

4. Human Resource system has additional tools/reports to assist with informed decision making as above.
5. Human Resource implementation plan to introduce online leaves and online workshops in January 2013 which will increase visibility and forecasting abilities for substitute need.
6. As of November 2, 2012, there are 9 applicants who have incomplete applications and have received a reminder in September/October of the missing required documents. We have 4 applicants scheduled for interview on November 14, 2012 and we had 2 new applicants apply on October 31, 2012. We continue to review daily new applicants to competition to ensure timely response for interview.

Topics of Discussion

Some additional topics of discussion arose when BTA President Darren Hardy met with Ms. Kelli Boklaschuk, Communications & Technology Specialist.

1. There is a perception of “red tape” that an applicant must go through to become a substitute teacher. Is this possibly deterring a potential candidate from applying? How lengthy is the process to re-apply each year?
 - This is referred to above in the report under Application Process.
 - The Brandon School Division follows Policy/Procedure 5010 in the selection, interviewing, and assignment of all professional teaching staff.
2. Could a retired Principal be contracted out to conduct interviews potentially expediting the application process?
 - As stated above, typically applicants who are “waiting” for an interview are doing so because of an incomplete application.
 - A pre-arranged schedule is organized each August for Principals and Director of Human Resources to conduct interviews as per Note 2 above in the report. Due to the lack of complete applications/new applicants to our substitute competition, Principals have used this blocked time to interview substitute Educational Assistants and substitute School Secretaries in the past month.
 - Given the current volume of applicants, this would not be a necessity; however, could be a consideration should the volume of applicants significantly increase.
3. Standardize the role of the substitute teacher in all schools with relation to planning time assignments.
 - With regards to daily assignments, Principals require the flexibility to re-assign a substitute to where the greatest need is in his/her building, which includes covering a class where a substitute is unavailable. For example, where the regular teacher may have had prep time, the substitute teacher can be used elsewhere in the building to appropriately address the needs of the school.

4. Allow substitute teachers to see the BSD Professional Development calendar so that they may plan more appropriately to be available on days where they can see substitutes are greatly needed.
 - This coincides with the implementation of online workshops through Employee Connect. By using this tool, substitute teachers will also be able to view when Professional Development is occurring. As stated above, it is anticipated that online workshops will be implemented in January 2013 as we are currently in the test stages.
5. Why are some BSD substitute teachers choosing to work in rural school divisions?
 - It was suggested that the Brandon School Division and Brandon Teachers' Association jointly host an Appreciation Event for substitute teachers.
 - Many substitutes will work in rural divisions as well due to lower class sizes and class composition.
 - Many substitute teachers are retired teachers and will limit themselves to preferred locations as a personal choice.
6. There is a perception that substitute teachers are not offered work equitably. How can we ensure that this does not happen?
 - The perception may be valid in that teachers have the ability to identify their preferred substitute. The Substitute Booking secretary makes every attempt to book the identified preferred substitute, and as such, should several teachers have the same preferred substitute, that individual may be one of the 10 individuals who worked more than 180 bookings last year (see above data in report)
 - Discussions may be necessary to remove the ability to identify preferred substitutes.
7. The need to recruit newly certified teachers from Brandon University and others. Can we develop opportunities for University students to learn more about what BSD looks for in a teacher and how to become a substitute teacher? Can we develop an extensive recruitment plan for both permanent and substitute teachers?
 - We have attended the Brandon University job fair held in January, and will be attending again this year. This job fair specifically allows us to meet and greet Bachelor of Education graduates to discuss employment possibilities with the Brandon School Division. We demonstrate how they can apply online and encourage them to have their applications submitted no later than end of March. With the established interview schedule with Principals, there are specific dates saved in May to interview the grads. Once interviewed and recommended, we apply to Manitoba Teacher Certification for a Limited Grad Permit, which allows us to employ an uncertified graduate for no more than 20 teaching days.

- An extensive recruitment plan will require budgetary dollars and as such, Senior Administration will be putting forth a request for the 2013-2014 Operating Budget.
8. We need to recruit certified teachers from other locations. Can we attract teachers from other cities/provinces to re-locate to Brandon?
- It was suggested that BSD endeavor a partnership with the City of Brandon. When recruiting in other provinces, it is not only the Brandon School Division we are promoting, it is the community of Brandon, in Friendly Manitoba that we are promoting with limited funds and expertise in regards to housing, cost of living, etc., etc.

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL INFORMATION

For Information D. Michaels

A. SCHOOL VISITS (OCTOBER 15, 2012 TO NOVEMBER 2, 2012)

- October 18, 2012 – Earl Oxford School
- October 25, 2012 – Crocus Plains Regional Secondary School

B. QUALITY LEARNING

QUALITY LEARNING AT WAVERLY PARK SCHOOL

Report prepared by Ms. Sandy Harrison, Vice Principal, Waverly Park School

The Fountas & Pinnell Reading Assessment has moved beyond grades K-4 and is being implemented in the grade 5-8 classrooms. All staff have been in-serviced and trained and are busy executing the assessment. The outcome of the assessments will drive our classroom and literacy support instruction.

The first set of enrichment clusters is up and running. There are eight clusters ranging from Global Gourmet to the Miming Movement. Clusters have a maximum of 12 students and are geared toward student interest. Each cluster will examine the practicing professional and will provide a service or performance to an authentic audience at the completion of the cluster session.

C. QUALITY TEACHING

QUALITY TEACHING AT ÉCOLE HARRISON

Report Prepared by Mr. Craig Laluk, Principal, École Harrison

As a part of school development planning for 2011-2014, École Harrison has established two primary goal areas to address the needs of our French Immersion learners and for high ability learners within our school.

École Harrison staff has established professional learning goals specific to developing improved instruction and assessment strategies for oral comprehension and production of French. We have been working on identifying specific learning situations that will allow our students to develop their oral language competencies in social situations, such as the Bistro model that is evolving from the early years to the middle years.

Two teachers at the grade four and grade seven levels have received training in the Touchstones discussion project from the Bureau de l'éducation française and will be implementing these ideas in their classrooms on a pilot basis.

It is also our intent to develop improved instructional practices to address relevancy and challenge for our learners at École Harrison. After having participated in the Learning Bar survey for students in grades four to eight, we learned that our students are looking for more diversified and meaningful learning opportunities both in and outside of the classroom. We have begun to offer this through Radio ÉH (our student radio station), a student-run school magazine, and a greater exploration of enrichment cluster topics such as Latin dance, skateboarding, culinary arts, and robotics.

The use of mobile computers such as iPads and laptops has really augmented the teaching and learning in our classrooms (right from Kindergarten to Grade Eight) and we continue to explore means to provide greater access to these learning tools to our students.

The use of the Fountas and Pinnell literacy assessments also has been implemented across our school as a means to determine our instructional targets in English literacy, while we also track our achievement data through the use of GB+, a French language equivalent of the PM Benchmarks assessment tool.

D. QUALITY SUPPORT SERVICES

ÉCOLE NEW ERA SCHOOL – DUAL LANGUAGE BOOK PROJECT, OCTOBER 2012

Report Prepared by Mr. Chad Cobbe, Principal, École New Era School

Inspired by an English as an Additional Language (EAL) professional development opportunity she attended during the spring of 2011, our EAL teacher, Amy Buehler, has initiated a project that is unique to our Division and city - the Dual Language Book Project. The Book Project provides students with the opportunity to create and publish original stories and illustrations that are presented in both English and their first languages. The Book Project began in the 2011-2012 school year and is continuing in 2012-2013. Languages included in this year's project are two African languages, Cree, Creole, French, Mandarin, and Spanish.

This project is partially based on our teachers' realization that many EAL students are maintaining oral skills in their first languages, but are not always developing or maintaining reading and writing skills in their first languages. Otherwise known as "multilingual literacy", helping students to maintain and develop their first language is an important goal since it helps build English literacy alongside first language literacy; literacy skill development is transferred across languages. The Book Project provides an opportunity for this. In addition, the Project produces dual language books at varying reading levels which are otherwise difficult to find.

Students involved in this project work during their lunch break several times per week throughout the school year. They select their own topics and form of illustration for their books. The students involved in this project work in a multi-age/multi-lingual learning environment where they can benefit from each other's literacy skills. Students often get first language assistance from their parents and older siblings as well.

The student books created in 2011-2012 (including work in Spanish, Mandarin, and French) are being professionally published thanks to the support of the Brandon School Division. The completion of these books will be celebrated by our school community and copies will be shared throughout the city.

E. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains Regional Secondary School	25	3, 5, 10, 30	Assaultive Behaviour, Drug and Alcohol Policy, Unacceptable Behaviour, Inappropriate Behaviour
King George School	1	5	Assaultive behaviour
École secondaire Neelin High School	9	3, 5	Drug and Alcohol Policy, Unacceptable Behaviour
Vincent Massey High School	2	12	Unacceptable Behaviour

2. DIVISIONAL INITIATIVES

For Information D. Michaels

A. QUALITY LEARNING

PRINCIPAL PREPARATION PROGRAM / YEAR 3, SESSION 2 / OCTOBER 16, 2012

ETHICS OF STUDENT INSTRUCTION, ASSESSMENT, EVALUATION

Year 3 will include an extended mentorship component as well as sessions focusing on the four dimensions of the role of the Principal (Policy 6017 *Role of the Principal*).

Participants interested in Year 3 have completed Years 1 and 2 of the Principal Preparation Program. Year 3 will begin with mentorship opportunity postings in late September or early October. The mentorship opportunity posting process will follow the same format as the Vice Principal/Principal posting process. Term positions will be offered to candidates, based on availability of mentorship opportunities. Successful candidates will be placed in a school and assigned to a principal for an extended mentorship opportunity. Mentorship placements will occur in a school in which participants are not currently assigned. Principal mentorship opportunity postings closed on Wednesday, October 17, 2012. Interviews will take place the week of October 29 - November 2, 2012.

Ten participants took place in the session on October 16, 2012. The topic for the session was *Ethics of Student Instruction, Assessment, and Evaluation*. Presenters were: Gail McDonald (Principal of George Fitton School), Glenda MacKay (Program Facilitator), and Nicole Warwaruk (Vice-Principal of Kirkcaldy Heights School). Information shared included Response to Intervention, Balanced Literacy Programming, resource models used in the classroom, and much more. The presentations were engaging and informative.

The focus of the next session on November 20, 2012 will be the Principal's Legal Responsibilities. The presenter for the evening will be Mr. David Swayze of Meighen Haddad LLP.

3. COMMUNITY CONNECTIONS

For Information D. Michaels

WELCOME TO KINDERGARTEN™ ORIENTATION SUMMARY AND OUTLOOK - BRANDON SCHOOL DIVISION – 2011/2012

Included as Appendix E please find a summary report on the 2011/2012 Brandon School Division *Welcome to Kindergarten™* Orientation Program. This report was provided by Ms. Deborah Thompson, Executive Director of *Welcome to Kindergarten™*.

4. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM JIM RONDEAU, MINISTER OF HEALTHY LIVING, SENIORS AND CONSUMER AFFAIRS AND NANCY ALLAN, MINISTER OF EDUCATION

The following correspondence has been received from Jim Rondeau, Minister of Healthy Living, Seniors and Consumer Affairs and Nancy Allan, Minister of Education:

Healthy Schools is a Manitoba program that promotes the physical, emotional and social health of school communities. A partnership of Manitoba Healthy Living, Seniors and Consumer Affairs, Manitoba Education and Healthy Child Manitoba, Healthy Schools recognizes that good health is important for learning. We are committed to helping schools to positively influence the relationship between health and learning.

Your school division's commitment to this initiative has added to the success of Healthy Schools in Manitoba. We are once again pleased to provide your school division with \$15,543.06 in the 2012-2013 school year to support your division to collaborate with community partners (including local regional health authorities). You will receive your Healthy Schools Grant in two installments:

1. Fall 2012 (enclosed)	\$14,043.06
2. Spring 2013	<u>\$1500.00</u>
TOTAL	\$15,543.06

Thank you for your ongoing commitment to the health and well-being of Manitoba's children.



"Accepting the Challenge"

Early Development Instrument

2010-11 Report

Research and Evaluation

Marnie Wilson

November 9, 2012

Background

The Early Development Instrument (EDI) was developed by the Offord Centre for Child Studies out of McMaster University. It is a measurement of developmental health of children who are about to enter Grade one. The objectives of the EDI are to assess the strengths and needs of Kindergarten children and to predict how children will do in school. It is used across Canada and internationally and is administered biennially to all Kindergarten students in Manitoba. The instrument itself is a teacher-completed checklist that assesses children's readiness in five developmental areas (or domains):

- physical health and well-being,
- social competence,
- emotional maturity,
- language and cognitive development, and
- communication skills and general knowledge.

Important Terminology

In presenting the EDI results, the Offord Centre for Child Studies refers to children's level of 'readiness' or 'being ready.' The phrase 'not ready' is used interchangeably with 'being **vulnerable**.' As is seen below, '**not ready**' children are those who score in the bottom 10th percentile in a given domain; while those termed '**very ready**' score in the top 30th percentile. Within each of the five domains there exist more specific areas of focus called **sub-domains**. The **multiple challenge index** (MCI) refers to the proportion of children who have multiple challenges in 9 or more sub-domains.



Available Results

The EDI is a *census* in that results are grouped across Canada, the province, the Division, and each school. No individual student results are provided. The following divisional and school-specific results are made available through the Offord Centre:

- average scores out of 10 in each domain (with comparisons to MB 2005/2006 baseline)
- % very ready in each domain; in multiple domains
- % not ready in each domain; in multiple domains
- % not ready in each subdomain
- multiple challenge index
- vulnerable group comparisons

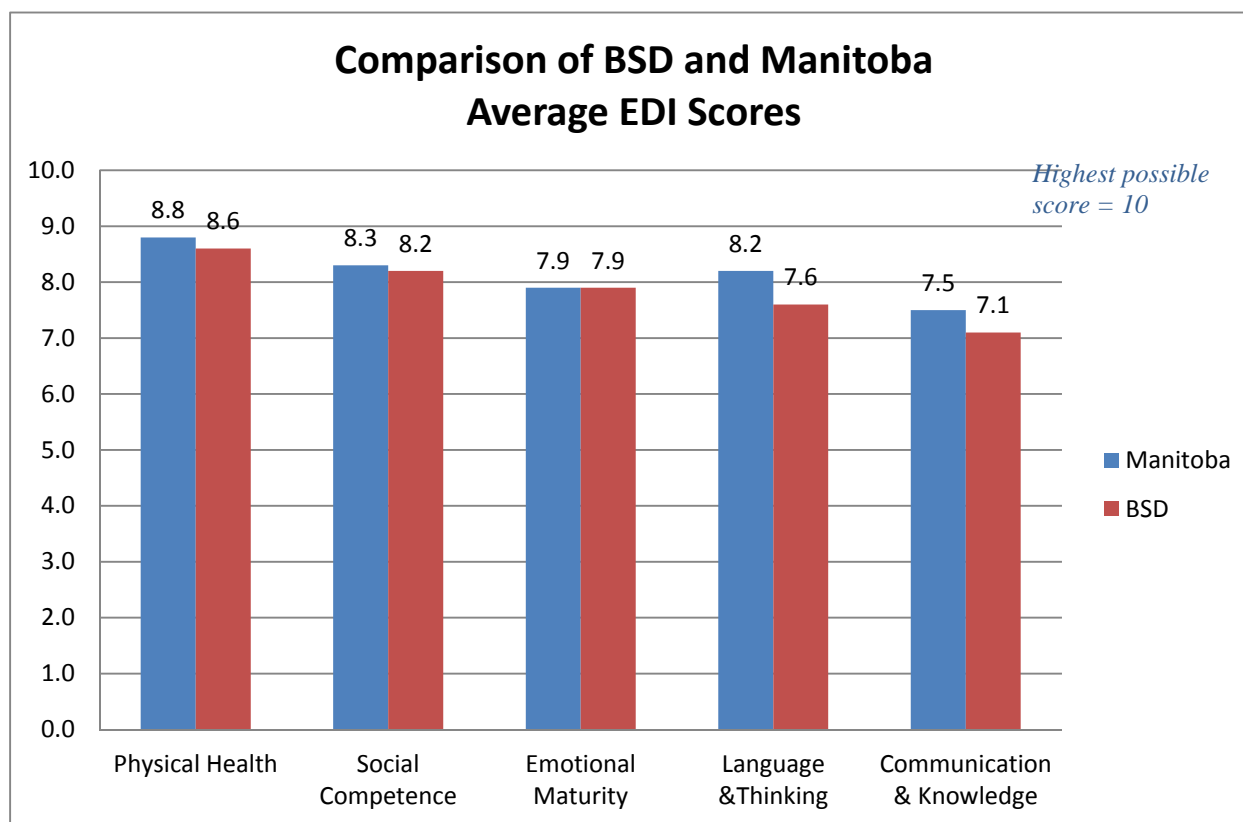
This report provides a summary of the divisional results. School-specific summaries will be provided to each school.

2010-11 Sample Demographics

BSD Sample	Number	%
EDI questionnaires completed	593	100%
Number of questionnaires used in analyses	542	91%
Boys	278	47%
Average age	5.7	---
EAL	78	13%
Recently immigrated	62	10%
Aboriginal	69	12%

32 invalid questionnaires were removed from analyses, as were 5 questionnaires for students with identified special needs.

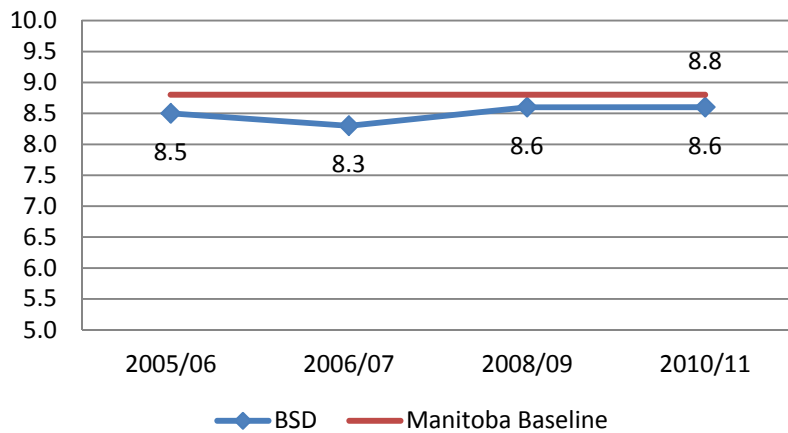
Overall Results



In 4 of the 5 domains, Brandon School Division children continue to score lower than the Manitoba 2005/06 baseline average. This suggests that, in general, current BSD students are entering Kindergarten with, on average, less developed school readiness skills than other Manitoba children.

Domain-Specific Results

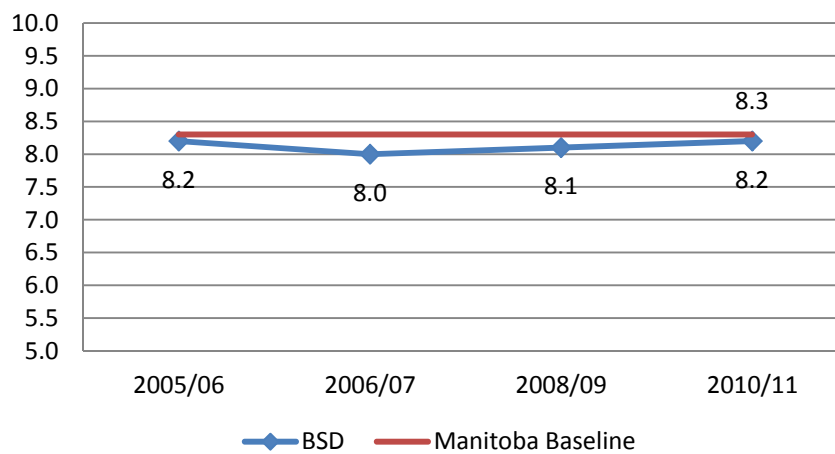
Average Physical Health Scores



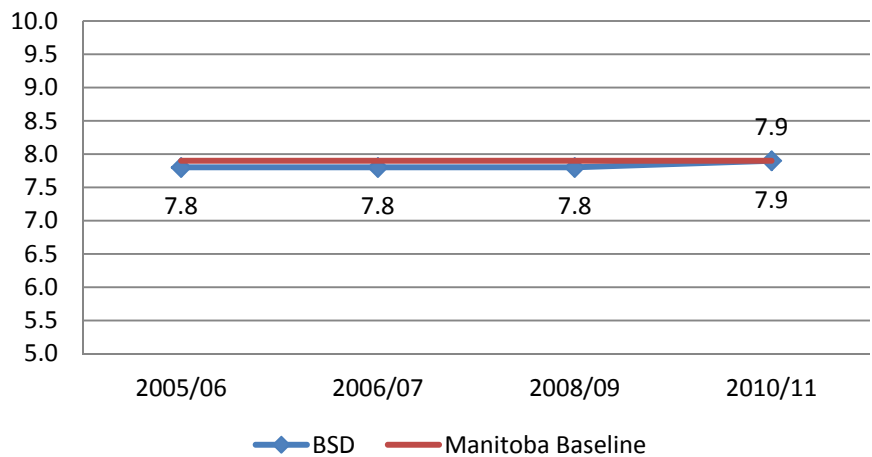
Over the last 4 EDI measurements, we have shown **consistent results** in the areas of physical health and well-being, social competence, and emotional maturity.

BSD scores are only slightly below the Provincial baseline scores, however the difference is statistically significant.

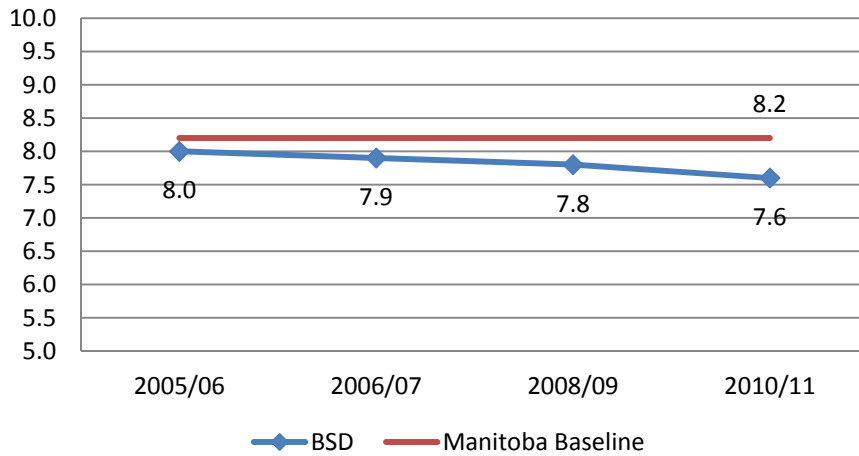
Average Social Competence Scores



Average Emotional Maturity Scores

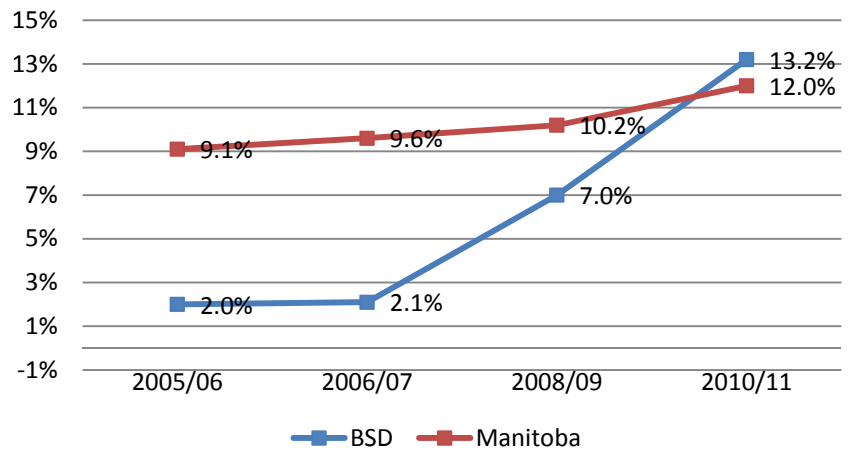


Average Language & Thinking Skills

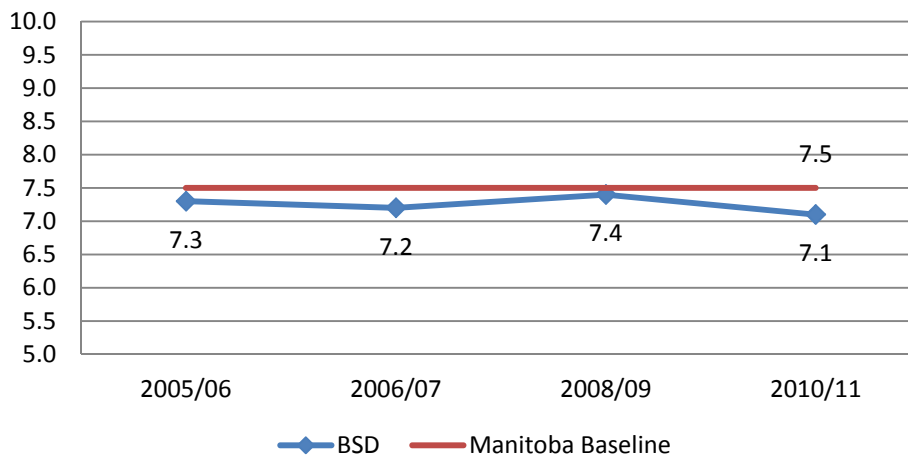


Despite a drastic increase in the proportion of Kindergarten students with EAL in our Division (from **2%** in 2005/06 to **13.2%** in 2010/11), we have shown **only a slight decrease** in readiness in the areas of language and communication.

Proportion of BSD Versus Manitoba Kindergarten EAL Students



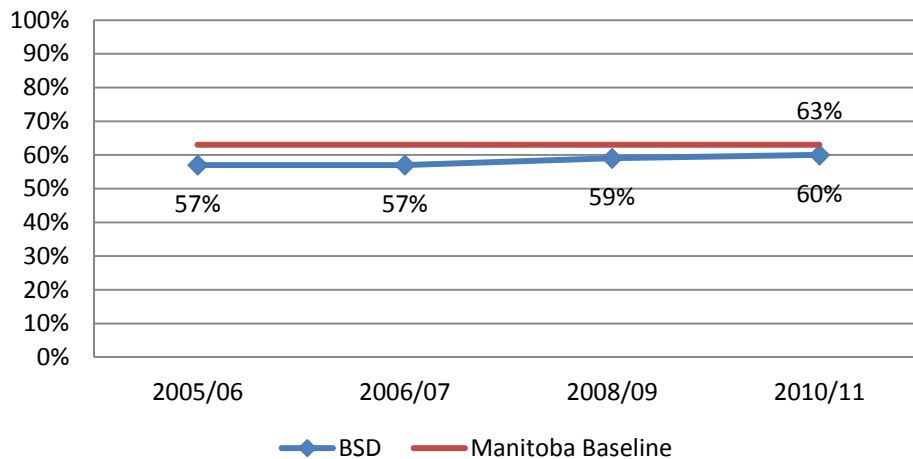
Average Communication Skills Scores



When looking at average scores, Manitoba students are weakest in the area of Communication Skills, and this trend is replicated in our Division.

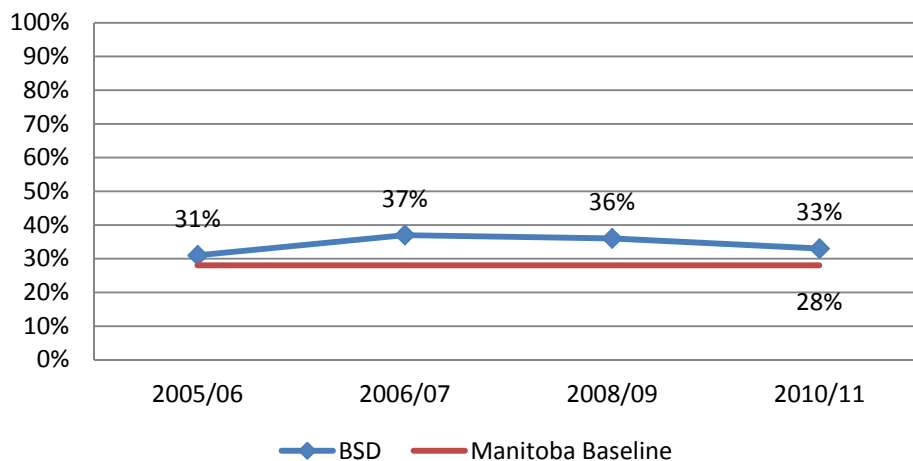
'Very Ready' and 'Not Ready' Results

Percentage of Students 'VERY READY' in One or More Domain

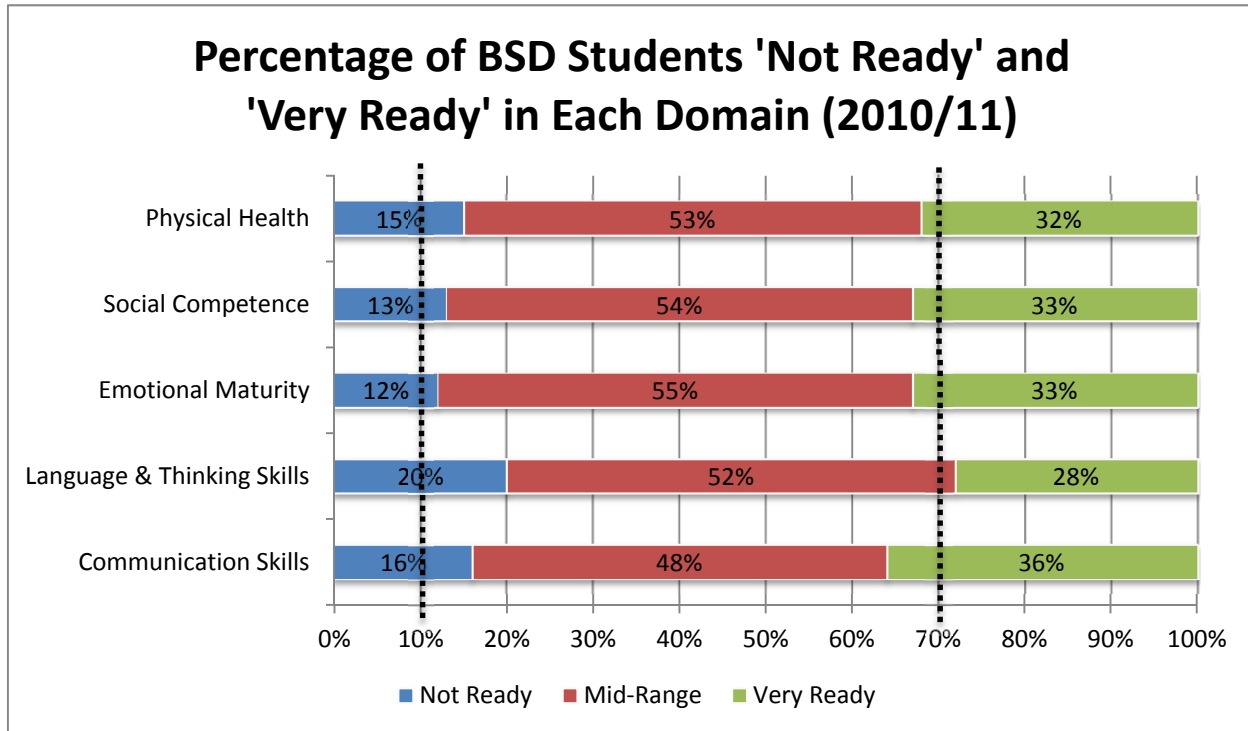


The percentage of children in the Brandon School Division who are 'very ready' in at least one domain is significantly **lower** than the Manitoba baseline.

Percentage of Students 'NOT READY' in One or More Domain

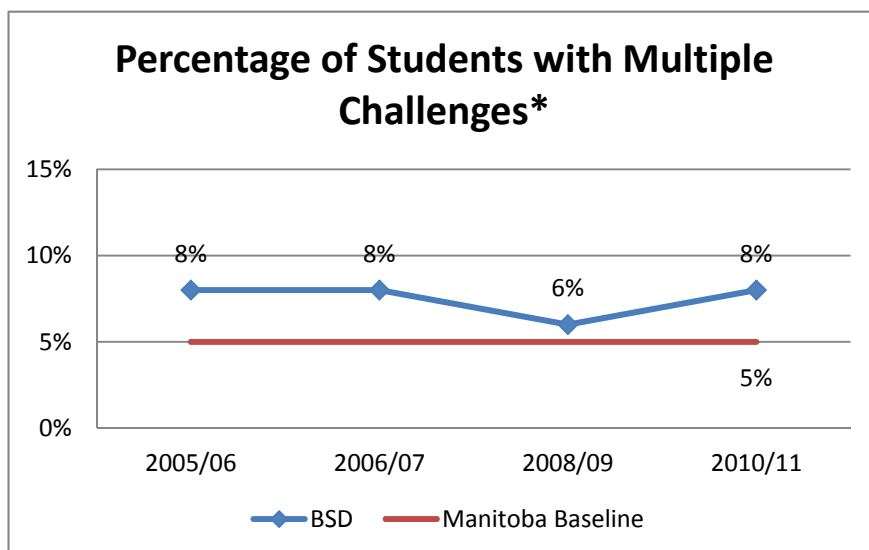


While the percentage of children in the Brandon School Division who are 'not ready' in at least one domain does appear to be decreasing, it continues to be significantly **higher** than the Manitoba baseline.



- According to the Offord Centre, more than 30% 'very ready' in any domain represents a strength. By this definition, the BSD shows strength in 4 of the 5 domains. However, more than 10% 'not ready' in any domain indicates a need. In every domain, there are more than 10% of 'not ready' students. Therefore, there are disproportionately greater numbers of BSD students at each end of the 'readiness continuum.'
- While the Communication Skills domain shows many 'not ready' students, it is also the domain with the most 'very ready students'.
- BSD's area of biggest concern is Language and Thinking Skills because that is the domain with the fewest 'very ready' and the most 'not ready'.

Multiple Challenge Index



Eight percent of BSD Kindergarten students are classified as having 'multiple challenges.' This is significantly higher than the Province's baseline of 5%. The BSD statistic is even more disconcerting when it is compared to the Canadian stat of only 3.8%.

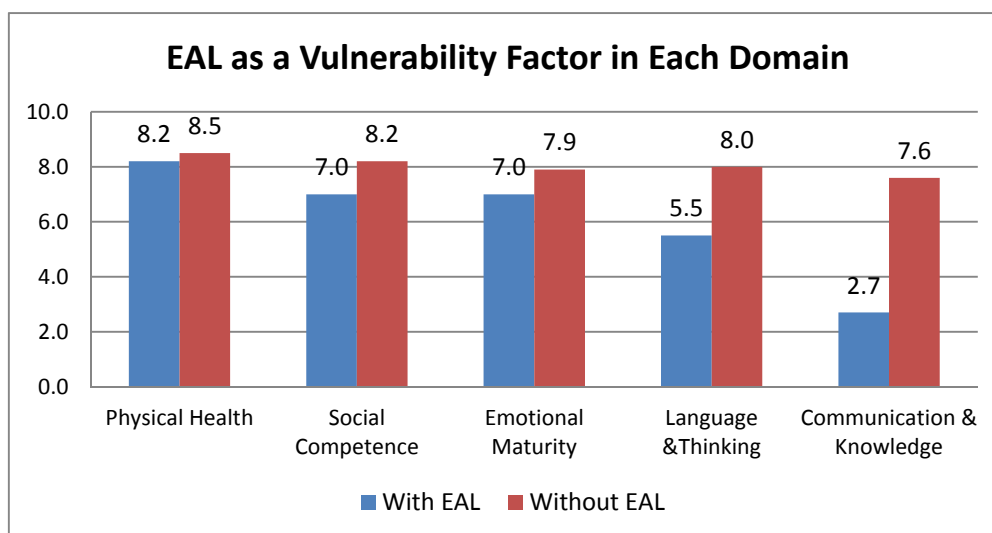
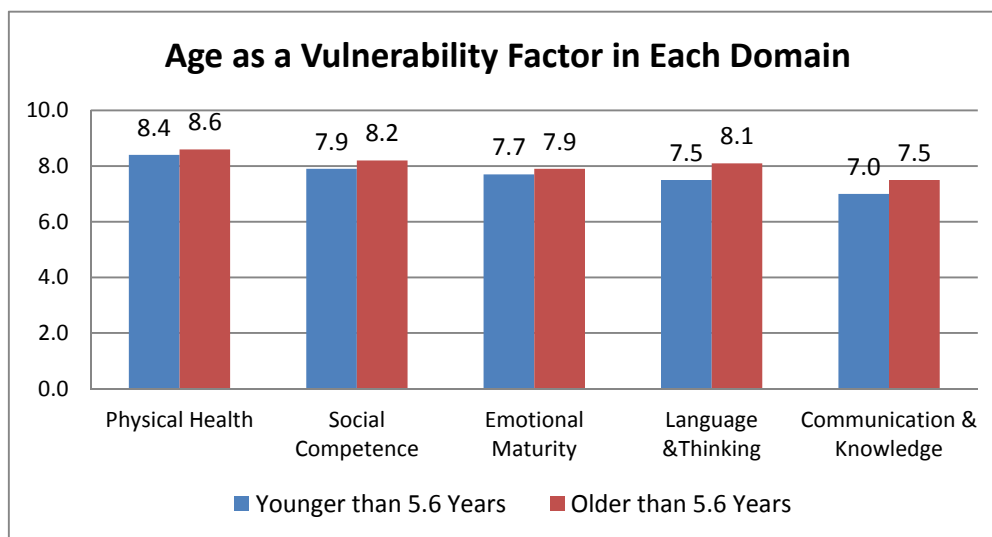
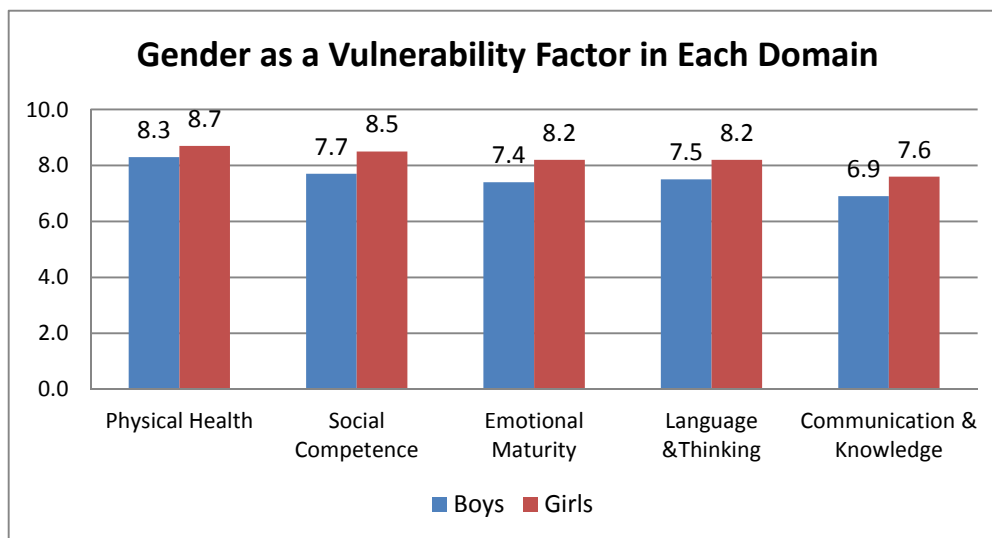
Sub-Domain Results of Greatest Interest

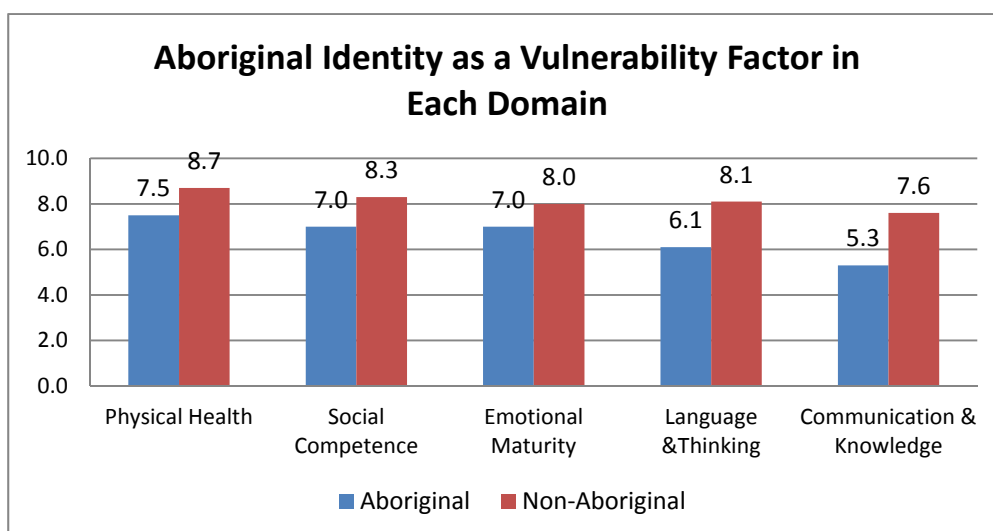
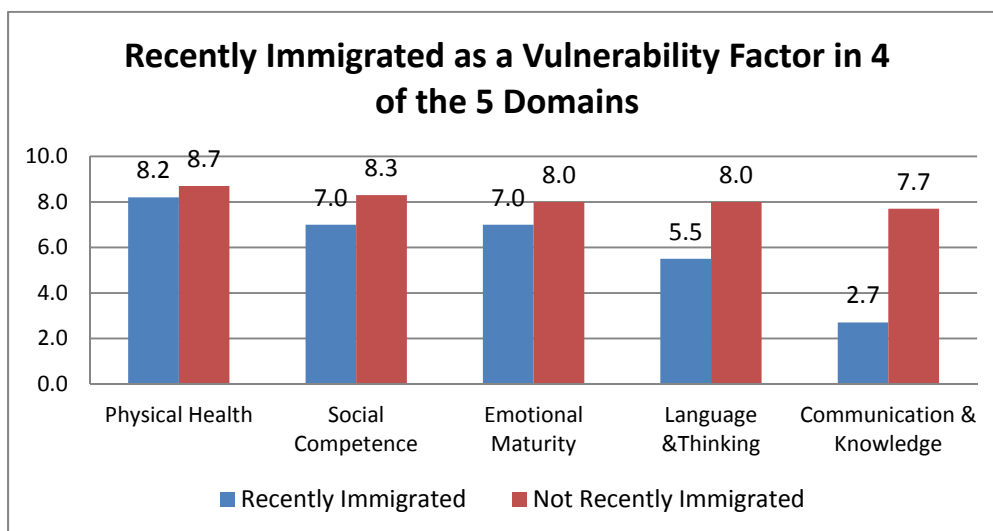
The following table provides descriptions and data for the sub-domains for which there were high percentages of 'not ready' children and/or for which there were significantly greater percentages of 'not ready' BSD compared with Manitoba children.

Domain	Sub-Domain	Description of Vulnerability in this Sub-Domain	% NOT READY in MB	% NOT READY in BSD
Physical Health	Gross and fine motor skills	"have difficulty performing skills requiring gross and fine motor competence, and have poor overall energy levels and physical skills"	25%	31%
Social Competence	Approaches to learning	"only sometimes or never work neatly, independently, are rarely able to solve problems, follow class routines and do not easily adjust to changes in routine"	9%	11%
Emotional Maturity	Prosocial and helping behaviour	"never or almost never show most of the helping behaviours' do not help someone hurt, sick or upset; and do not invite bystanders to join in"	41%	39%
	Hyperactivity and inattention	"often show most of the hyperactive behaviours; could be restless, distractible, impulsive; they fidget and have difficulty settling to activities"	13%	16%
Language and Thinking	Basic literacy	"have problems with identifying letters or attaching sounds to them, rhyming; may not know writing direction (left to write), and how to write their own name"	14%	24%
	Complex literacy	"cannot read or write simple words, or sentences and rarely writes voluntarily"	21%	25%
	Basic numeracy	"have marked difficulty with numbers; may not be able to name all the shapes; and may have difficulty with time concepts"	19%	29%
Communication	Communication skills and general knowledge	"have difficulty speaking and understanding the language of instruction; participating in imaginative play; communicating own needs in understandable ways; and have difficulty answering questions about the world"	31%	40%

These sub-domains may provide the Brandon School Division and Brandon community with the most actionable information when attempting to plan intervention programming to address the various challenges Brandon area children seem to be experiencing.

Comparison Groups





As is seen across Manitoba and Canada, each of the following groups is especially vulnerable, meaning that they have significantly less developed school readiness skills in ALL* domains compared with their counterparts:

- Boys
- Younger (children younger than 5.6 midway through Kindergarten)
- EAL
- Recently Immigrated
- Aboriginal

* The only difference that is NOT statistically significant in the BSD data is recently immigrated versus not recently immigrated children in the domain of 'Physical Health and Well-Being.'

Interestingly, at an EDI Training session held by Healthy Child Manitoba (October 29, 2012), it was reported that when socio-economic variables were controlled, the differences between the readiness of Aboriginal and non-Aboriginal children decreased and were *no longer significant*.

Summary of Results

The results of the 2010-2011 EDI reveal that Brandon School Division students are entering Kindergarten with, on average, less developed school readiness skills than other Manitoba children. There are disproportionately greater numbers of BSD students at each end of the 'readiness continuum' meaning that more than 30% of our students are 'very ready' in 4 of the 5 domains, but also more than 10% of our students are 'not ready' in each domain. The developmental area with the greatest need is Language and Thinking Skills since this is the area with the fewest 'very ready' and the most 'not ready' students. Significantly more children entering BSD schools do so with multiple challenges when compared with the Manitoba and especially the national data. In almost all areas, these most recent results extend the consistent pattern of results over the previous four EDI administrations, pointing to persistent negative trends.

Implications, Suggestions and Conclusions

The 2010-2011 EDI results highlight important and stark realities for BSD students and staff. For a child, being 'not ready' can mean struggling to hold a pencil, write his/her name, recognize a number, follow a routine, be confident enough to take the risks necessary for learning, make the friends necessary for a sense of belonging, pay attention long enough to understand what is expected, or communicate a basic need. For these children, their school day must be confusing, exhausting, and perhaps discouraging. There is a risk that the pervasiveness of poor developmental health, especially in certain BSD schools, can be a source of stress and despair for staff. The Division must therefore maintain its current focus on equity, on valuing each child's strengths and uniqueness.

Having more vulnerable children in our classrooms obviously means a greater demand for resources and supports. The significantly larger percentage of BSD children 'not ready' in basic literacy and numeracy forecasts a continued and perhaps growing need for early literacy and numeracy intervention programs. However, it is noteworthy that a disproportionate number of BSD students are in the 'not ready' *but also* 'very ready' categories. Simply put, BSD children come to the classroom with significantly disparate levels of developmental readiness. This fact results in an even greater need for differentiated instruction on the part of BSD teachers. And that differentiation needs to cover an even wider 'gap' than may normally be expected.

For the Human Resources Department, these realities provide further justification for focussing on early literacy and numeracy as well as differentiated instruction when searching for and hiring early years teachers. On the part of the Research and Evaluation Department, one way of addressing the range in readiness as well as staff's anxiety associated with this range is to track not only outcome attainment, but also *growth* throughout students' school lives.

Healthy Child Manitoba and the researchers who study early childhood health and development advocate for what they call "proportionate universalism" meaning that "programs, strategies, and policies must be universal, but proportionately targeted according to level of disadvantage" (Bronwell et al., 2012; also Marmot et al., 2010). To this end, Brandon School Division and its community partners must consider both the universal trends in a high proportion of Brandon children, but also the more specific results that point to particularly vulnerable groups.

As is seen across Manitoba and Canada, boys, EAL learners, younger children and Aboriginal children are among the most vulnerable in terms of their developmental health at school entry. Of particular concern then are children in multiple vulnerability groups (for instance, young Aboriginal boys). The identification of such children is beneficial for such decisions as additional EA funding and, where possible, for balancing classroom profiles.

Recent findings suggest that other vulnerability factors predict EDI results and later school. For example, low birth weight babies, children in families of lower socio-economic status, children of teen moms, children in families on social assistance, as well as children involved with Child and Family Services are more likely to be vulnerable at age five (Santos et al., 2012). Such findings point to the need for widening the scope of data the Division collects on incoming cohorts of Kindergarten children.

While the Division's EDI results point to continued challenges across all developmental health areas, the sub-domain results may provide the Brandon School Division and Brandon community with the most actionable information when attempting to plan intervention programming to address the various challenges Brandon area children seem to be experiencing. In particular, programming is needed to address gross and fine motor skills, children's approaches to learning, prosocial and helping behaviour, literacy and numeracy skills, as well as communication skills. Each of these sub-domains includes even more specific skills that our students are struggling to demonstrate. Focussed discussions of these specific skills could lead to targeted programs or interventions

The Division can certainly use the EDI data to help plan and prepare for the added resources needed to ensure equality in learning despite inequality in school readiness at age five. However, researchers highlight that children's trajectories for learning and developmental health are fairly well engrained by school entry age (Bronwell et al., 2012; Santos et al., 2012). Therefore, in addition to school programs, researchers are calling for targeted interventions *prior to age five*, and the Brandon School Division may indeed wish to play a peripheral and perhaps advisory role in the community-wide planning of such interventions.



BRANDON SCHOOL DIVISION POLICY

POLICY 6012

TRANSPORTATION/FACILITIES ASSISTANT

Adopted: 5/2004 (January 26, 2004)

JOB TITLE: TRANSPORTATION/FACILITIES ASSISTANT

REPORTS TO: SUPERVISOR OF TRANSPORTATION

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.

EDUCATION

- High school graduation certificate
- 1 – 2 years post secondary education in a related field with an emphasis in records management and/or computer software operation.

ADDITIONAL SKILLS

Required:

- Valid Class 5 Manitoba Drivers License with the ability to upgrade to a Class 2 Licence, School Bus Operator Certificate.
- Demonstrated knowledge and experience in computer technology including word-processing, statistical record keeping, database and spreadsheets.
- Demonstrated effective verbal and communication skills to consult, collaborate and liaise with Division staff, community agencies and the public.
- Excellent organizational and interpersonal skills.
- Use of a personal vehicle for business purposes.

EXPERIENCE

A minimum of one (1) year prior experience in a related field is required.

KEY RESPONSIBILITIES

The Transportation/Facilities Assistant reporting to the Supervisor of Transportation is responsible to:

- Collect and interpret statistical information relating to the bussing of students, etc. to meet the needs of the Division;

- Coordinate and verify the data the Student Data Management System of the Manitoba Education EIS (Education Information System) codes.
- Maintain computerized database(s) for student transportation and student demographic records for facility planning.
- Deal promptly with enquiries and complaints from the public regarding transportation services provided and refer major problems to the Supervisor of Transportation.
- Plan, coordinate, implement and maintain the scheduling of bus routes, schedule vehicles and drivers in consultation with the Supervisor of Transportation.
- Schedule and prepare routings for field trips and special programs and maintain accurate cost records.
- Plan, coordinate and implement facility planning for school catchment areas and optimum facility usage.
- Review and analyze expenditures in relation to the transportation budget.
- Purchase equipment and supplies for Transportation Department in accordance with purchasing and tendering policies.
- Assume the responsibility of the Supervisor of Transportation in his/her absence including supervisory responsibilities as required.
- Perform other job related duties as assigned.

COMMENTS

The incumbent must:

- Have excellent time and workload management skills.
- Effectively prioritize work.
- Function well independently.
- Work cooperatively with students, parents, Division staff, community agencies and the general public in a positive and productive manner.
- Work co-operatively with the Supervisor of Property in facilities planning.
- Respect and maintain confidentiality of information.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6013

PAYROLL/BENEFITS OFFICER

Adopted: 82.05.01

POSITION SUMMARY: The job goal of the Payroll/Benefits Officer should be to contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum positive support services for the Division.

The Payroll/Benefits Officer shall be responsible to the Secretary-Treasurer, or his/her designate, for the preparation of the payroll and all related and required records and calculations.

POSITION DUTIES: Without restricting the generality of the foregoing, the Payroll/Benefits Officer shall supervise and/or perform the following duties:

1. Carry out all calculations and prepare and maintain all records and forms necessary to produce the salaries and wages of all employees at such time intervals as may be established.
2. Ensure that all payroll deductions are calculated, made, recorded and remitted as required and/or authorized.
3. Perform such accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records at such times as required by law or as directed.
4. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, etc., as may be directed.
5. Process claims for benefits such as pension, group life, long-term disability, etc., and otherwise assist Division employees with payroll/personnel related problems or questions.
6. Issue any records of employment only as required by law or as authorized by the Secretary-Treasurer.
7. Prepare, type and submit all billings for payroll cost recoveries and salary claims and reports required.
8. Assist the Secretary-Treasurer in the preparation of budget estimates for salary and fringe benefit costs.
9. Assist the Secretary-Treasurer with preparations, calculations, etc., for the Board of Trustee negotiations with employee groups and individuals.
10. Assist the Secretary-Treasurer with implementation and administration of collective agreements and Board policies on salaries, fringe benefits and working conditions.

11. Operate office equipment, such as typewriter, calculator, data processing, word processing, etc., as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
12. Compose and type routine correspondence on payroll matters, as authorized by the Secretary-Treasurer.
13. Assist the Secretary-Treasurer in maintaining all personnel files and records in a current and accurate state.
14. Maintain and ensure the confidentiality of all payroll information in accordance with Board policy and practice.
15. Perform such other related duties as may be assigned by the Secretary-Treasurer.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6014

PAYROLL/BENEFITS CLERK

Adopted: 83.11.28

JOB GOAL: To contribute to the smooth and efficient operation of the Brandon School Division Administration Office so as to provide the maximum position support services for the Division.

The Payroll/Benefits Clerk shall be responsible to the Secretary-Treasurer, or his/her designate, for assisting the Payroll/Benefits Officer in the preparation of the payroll and all related and required records and calculations.

PERFORMANCE RESPONSIBILITIES: Without restricting the generality of the foregoing, the Payroll/Benefits Clerk shall assist the Payroll/Benefits Officer in performance of the following duties:

1. Carry out all calculations and prepare and maintain all records and forms assigned and necessary to produce the salaries and wages of employees at such time intervals as may be established.
2. Perform such assigned accounting or bookkeeping functions necessary to ensure the accuracy of all records, payments and remittances and reconcile and balance all records as assigned.
3. Maintain accurate and complete records of all salaries, wages, fringe benefits, leaves of absences, illness, vacations, substitutes, seniority lists, etc., as may be assigned.
4. Calculate, make, record and remit all payroll deductions as required and/or authorized.
5. Issue any records of employment only as required by law or authorized by the Secretary-Treasurer.
6. Prepare, type and submit all billings for payroll cost recoveries, salary claims and reports as required.
7. Operate office equipment, such as calculator, typewriter, data processing, word processing, etc. as necessary to perform reporting, calculating, storage and retrieval of information functions as assigned.
8. Further to number 7 above, act as the input operator for such data processing or word processing equipment as may be utilized in the Administration Office. This will include the input and retrieval of such payroll, personnel, or accounting information as may be assigned by the Secretary-Treasurer or his/her designate.
9. Maintain and ensure the confidentiality of all information in accordance with Board of Trustee policy and practice.

10. In the absence of the Payroll/Benefits Officer, carry out, under the direction of the Secretary-Treasurer, all duties and responsibilities necessary to produce the salaries, wages, reports and records required.
11. Perform such other related duties as may be assigned by the Payroll/Benefits Officer and/or Secretary-Treasurer.



BRANDON SCHOOL DIVISION POLICY

POLICY 6016

INFORMATION TECHNOLOGY COORDINATOR

Adopted: Motion 27/2005; February 28, 2005

JOB TITLE: Information Technology Coordinator

REPORTS TO: Administrator of Information and Communications Technology (ICT)

JOB PURPOSE AND OBJECTIVES

- To contribute to the overall goals and objectives of the Brandon School Division.
- To plan, manage and perform the installation and maintenance of information technology requirements of the Division. The Information Technology Coordinator shall collaborate with the Information and Communications Technology Consultant and supervise the computer technician assistant(s) in carrying out the duties and responsibilities of the position.

EDUCATION

- The minimum education requirement for this position is graduation from Grade 12 and completion of a university degree or two years community college program in a computer related discipline or equivalent.

ADDITIONAL SKILLS

Required:

- Ability to work co-operatively with Division partners.
- Ability to communicate effectively with people both orally and in writing.
- A good working knowledge of computer networks, Novell, DOS operating systems, electronic data communication transmission systems and the Internet.
- Knowledge of multiple software applications and their implementation.
- A good working knowledge of and skill to maintain and operate computers, networks and associated information technology equipment.
- A good working knowledge of new IT developments and applications.
- Possession of a valid Manitoba Class 5 driver's license.

Preferred:

- Knowledge of electronic data communication systems.
- Novell Certified Network Engineer (CNE) certification or equivalent.

EXPERIENCE

A minimum of two years IT experience with relevant computer hardware, software and networks in an education, business or government environment, or equivalent is required.

KEY RESPONSIBILITIES

To coordinate the information technology needs and operations throughout the Division including:

- Coordinate the installing, configuring, monitoring, maintaining of hardware, network operating systems and Divisional software for instructional and administrative systems (e.g. Novell, Windows NT server or equivalent).
- Installing, configuring and maintaining Internet/WAN devices for communications (e.g. routers, switches, cabling, network and web servers).
- Ensuring that all software is properly licensed.
- Ensuring that an inventory of software and hardware is maintained.
- Developing and monitoring back-up systems for IT throughout the Division.
- Assisting in the development of all IT systems and, when appropriate, training users of the IT system.
- Reviewing IT equipment requirements and allocation of equipment to ensure effective use of resources as requested.
- Coordinate work assignments and training of Computer Technician Assistant(s).
- Providing technical support to all staff on IT for administrative and instructional purposes.
- Collaborating with the Administrator of Information and Communications Technology (ICT) in the preparation of the instructional and administrative IT budget for approval by Senior Administration and the Board.
- Being responsible for the purchase of IT equipment in accordance with the budget allocation.
- To liaise with partner agencies regarding IT interests.
- To participate on Divisional IT committees, including chairing.
- To coordinate special information technology projects as assigned.
- Maintaining duties in a confidential manner and maintaining confidentiality of information.
- Performing other job related duties as assigned.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes, and with a variety of different people in a team environment. He/She must be able to prioritize work, provide coordination and direction to others and work effectively independently. He/She must be flexible, adjust to changes in workload demands and deal with and maintain confidential information.



BRANDON SCHOOL DIVISION POLICY

POLICY 6026

ADMINISTRATIVE OFFICER – CROCUS PLAINS REGIONAL SECONDARY SCHOOL

Adopted: 83.01.09

Amended: Motion 156/2010; October 12, 2010

JOB GOAL: The Administrative Officer shall provide an administrative service in the following areas:

1. all financial business involving the school including budget;
2. inventory;
3. supplies;
4. equipment;
5. textbooks;
6. keys and key control;
7. equipment maintenance contracts;
8. maintenance of cash flow records in all areas of the school.

PERFORMANCE RESPONSIBILITIES: The Administrative Officer shall be responsible to the Principal of the school for such duties as may be assigned.

Without in any way restricting the generality of the foregoing, the Administrative Officer shall:

1. assist in the preparation of budgets covering school funds;
2. maintain a record of all school accounts and budget accounts;
3. receive, record, balance and deposit all monies received by the school;
4. maintain up-to-date inventory records of various departments;
5. receive and distribute textbooks;
6. assign and collect fees for parking spaces with plug-ins;
7. account for and maintain records covering the collection of student fees, locker rentals, caution fees and distributing caution fees upon termination;
8. assume the responsibility for lock and key control;
9. collect amounts due for all work orders and cross-reference with internal purchase orders;
10. oversee and monitor equipment maintenance agreements;
11. ensure that purchasing is carried out in accordance with Brandon School Division purchasing and tendering policies;
12. perform general mail pick-up and delivery; and
13. perform other related duties as and when required and assigned.



BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

POLICY 6027

WORK EDUCATION PARTNERSHIPS COORDINATOR

Adopted: 99/96

Amended: Motion 6/2009; January 12, 2009

JOB TITLE: WORK EDUCATION PARTNERSHIPS COORDINATOR

REPORTS TO: ASSOCIATE SUPERINTENDENT 9-12

EFFECTIVE: JUNE 1, 1996

JOB PURPOSE AND OBJECTIVES:

To contribute to the overall goals and objectives of the Brandon School Division.

To coordinate and facilitate partnerships between the school and business community for the Division.

To develop, coordinate, manage and supervise the work placement process for the work education program.

EDUCATION:

The minimum educational requirement is a high school diploma with post secondary training in an administrative or management field preferred.

ADDITIONAL SKILLS:

Required:

- Valid Class 5 Driver's License
- training and experience in microcomputer and keyboarding/typing
- good public relations, interpersonal communication and management skills
- good organization and time management skills.

EXPERIENCE:

Prior experience in marketing, employment placement or work experience program administration and/or public relations activities an asset.

Prior experience in working with high school age youth is preferred.

Equivalent combinations of education, training and experience may be considered.

KEY RESPONSIBILITIES/FUNCTIONS:

1. Develop and maintain relationships and partnerships between the Grades 9-12 Schools and the local business community.
2. Develop and maintain community, business and school contacts between the Division and other agencies, businesses and school divisions.

3. Determine the need for work stations/sites.
4. Recruit suitable work stations/sites related to determined needs.
5. Develop, coordinate and implement the placement process for student placement to established work stations/sites.
6. Develop, coordinate, implement and maintain administrative and organizational processes related to work experience placements.
7. Act as liaison on student progress in work placements for employers and teachers.
8. Develop and maintain the monitoring process and supervision of student placements including regular contact with all participants in the program.
9. Participate as required in the problem solving related to issues of the work education program.

Perform other related duties as required.

COMMENTS:

The incumbent must work independently, be motivated, have self-initiative, and have excellent problem solving skills. This is a public oriented position that includes significant contact with teachers, students, parents, community organizations and businesses and requires well developed interpersonal and written communication skills as well as public relations skills. The incumbent must have excellent organizational and administrative skills to manage administrative responsibilities of the position and work education program components. Creativity and an ability to develop contacts with community agencies and businesses within and beyond the perimeters of Brandon is required.



BRANDON SCHOOL DIVISION POLICY

POLICY 9052

SCHOOL VANDALISM WATCH

Adopted: Motion 45/92

The "School Vandalism Watch" program is endorsed for implementation into the Brandon School Division by the Brandon City Police and the use of a corporate or service club sponsor for the project is approved.

OCT 16 2012

Appendix D

FORM 4001(a)

April 2004

Amended: Motion 6/2009;

January 12, 2009

Office of the Superintendent/CEO
Brandon School Division
Brandon School Division

Off-Site Activity Form

- A Trips (trips within Canada not to exceed 3 nights)**
B Trips (trips within Canada exceeding 3 nights)
C Trips (Outside of Canada) - No Air Travel
D Trips (Outside of Canada) - Requiring air travel

Required Approval

- ☐ Principal
☐ Principal & Superintendent
☐ Principal, Superintendent & Board
☒ Principal, Superintendent & Board

School: <u>Vincent Massey</u>		LC: <u>Brandon</u>	Phone: <u>204-729-3710</u>	Fax: <u>204-729-0865</u>
Destination: <u>Italy</u>		Departure Date: <u>May 15, 2014</u>	Return Date: <u>May 25, 2014</u>	
Name of Service Provider (if applicable): <u>TBA</u>		Contact Person of Service Provider: <u>TBA</u>	Phone: <u>TBA</u>	
Number of Service Provider:				
Grade Level (Please check):		# of Students:	# of Male:	<u>TBA</u>
<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> SP		<u>45-60</u>	# of Female:	<u>TBA</u>
		# of Adults:	Student/Adult Ratio: <u>8:1</u>	
NAME	GENDER	DATE OF LAST VISIT TO SITE IF APPLICABLE	WILL YOU BE ON SITE FOR THE ENTIRE TRIP? IF NOT, SPECIFY SCHEDULE.	SPECIAL SKILLS AND TRAINING
Teachers-in-Charge:				
<u>Brent Campbell</u>	<u>M</u>		<u>YES</u>	
<u>Marla Fontaine</u>	<u>F</u>		<u>YES</u>	
Volunteers:				
<u>TBA</u>				

METHOD OF TRANSPORTATION (AS PER BSD POLICY)

- ☐ BSD School Bus
☐ Rental Van (company)
☐ Charter Bus (company)
☐ Volunteer Driver (adult)
☐ Student Volunteer Driver (in Division)
☐ No transportation provided by school
☐ Commercial Airline
☐ Walking
☐ Bicycling
☐ Other:

REQUIREMENTS CHECKLIST

- ☐ Acknowledgement of Risk Form
☐ Travel & Health Insurance (for travel outside Manitoba)
☐ Itinerary/Schedule Attached
☐ Parent Correspondence Attached
☐ Supervision Plan Attached

FOR C & D TRIPS

- ☐ Parent Information Checklist Reviewed
☐ Parent Meeting Planned - Principal's Discretion
☐ Travel Alert websites reviewed - appendix

RECEIVED

OCT 16 2012

Office of the Superintendent/CEO
Brandon School Division

108B

ESTIMATED COST OF TRIP (C & D TRIPS ONLY) Fees, including guides \$ _____ Transportation \$ _____ Accommodation \$ _____ Meals \$ _____ Other Expenses \$ _____ TOTAL ESTIMATED COST \$ <u>* See attached</u>	SOURCE OF FUNDING <i>* See attached proposal</i> School Funds \$ _____ School's Budget \$ _____ Student Fee \$ _____ Fund-Raising by: \$ _____ Other (please specify) \$ _____ TOTAL ESTIMATED FUNDS REQUIRED \$ _____
---	--

EDUCATIONAL PURPOSE (complete 1 & 2 or 3)

1. How has the activity been part of the planned program for this class/group?
2. Which educational outcomes do you plan to achieve?
3. Competition/event:

** See attached proposal*

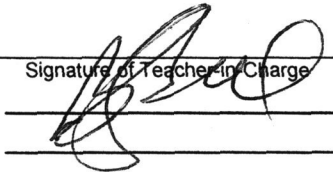
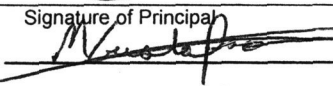
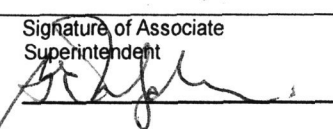
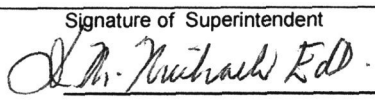
HOTEL NAME AND PHONE NUMBER (IF APPLICABLE):

HOST FACILITY NAME AND PHONE NUMBER: (If applicable)

OTHER CONTACT NAMES AND NUMBERS:

EMERGENCY PREPAREDNESS

☐ Emergency participant list (i.e. medical info, medical numbers, contact person)
☐ First aid kit access
☐ Communication device (if possible) Number: _____
☐ Other

Name of Teachers-in-Charge (please print) <u>Brent Campbell</u>	Date (year/month/day) <u>2012/10/15</u>	Signature of Teacher-in-Charge 
Name of Principal (please print) <u>Mathew Gustafson</u>	Date (year/month/day) <u>2012/10/15</u>	Signature of Principal 
Name of Associate Superintendent (please print) <u>Greg Makziewicz</u>	Date (year/month/day) <u>2012/10/18</u>	Signature of Associate Superintendent 
Name of Superintendent (please print) <u>A. M. Michalski</u>	Date (year/month/day) <u>2012/11/05</u>	Signature of Superintendent 

Once the Principal has approved the off-site activity, mail this form to the Associate Superintendent of your Learning Community according to the approval process deadlines for B, C, D trips.

This personal information or personal health information is being collected under the authority of the Brandon School Division and will be used for educational purposes or to ensure the health and safety of the student. It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. If you have any questions about the collection, contact the Brandon School Division Access and Privacy Coordinator at (204) 729-3100.

October 5, 2012

**Vincent Massey Music Department
Brent Campbell, Marla Fontaine
Proposed trip to Italy, May 15 – 25, 2014**

We would like to request permission to proceed with a planned trip to Italy with 45 – 60 music students/chaperones in May of 2014.

This trip is to learn in depth and firsthand the historic culture of Italy and to experience music in some of the most famous locations and settings where this music was first performed. It is also a chance to see some of the world's most famous archeological sites and museums that house priceless works of art by some of the greatest artists of all time.

We would like to open this trip up to students now in order that they have 1.5 years to fundraise for their trip. The music department holds regular fundraising drives for students throughout the year and has one (Sobeys cards) that runs year-round and generates thousands of dollars in profit for students every year.

We plan to take 45 – 53 students on this trip and have a chaperone/student ratio of not greater than 1:8. This ensures that all students are well supervised at all times. Our model of supervision has us assigning small student groups to each chaperone for the duration of the trip enabling excellent watch over all of our students at all times.

We are currently getting quotes from Tour companies that specialize in trips like this for school groups and have set a maximum cost per person at \$3499 CAD. This includes all transportation, travel, travel and health insurance, accommodations (double occupancy) admissions, concerts, breakfasts and dinners on the trip.

A tentative itinerary is as follows:

May 15, Thursday – travel

Depart Brandon and fly to Italy arriving the next morning in Naples

May 16, Friday – Sorrento

Arrive Naples airport. Drive to Sorrento (1,5hr). Check in. Relax. Excursion to Capri. Dinner at the hotel and overnight

May 17, Saturday – Rome

Depart Sorrento. Drive to Pompeii (1hr) for guided tour- Continue to Rome (3hr). Check in. Dinner at local restaurant and overnight

May 18, Sunday – Rome

Morning sightseeing of Ancient Rome features Colosseum and Forum. Afternoon

guided tour in Rome. Dinner at local restaurant and overnight.

May 19, Monday – Montecatini

Morning guided tour of Vatican Museums, Sistine Chapel and St Peter's Cathedral. After lunch, depart to Montecatini via San Gimignano and Florence. Check-in, dinner at the hotel and overnight.

May 20, Tuesday – Montecatini

Drive to Florence (1hr). Guided sightseeing including Michelangelo's David at Accademia, The Uffizi Museum and the Basilica di Santa Maria del Fiore (the Duomo) Back to Montecatini for dinner at the hotel and overnight.

May 21, Wednesday – Montecatini

Full day excursion to Pisa and Cinqueterre. Dinner at the hotel and overnight

May 22, Thursday – Cremona

Depart Montecatini to Siena. Guided tour of Siena and the history of the Palio. Depart to Cremona after lunch. Check-in and overnight. La Scala performance in Milan.

May 23, Friday – Monastier

Guided tour of Stradivari violins museum and of string making shops. After lunch depart to Venice. Stop en route in Verona. Check in at hotel in Monastier by Venice. Dinner at the hotel and overnight

May 24, Saturday – Monastier

Full day in Venice. Guided sightseeing features St Mark's Cathedral and Doges' Palace. Dinner at local restaurant. Overnight in Monastier

May 25, Sunday – Depart Venice

Transfer to Venice airport

Hotels

Hotel Central, 4 str

Corso Italia, 254
80067 Sorrento
Ph: +39-081-8781372
www.colonnahotels.com

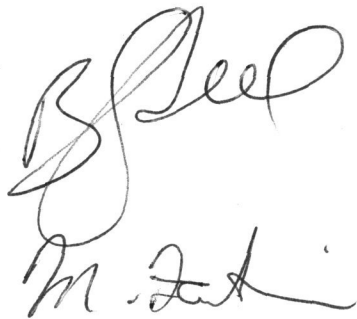
Holiday Inn Rome Aurelia, 4 str

Via Aurelia Km. 8,400
00165 - Roma
Ph: +39-0666411200
www.holidayinn.com/romeaurelia

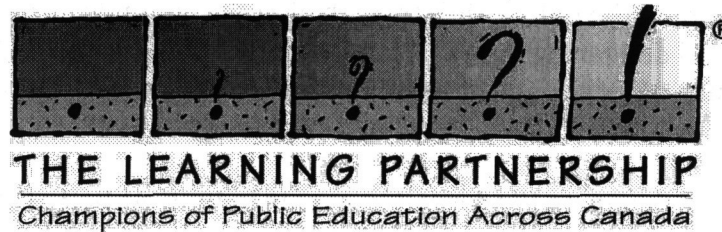
Hotel Michelangelo, 4str
Viale Fedeli, 15
51016 Montecatini Terme
Ph: +39-0572-911700
www.hotelmichelangelo.org

Hotel Ibis, 3str
Via Mantova
26100 Cremona
Ph: +39-0372-452222
www.accorhotels.com

Hotel Villa Fiorita, 4str
Via Giovanni XXIII, 1
31050 Monastier di Treviso
Ph: +39-0422-898008
www.hotelvillafiorita.it



B. Deel
M. Deel



Welcome to Kindergarten™

Welcome To Kindergarten Orientation Summary and Outlook:

Brandon School Division

2011-12 WTK Orientations

Message from the Program Manager and Future Outlook:

Brandon School Division has been a valued participant in The Learning Partnership's Welcome to Kindergarten program since the pilot year of 2009-10. Participation expanded from one school in the pilot year, to six schools in 2010-11 and to all eighteen schools this year in 2011-12.

Strong divisional support for Welcome to Kindergarten is provided by Superintendent of Schools/CEO, Dr. Donna Michaels. The goal of the Welcome to Kindergarten program, designed to empower and engage pre-school families in preparing their children for success in school in collaboration with community partners, supports the vision and mission of Brandon School Division.

In October, I visited with the Principals of the six schools that had participated in the Welcome to Kindergarten program last year; King George, Riverview, Betty Gibson, Earl Oxford, Valleyview and Ecole O'Kelly. We discussed the implementation of their spring Welcome to Kindergarten family orientation, addressed any questions they had about the program and celebrated their success.

In January, a conference call was held with the Principals of the twelve new schools involved this year to review the framework of expectations for implementing the WTK program and the overview of eLearning training. Training took place for the twelve school teams and their community partners during January and February via eLearning.

Family orientations were held at each school in April, May or June and almost all schools reported an excellent turnout of families. Contacting the families in a variety of ways and providing a nutritious snack were found to be effective strategies in encouraging good attendance.



Of particular note in the data is the strength of both staff and community partner involvement in organizing and delivering the WTK family orientations. School teams are to be commended for engaging such a wide range of community partners who support young families in their communities.

I attended two Welcome to Kindergarten events in June. At Betty Gibson, the school had engaged translators for both Mandarin and Spanish, clearly provided the key messages and gentle modelling of ways to play and learn at home with the resources in the WTK bag and effectively used older students to assist families with younger children so that parents and their pre-Kindergarten child could actively participate together. Ecole Harrison provided three WTK orientations, held in the morning, afternoon and evening of the same day, to accommodate the large numbers of families attending. In both schools, the program was very well received. The families enjoyed their welcome to the school, the learning activities with their child and the WTK bag of resources to take home.

We look forward to continuing our partnership with Brandon School Division in the coming year. We will discuss and plan for any training needs for new staff and community partners. I also look forward to facilitating an opportunity for schools to share the many good practices that will continue to make Welcome to Kindergarten a great success.

Deborah Thompson

WTK Implementation Survey Results:

Data Collected in Brandon School Division Schools by Principals and Kindergarten Teachers Directly Involved in WTK Program Delivery

Survey Background Data

Number of Brandon School Division schools submitting surveys	18
Total number of Brandon SD schools participating in 11-12 WTK program	18
Percentage of schools submitting survey data	100%

Survey Results

Number of families accommodated for spring WTK orientations	748
Number of First Nations children entering kindergarten.	110
Number of ELL/EAL children entering kindergarten.	94
Number of teachers who attended workshop / took eLearning in 11-12	59
Number of principals who attended workshop / took eLearning in 11-12	13
Number of community partners who attended workshop / took eLearning in 11-12	15
Number of Teachers implementing WTK program.	86
Number of school support staff helping to organize and deliver WTK family orientation.	41
Number of Supporting Community Partners	44
Number of Volunteers supporting delivery of WTK program	59



Open-Ended Survey Responses

Community Partner Agencies - *What community partners/groups supported your school's WTK orientation:*

- AFM - Kirsten Zegers Doreen Cooper - Westman Immigration Angie Turner - Public Health Brenda Lacerte - Elspeth Reid
- Brandon School Division - Speech and Language Pathology services
- Westman Immigrant Services Elspeth Reid Center (Westman Child and Family Services) Brandon Regional Health Public Health
- Ms Bev Pretty Big Brothers and Sisters 153A-8th Street Brandon, Manitoba R7A 3W9
Brandon Friendship Centre 836 Lorne Ave. Brandon, Manitoba R7A 0T8 727-1408
Brenda Lecert Elspeth Reid Resource Centre 255-9th Street Brandon, Manitoba R7A 6X1 726-6280
Westman Immigrant Services 1001 Pacific Ave. Brandon, Manitoba R7A 0J2 727-6031
Dr. A. Aiken Eye Outfitters 1502 - 9th Street Brandon, Manitoba R7A 4E1 725-0943
Cst. Shanna Bird Brandon Police Services 1340 - 10th Street Brandon, Manitoba R7A 6Z3 729-2345
Ms. T. Paddock Representing Dr. J. Bonar - Dentist 343A - 18th Street Brandon, Manitoba R7A 5A8 727-5885
Ms. T. Haggerty Representing Dr. J. Winburn - Orthodontist Suite C6-1711 Kirkcaldy Dr. Brandon, Manitoba R7A 0B9 727-0401
Ms. Denise Cox Parent Child toy Lending Library Unit 1 - 710 Rosser Ave. Brandon, Manitoba R7A 0K9 571-8965
Laurie Sunley-Clark Public Health Nurse A5-800 Rosser Ave. Brandon, Manitoba R7A 6N5 578-2500
Seventh Street Access 20 - 7th Street Brandon, Manitoba R7A 6M8 578-4800
Ms. Denise Cox Child and Adolescent Treatment Centre 1240 - 10th Street Brandon, Manitoba R7A 7L6 727-3445
- Speech Language Pathologist Rene Snowdon
- Speech Pathologist BSD Brandon Friendship Center, Elspeth Reid Resource Center Manitoba Learning Disabilities
- Public Health - Unit A5 800 Rosser Ave. Brandon MB R7A 6N5
Environmental Initiatives City of Brandon, 410-9th Street, Brandon MB R7A 6A2
Toy Lending Library bdntoylendinglibrry@gmail.com
- MFRC Daycare
- Westman Immigration Services
- Public Health provided pamphlets - unable to attend due to illness
- Public Health Nurse
- Public Health



Type of support

Provided parent information	72%
Helped to plan WTK Family Orientation	33%
Helped to deliver an activity at WTK Family Orientation	33%
Provided a follow-up WTK Family session	11%
Other	11%

Other type of support provided:

- childcare for siblings
- Translation for EAL families

Average Rating of WTK Program Implementation – *The extent of the implementation of each of program component was evaluated on a 3-point scale: 1 (Not at all); 2 (Partly); 3 (Fully)*

Essential WTK Program Component	Average Survey Response
Organizing one or more WTK session(s) for incoming Kindergarten families	2.94
Delivering the WTK Key Messages to parents	2.88
Planning and collaborating with community partner(s) to plan and/or deliver WTK orientation and follow-up	2.16
Creating four or five stations through which families rotated at short intervals	3.00
Modeling how to 'play' and have fun with the resources in the WTK bag	3.00
Explaining to parents the rationale of why this type of 'play' is important	3.00
Encouraging interactivity at the stations between parent/caregiver and child	3.00
Modeling activities with playdough and how to make it	2.88
Providing translated copies of the parent page: 'Have Fun and Help Your Child Get Ready for School'	2.44
Developing and implementing a plan to orient families unable to attend the WTK session	2.22
Planning and implementing one or more follow-up family workshops	1.88

Comments on any items that were either “Not at all” or “Partly” Implemented:

- “All of our families currently registered participated, so at present, we have not had to plan for follow-up. It was difficult to access community partners (given we are a small community) and they had commitments in larger centers. We did include all the information we collected from our community partners and went through it with parents during our WTK evening. We did not have to translate materials because all of our families can speak/read English at this time. All of our "new" Kindergarten students will come and spend the day with their classmates and teacher as a follow-up to our WTK evening.”
- “Only one WTK session was necessary and we found that the key messages of WTK did not respond to what we expect of our families as a Single Track French Immersion school so we enhanced what was given to us.”



- “This was our first year implementing the Welcome to Kindergarten program. Next year we will expand and invite community partners to take part.”
- “Almost everyone came. I have no more WTK bags to give out. No need for follow-up family workshops. A very well informed bunch of parents”
- “This was our first year of implementation. We will implement a follow-up next year.”
- “More work needed to include community partners in more active roles, only provided bags to non-attending families, should maybe look at a follow up session in the fall next year because our military families posting in summer.”
- “Planning to have a meet and greet in Early Sept for parents that did not attend. We will work on including more community partners in the future.”
- “We had only three children not attend and they all have older siblings in the school. We have many ways of reaching out to the families in place.”
- “We need to work on ensuring we have our packages translated. Participation is high enough that follow up seems not worth our while - providing the package and brief explanation would be all we plan to do.”

General comments on WTK program: *Comments are reflections from teacher and administrators who participated in the WTK Orientation.*

- “The children and parents expressed appreciation for the opportunity to come and learn together. They also appreciated the opportunity to take home the materials to use at home over the summer.”
- “I believe that the materials within the bags were well-received but would probably better serve a population that needs much more pre-Kindergarten programming and intervention. Our families have been coming to our school with very well-prepared children and we are thankful for this.”
- “We were disappointed in the attendance. Only 10 families attended.”
- “We were very pleased with our first Welcome to Kindergarten evening, we provided a light, nutritious supper for our families and had approximately 110 parents, kindergarten students and their siblings attend.”
- “We had a great turn out. The families seemed happy to receive the bag and take part at each station. Looking forward to next year!”
- “The response from children, parents and staff was very positive. We all felt pleased by the feedback and found the resources to be useful.”
- “All feedback received was positive.”
- “This is our 3rd year offering the Welcome to Kindergarten program and it has gotten better every year. We were the pilot school for our division.”
- “The attendance at our session says it all! It was a very celebrational event.”

