



BRANDON SCHOOL DIVISION

September 6, 2017

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

TO BE HELD MONDAY, SEPTEMBER 11, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, August 28, 2017.
Adopt.
- b) Board Meeting, August 28, 2017.
Adopt.
- c) Inaugural Board meeting, September 5, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

- a) Dr. Linda Ross, Trustee, presenting on Rae Hutton's research on Sport and Transgender Youth.

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – September 11, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) MSBA Resolutions Committee Meeting L. Ross
- b) Report of Board Strategic Planning Meeting L. Ross

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

80/2017 That the following Committees, Sub-Committees and External Board Representatives for the 2016-2017 school year be and are hereby discharged with thanks:

Divisional Futures & Community Relations
Education
Facilities/Transportation
Finance
Personnel
Policy Review

MSBA Resolutions

Aboriginal Education Advisory
Brandon Community Drug & Alcohol Education Coalition
Friends of Education Fund
Job Evaluation Review
School Division/Parent/Guardian Advisory
Support Personnel Labour Management
Teacher Liaison
Workplace Safety & Health

Brandon Urban Aboriginal Peoples' Council
Food For Thought
Joint Division/City Task Force Ad-hoc

- 81/2017 That the Committees of the Board, effective September 11, 2017, be and are hereby approved as follows:

Education and Community Relations: P. Bartlette, P. Bowslaugh, G. Buri, Alternate – K. Sumner
Finance and Facilities: G. Kruck, M. Sefton, K. Sumner, Alternate – P. Bartlette
Personnel and Policy: S. Bambridge, J. Murray, L. Ross, Alternate – M. Sefton

- 82/2017 That Ad-Hoc Committees of the Board, effective September 11, 2017 be and are hereby approved as follows:

MSBA Resolutions: J. Murray, M. Sefton
Joint City Task Force Ad-Hoc: P. Bowslaugh, G. Buri, G. Kruck, Alternate - S. Bambridge

- 83/2017 That the Sub-Committees of the Board, effective September 11, 2017 be and are hereby approved as follows:

Aboriginal Education Advisory: P. Bowslaugh, Alternate – G. Buri
Brandon Community Drug and Alcohol Education Coalition: P. Bartlette, Alternate – P. Bowslaugh
Brandon Urban Aboriginal People's Council: K. Sumner, Alternate – G. Buri
Food For Thought: K. Sumner, Alternate – G. Buri
Friends of Education: G. Buri, Alternate – P. Bowslaugh
Job Evaluation Review: J. Murray, L. Ross, Alternate – S. Bambridge
School Division/Parent/Guardian Advisory: P. Bartlette, P. Bowslaugh, Alternate – G. Buri
Support Personnel Labour Management: S. Bambridge, Alternate – J. Murray
Teacher Liaison: S. Bambridge, J. Murray, M. Sefton, Alternate – L. Ross
Workplace Safety and Health: G. Kruck, Alternate - M. Sefton

- 84/2017 That the new Board Policy Manual be adopted as presented.

- 85/2017 That the Board Annual Work Plan for 2017-2018 be adopted as presented.

86/2017 That the Board of Trustees Governance Goals be updated and accepted as follows:

Education and Community Relations:

- 1) Continue to monitor the Continuous Improvement Plan results.
- 2) Build Relationships with existing and new stakeholder groups

Finance and Facilities:

- 1) Implement a multi-year budget strategy to plan for future sustainability and, subject to provincial funding support, attempt to limit special levy increases to the sum of inflationary pressures plus enrollment growth.
- 2) Continue to lobby for a new school in South Brandon while developing new and existing spaces to support current and future programming.

87/2017 That the revised Brandon School Division Organization Chart be adopted as presented.

88/2017 That the Shared Services Agreements between the Division and Christian Heritage School for the 2017-2018 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

89/2017 That the low Tender from Flynn Canada Ltd. in the amount of \$250,456 (plus GST) for the Waverly Park School Roof Replacement Project be accepted, subject to approval by the Public Schools Finance Board.

90/2017 That the Board submit to the Manitoba School Boards Association (MSBA) resolutions on the following:

- 1) MSBA lobby the Province of Manitoba to enact legislation requiring vaccination of school children;
- 2) MSBA conduct a review of the powers of the Provincial executive and the MSBA executive.

5.06 Bylaws

By-Law 8/2017

2nd Reading

That By-law 8/2017 being a borrowing by-law in the amount of \$1,685,000 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Various	16/17 Skills Strategy Equipment Enhancement Fund
New Era School	Grooming Room and Exterior Ramp
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
George Fitton School	Roof Replacement
King George School	Roof Replacement

Green Acres School
Green Acres School
Meadows School

Gymnasium Addition
Heating System and Unit Ventilator Replacement
Foundation waterproofing

be now read for the second time, having been first read on August 28, 2017.

3rd Reading

That the rules be suspended and By-Law 8/2017 be now read for a third and final time, and taken as read, finally passed.

By-law 9/2017

1st Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, "Meetings of the Board", Section V, 'Committees', Section VI, "Public Participation at Board Meetings", and Section VII, "General", be now read for the first time.

By-law 10/2017

1st Reading:

That By-law 10/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 4/2014 which authorizes payment of indemnities and mileage to Trustees, originally passed September 22, 2014, to add sections to replace Policy 2006 – "Trustee Professional Development", be now read for the first time.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, September 12, 2017, Boardroom.
- b) Education and Community Relations Committee Meeting – 1:00 p.m., Monday, September 18, 2017, Boardroom.
- c) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, September 19, 2017, Boardroom.
- d) Green Acres School, New Gymnasium Visit – 5:30 p.m., Monday, September 25, 2017, Green Acres School.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 25, 2017, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:55 P.M., MONDAY, AUGUST 28, 2017.

PRESENT:

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

Mr. D. Labossiere, Secretary-Treasurer.

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

REGRETS:

Mrs. P. Bowslaugh.

CALL:

The Chairperson called the meeting to order at 5:56 p.m. and referred to the Call.

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

a) Giving of Notice – Borrowing By-Law 8/2017.

Mr. Sefton

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 8/2017 for the purpose of borrowing the sum of \$1,685,000 to meet partial costs for construction of the following:

School

Various
New Era School
Crocus Plains Regional Secondary School
George Fitton School
King George School
Green Acres School
Green Acres School
Meadows School

Project

16/17 Skills Strategy Equipment Enhancement Fund
Grooming Room and Exterior Ramp
Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Roof Replacement
Roof Replacement
Gymnasium Addition
Heating System and Unit Ventilator Replacement
Foundation waterproofing

Mr. Kruck – Mr. Bartlette

That the meeting do now adjourn (5:58 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, AUGUST 28, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh (entered at 6:05 p.m.), Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton.

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

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

REGRETS:

The Chairperson called the meeting to order at 6:02 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

The Secretary-Treasurer noted he had two (2) items for In-Camera.

Trustee Kruck noted he had one (1) item for In-Camera.

Trustee Sumner noted he had one (1) item for In-Camera.

Ms. Bambridge - Mr. Buri

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held June 26, 2017 were circulated.

Dr. Ross – Mr. Sefton

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held June 26, 2017 were circulated.

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

- c) The Minutes of the Special Board Meeting held June 28, 2017 were circulated.

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

- d) The Minutes of the Special Board Meeting held June 29, 2017 were circulated.

Mr. Buri – Mr. Murray
That the Minutes be approved.
Carried.

- e) The Minutes of the Special Board Meeting held June 30, 2017 were circulated.

Mr. Bartlette – Mr. Buri
That the Minutes be approved.
Carried.

Ms. Bambridge – Mr. Buri
That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) The Secretary-Treasurer provided information on a Student Matter.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

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

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- a) The Secretary-Treasurer provided information regarding a Property Matter.

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Trustee Kruck discussed a Board Operations matter.
b) Trustee Sumner discussed a Board Operations matter.

- Trustee Inquiries

Mr. Murray – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board. (6:52 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:01 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action**

- a) Ms. Jennifer David, Director of Communications, Lake Friendly, received July 17, 2017, addressed to Mr. Kevan Sumner, Board Chairperson, indicating that for Manitobans it's very hard to imagine not having enough exceptional quality water, adding that water is essential to our health and wellbeing as it provides quality of life benefits and utility. According to Rick Gamble, Chair of the South Basin Mayors and Reeves, "it is this understanding that has led municipal leaders to develop the Certification Programs and push for better practice by all to improve water management while exploring new ways to account for the value of our most precious resource...water". Ms. David adds that the South Basin Mayors and Reeves are hoping you may be willing to pitch in and help local government leaders as they take on the challenge of protecting our water. She invites our school division to participate in the Lake Friendly for Schools Certification Program this fall, and notes that this easy to use program can be initiated and undertaken by students, teachers, principals and Trustees. Ms. David thanks the Board for their consideration in supporting this important and timely program, and provides contact information in the event of questions or how to start the program.

Referred Business Arising

- b) Mr. Kevin Grindey, Teacher, Vincent Massey High School, received July 13, 2017, addressed to the Board of Trustees, requesting to have the Vincent Massey High School football field renamed in honour of the late Doug Steeves. Mr. Grindey notes that this exciting proposal comes at an important time as Brandon University is holding a football reunion during their Homecoming event from October 13-15. Mr. Grindey adds that Mr. Steeves played an instrumental role in the growth of football in Brandon and it started at Brandon University, where he served as head coach of the Bobcats and later became Athletic Director in the late 1960's. Following his tenure at BU, Mr. Steeves formed all three Brandon High School teams, and through the coaching of the teams, won numerous league titles. Mr. Steeves was inducted into the Manitoba Sports Hall of Fame and the Manitoba Football Hall of Fame. If approved, the Vincent Massey football club would unveil a signage to announce the renaming of the field during their game against the Plainsmen, which would coincide with BU's Homecoming and Football Reunion festivities.

Referred Business Arising

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the August 28, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Governor General's Medal
 - Information Items
 - Manitoba Education and Training Correspondence
 - Letters of Recognition
 - The 2017 Grade One Book Giveaway Program
 - Presentations
 - Student Safety Campaign
- Business Arising for Board Action
 - Information for Discussion and Correspondence

Mr. Denis Labossiere, Secretary-Treasurer, spoke on the Manitoba Schools Insurance Program, July 2017 Renewals and the Tender for the Supply of Computer Laptops.

Trustee Kruck noted concerns with Stranger Danger, and noted that in the vast majority of abuse cases, the offender was known by the victim. He asked if this topic is covered in the Student Safety Campaign.

Dr. Casavant indicated he does not know the particulars of the material in the curriculum, and added that this will be looked into.

Trustee Bowslaugh noted she appreciates all the efforts that have gone into this. She referenced a program from many years ago, which was sponsored by MTS/BTA, where students spoke on the radio stations and read warnings. She wondered if BTA or CUPE would follow up on this.

Trustee Murray noted that supervisors should be questioning any adult, male or female, who is on the school playground, not just the men who arrive and speak with children.

Dr. Casavant thanked the Brandon Police Service and the Canadian Red Cross for their support in this effort.

Mr. Murray – Dr. Ross

That the August 28, 2017 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Report from the Chairperson

Trustee Sumner provided a verbal report on the recent activities of the Chair.

Mr. Sumner – Mr. Bartlette

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

- From Previous Delegation

- a) CUPE Local 737, regarding the Private Public Partnership (P3) school.

Trustee Ross thanked CUPE Local 737 for the information provided at the June 26, 2017 Board meeting. Trustee Ross indicated that as a Board, Trustees will continue to do their due diligence in collaborating with the Province about any forthcoming P3's.

Trustee Sumer added that the Brandon School Division's Board of Trustees' number one priority remains having a new school built to accommodate the Division's expanding enrolment. He noted that the Board will be looking after the Division's interests going forward and ensuring to the best of its ability any concerns identified locally are addressed to whatever extent the Board is able to do so.

- From Board Agenda

- a) Correspondence from Jennifer David, Director of Communications, Lake Friendly, from Communications for Action 3.03 a), inviting our school division to participate in the Lake Friendly for Schools Certification Program this fall.

Referred to Senior Administration.

- b) Correspondence from Kevin Grindey, Teacher, Vincent Massey High School, from Communications for Action 3.03 b), requesting to rename the Vincent Massey Football Field in honour of the late Doug Steeves.

Referred to Senior Administration.

- MSBA Matters

- a) Brandon School Board April 26 Correspondence Follow-up

Trustee Murray indicated that the MSBA has taken the Brandon School Division's concerns seriously and added that they should be thanked for their correspondence and move forward.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

76/2017 Dr. Ross – Mr. Buri

That the Auditor letter regarding the audit engagement for the June 30, 2017 year end between the Division and BDO Canada LLP, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

77/2017 Mr. Buri – Mr. Murray

That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Strategic Planning meeting to be held on August 31, 2017 at the Brandon School Division Administration Office.

Carried.

78/2017 Mr. Murray – Ms. Bambridge

That the Tender from myITsource in the amount of \$104,901.00 (plus applicable taxes) for the supply of a minimum of 150 Laptop Computers funded from the 2017-2018 Computer Replacement Budget be accepted.

Carried.

79/2017 Ms. Bambridge – Mr. Murray

That the low tender from Excel-7 Ltd in the amount of \$212,450 (plus GST) for the Earl Oxford School – Grooming Room be approved, subject to Public Schools Finance Board (PSFB) approval.

Carried.

2.08 Bylaws

Mr. Bartlette

By-Law 7/2017

2nd Reading

That By-law 7/2017 being a borrowing by-law in the amount of \$355,100 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Green Acres School

Gymnasium Addition

New Era School

Grooming Room and Exterior Ramp

be now read for the second time, having been first read on June 26, 2017.

Carried.

3rd Reading

That the rules be suspended and By-Law 7/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

Mr. Sefton

1st Reading

That By-law 8/2017 being a borrowing by-law in the amount of \$1,685,000 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Various

16/17 Skills Strategy Equipment Enhancement Fund

New Era School

Grooming Room and Exterior Ramp

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

George Fitton School

Roof Replacement

King George School

Roof Replacement

Green Acres School

Gymnasium Addition

Green Acres School

Heating System and Unit Ventilator Replacement

Meadows School

Foundation waterproofing

be now read for the first time.

Carried.

Mr. Kruck

By-Law 9/2017

1st Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, "Meetings of the Board", Section V, "Committees", Section VI, "Public Participation at Board Meetings", and Section VII, "General", be now read for the first time.

Deferred to September 11, 2017 Board Meeting

Mr. Sefton – Ms. Bambridge

That the Board defer the first reading of this By-law until September 11, 2017 to allow Trustees more time to study it.

Carried.

5.07 Giving of Notice

Mr. Kruck

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to By-law 4/2014.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Welcome Back Breakfast – 7:00 a.m., Tuesday, September 5, 2017, Grand Salon, Victoria Inn.
- b) Inaugural Board Meeting – 1:00 p.m., Tuesday, September 5, 2017, Boardroom.
- c) Finance Committee Meeting – 2:30 p.m., Tuesday, September 5, 2017, Boardroom.
- d) Tour of the new Neelin High School Off-Campus location – 5:00 p.m., Monday, September 11, 2017, McDiarmid Building.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 11, 2017, Boardroom (6:00 P.M. – In-Camera Portion).

POINT OF PRIVILEGE:

Trustee Sumner thanked the Board for their work over the past year and added that he appreciated their indulgence. He noted that everything that the Board has accomplished over this past year reflects the input of all 9 trustees. Trustee Sumner also thanked the Senior Administration team for their support and asked them to pass along praise to their teams and School Leaders.

7.00 ADJOURNMENT

Mr. Kruck – Mr. Buri

That the Board do now adjourn. (7:41 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE INAUGURAL 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 1:00 P.M., TUESDAY, SEPTEMBER 5, 2017.

PRESENT:

Mrs. Sherilyn Bambridge, Mr. Peter Bartlette, Mrs. Pat Bowslaugh, Mr. George Buri, Mr. Glen Kruck, Mr. Jim Murray, Dr. L. Ross, Mr. Mark Sefton, Mr. Kevan Sumner.

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

Senior Administration: Dr. M. D. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. B. Switzer, Director of Human Resources.

The Secretary-Treasurer, Mr. Denis Labossiere, was in the Chair.

The Acting Chairperson called the meeting to order at 1:04 p.m., with a traditional heritage acknowledgement, followed by the singing of O'Canada.

CALL:

The Acting Chairperson advised that the Inaugural Meeting of the Board had been called for the purpose of organization for the ensuing year, as set forth in the Agenda.

ELECTION OF CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted that Trustee Sumner had requested his name be brought forth for the position of Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Bambridge nominated Trustee Ross. Trustee Ross allowed her name to stand.

Mrs. Bowslaugh – Mr. Murray
That nominations do now cease.

Each of the candidates nominated for Chairperson presented a few words to the Board of Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Chairperson of the Board was held by secret ballot, the Acting Chairperson, with the Superintendent as witness, counted the ballots.

The Acting Chairperson declared Linda Ross to be duly elected by majority vote as Chairperson of the Board for the ensuing year commencing September 5, 2017.

ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted that there were no names brought forth for the position of Vice-Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Vice-Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Murray nominated Trustee Bambridge. Trustee Bambridge allowed her name to stand.

Trustee Bowslaugh nominated Trustee Sumner. Trustee Sumner declined the nomination.

Trustee Bowslaugh nominated Trustee Bartlette. Trustee Bartlette allowed his name to stand.

Mr. Bartlette – Mr. Murray
That nominations do now cease.

Carried.

Each of the candidates nominated for Vice-Chairperson presented a few words to the Board of Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Vice-Chairperson of the Board was held by secret ballot, the Acting Chairperson, with the Superintendent as witness, counted the ballots.

The Acting Chairperson declared Sherilyn Bambridge to be duly elected by majority vote as Vice-Chairperson of the Board for the ensuing year commencing September 5, 2017.

Mr. Sefton – Mr. Kruck
That the ballots be destroyed.

Carried.

The Acting Chairperson invited the newly elected Chairperson, Linda Ross, to assume the Chair for the conduct of the remainder of the meeting.

CHAIRPERSON'S REMARKS:

Linda Ross

"Thank you for this opportunity and I look forward to working with all of you and achieving a great deal in the coming year."

VICE-CHAIRPERSON'S REMARKS:

Sherilyn Bambridge

"Thank you for the election and the nomination and I look forward to our year."

SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:

The Secretary-Treasurer read a letter addressed to the Board of Trustees wherein he advised, in accordance with the provisions of Section 53(5) of The Public Schools Act, that he holds no occupations of trust other than that of Secretary-Treasurer of The Brandon School Division.

ADJOURNMENT:

Mr. Sefton – Mr. Buri

That the meeting do now adjourn (1:22 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 11, 2017

A. Administrative Information

I. CELEBRATIONS

1. RED RIBBON READERS

- Red Ribbon Readers is a volunteer initiative spearheaded by Brandon School Division with support from the YMCA. During July and August, volunteers attended city parks with crates of children's literature. Over the course of the program, 16 volunteers provided 117 hours of reading enjoyment at the various parks across Brandon, and gave away 1403 books to local children and families.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from August 23, 2017 to September 5, 2017.

- August 28, 2017 – School Opening Meeting
- August 29, 2017 – New Teacher Orientation
- August 29, 2017 – Westman Journal video interview
- August 30, 2017 – meeting with Dr. Steven Robinson, Interim President and Vice-Chancellor, Brandon University; Dr. Meir Serfaty, Acting Vice-President (Academic & Provost), Brandon University; Dr. Deanna Rexe, Vice-President, Academic, Assiniboine Community College, Mr. Mathew Gustafson, Assistant Superintendent, Brandon School Division
- September 5, 2017 – Brandon School Division Welcome Back Breakfast

“Accepting the Challenge”

III. SUSPENSIONS

IV. INFORMATION ITEMS

1. PROFESSIONAL DEVELOPMENT CALENDAR 2017/2018

For Information B. Switzer, Dr. Casavant

Attached as Appendix A please find a calendar of professional development events planned for teaching and support staff during the 2017/2018 school year.

The Superintendent/CEO will attend a professional development conference entitled, *Achieving Excellence for Indigenous Canadian Learners*, scheduled to take place in Montreal, Quebec on October 18-19, 2017.

2. GRADUATION RATES

For Information G. Malazdrewicz, Dr. Casavant

Attached as Appendix B please find the Senior High School graduation rates for June 2017.

V. PRESENTATIONS

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

2. DISCHARGE/APPOINT BOARD COMMITTEES

For Action D. Labossiere

It is now necessary to establish the various committees for 2017-2018. Included in the agenda is a motion to discharge with thanks the 2016-2017 committees. An In-Camera Board Briefing was held following the Inaugural Meeting, Tuesday, September 5, 2017 for Trustees to consider the members of the various committees for 2017-2018. A motion has been included in the agenda appointing the new committee members with the individual names to be added as agreed upon. Please contact me should you require further information in this regard.

3. CHRISTIAN HERITAGE SCHOOL

For ActionD. Labossiere

I have received the Shared Services Agreements in triplicate as required from Christian Heritage School, for the provision by the Division of transportation services and for use of facilities and resources for 17 grade seven students and for 12 grade eight students to attend Industrial Arts and Home Economics classes for the 2017-2018 school year. The Agreements are attached as Appendices C and D. These Agreements have been approved in previous years.

RECOMMENDATION:

That the Shared Services Agreements between the Division and Christian Heritage School for the 2017-2018 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

Dr. Marc D. Casavant
Superintendent/Chief Executive Officer

MONTH	TEACHERS	SUPPORT STAFF
Sept	Intro to Students' Achieve 9-12 Resource PLC K-8 Counsellors PLC New RR Teacher training RR Teacher development New EAL teacher training EAL Priorities Running Records PhysEd PLC	Balancing Work Life and Home Dealing with Difficult People Brain Break EIS Accessibility Workplace Professionalism First Aid CPR/AED
Oct	Kindergarten Data/Assessment K-8 Resource PLC 9-12 Counsellors PLC New RR Teacher training RR Teacher development EAL Curriculum/Assessment/Report FCC Planning/Methodology First Aid CPR/AED Sensitive Issues Teacher Librarian Outreach WPSH Training	Proper Lifting Understanding Social/Emotional Learning Understanding Down Syndrome First Aid CPR/AED Achieve ERP EIS Data Entry WPSH Training
Nov	NVCI - Non Violent Crisis Intervention VTRA 9-12 Resource PLC K-8 Counsellors PLC New RR Teacher training RR Teacher development EAL Priorities Appels(Francais) Appels Encore (Francais) FCC Early Start	One Note Nutrition/Sleep/Wellness Values/Goal Setting Mental Health Tool Kit De-escalation Understanding Learning Differences

Professional Development Calendar for 2017/2018

MONTH	TEACHERS	SUPPORT STAFF
Dec	Kindergarten Data/Assessment K-8 Resource PLC 9-12 Counsellors PLC New RR Teacher training RR Teacher development EAL Priorities FCC Planning PhysEd PLC First Aid CPR/AED	NONE
Jan	Kindergarten Data/Assessment 9-12 Resource PLC K-8 Counsellors PLC New RR Teacher training RR Teacher development Appels(Francais) French Immersion EY Framework Writing Exemplars The Writing Connection	NONE
Feb	K-8 Resource PLC 9-12 Counsellors PLC New RR Teacher training RR Teacher development EAL Curriculum/Assessment/Report EAL Priorities French Immersion MY Framework FCC Planning	Microsoft Excel Advanced Conversation/Leadership/Mentorship Mental Health Tool Kit Trauma Informed Student Addictions

Professional Development Calendar for 2017/2018

MONTH	TEACHERS	SUPPORT STAFF
Mar	Kindergarten Data/Assessment 9-12 Resource PLC K-8 Counsellors PLC New RR Teacher training RR Teacher development Appels(Francais) Writing Exemplars PhysEd PLC	Gender Identity Supporting Students with Autism Behavioural Concerns Social Thinking Understanding EY Literacy First Aid CPR/AED Mental Health in Youth Social Media Responsibility Supporting At Risk Students
Apr	Kindergarten Data/Assessment K-8 Resource PLC 9-12 Counsellors PLC New RR Teacher training RR Teacher development EAL Priorities Appels Encore (Francais) French Language Portfolios FCC Planning First Aid CPR/AED Library Resource Management	De-escalation Office 365 Investment/Retirement Planning Strategies for bodies on motion Workplace Professionalism
May	Kindergarten Data/Assessment NVCi - Non Violent Crisis Intervention 9-12 Resource PLC K-8 Counsellors PLC New RR Teacher training RR Teacher development EAL Priorities French Excels French Language Portfolios Writing Exemplars	Safe Talk Office 365 Safe Work on Wheels Understanding Student Behavior Resiliency and Grit

Professional Development Calendar for 2017/2018

<i>MONTH</i>	<i>TEACHERS</i>	<i>SUPPORT STAFF</i>
Jun	K-8 Resource PLC 9-12 Counsellors PLC New RR Teacher training RR Teacher development PhysEd PLC	NONE

SENIOR HIGH SCHOOL GRADUATION RATES – JUNE 2017

Crocus Plains Regional Secondary School

197 graduates

226 potential graduates

Crocus Plains Regional Secondary School Graduation Rate: 87.17%

École secondaire Neelin High School

105 graduates

106 potential graduates

École secondaire Neelin High School Graduation Rate: 99.06%

École secondaire Neelin High School – Off Campus

85 graduates

92 potential graduates

École secondaire Neelin High School – Off Campus Graduation Rate: 92.39%

Vincent Massey High School

215 graduates

228 potential graduates

Vincent Massey High School Graduation Rate: 94.30%

Brandon School Division

602 graduates

652 potential graduates

Brandon School Division Graduation Rate: 93.23%

THIS AGREEMENT made this 1 day of July, 2017 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation and Funding of Schools Program Regulation* thereunder.

BETWEEN:

The Brandon School Division,
being a school board, and a body corporate pursuant to subsection 3(1)
of *The Public Schools Act*, C.C.S.M. c. P250
(called "the Division")

-and-

The Christian Heritage School
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(1) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education and Training, enter into an annual agreement with a private school to provide, under the supervision and control of the Division, transportation for pupils enrolled in the private school, from points on a regular public school bus route operated by the Division to other points on the same route;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement to provide eligible pupils enrolled in the private school with transportation on a regular public school bus route according to the terms and conditions of this agreement;

AND WHEREAS prior to the signing of this agreement, the Minister of Education and Training provided approval to the Division to enter into this annual agreement with the private school, pursuant to subsection 60(1) of *The Public Schools Act*;

AND WHEREAS transportation support is payable to the Division for eligible transported private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 and the *Funding of Schools Program Regulation*, M.R. 259/2006 (the "Regulations").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide for eligible pupils enrolled in the private school, transportation from points on a regular public school bus route operated by the Division to other points on the same route.
2. The private school pupils receiving transportation on a regular public school bus route operated by the Division, shall be deemed to be in attendance at a public school while on a public school bus.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are on a public school bus receiving the transportation provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by the Department of Education and Training to facilitate financial planning and to determine the amounts of any support which may be payable to the Division in respect of this agreement pursuant to *The Public Schools Act* and the Regulations.

5. This agreement shall be effective for a term of one year commencing July 1, 2017 and ending June 30, 2018.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education and Training or designate as required by subsection 60(1) of *The Public Schools Act*.

Minister of Education and Training or
designate

Date: _____

THIS AGREEMENT made this 1 day of July, 2017 pursuant to the provisions of Part IV of *The Public Schools Act* and the *Shared Services Regulation* thereunder.

BETWEEN:

The Brandon School Division,
being a school board, and a body corporate pursuant to subsection 3(1)
of *The Public Schools Act*, C.C.S.M. c. P250
(called "the Division")

-and-

The Christian Heritage School
(called "the private school")

WHEREAS the private school is a 'private school' as defined in section 59 of *The Public Schools Act*;

AND WHEREAS pursuant to subsection 60(2) of *The Public Schools Act*, the Division may, with the approval of the Minister of Education and Training, enter into an annual agreement with a private school respecting the use of the facilities and resources of the Division by or for the benefit of eligible pupils enrolled in the private school while attending a public school operated by the Division;

AND WHEREAS for this purpose, the Division and the private school are prepared to enter into an agreement respecting the use by eligible pupils enrolled in the private school of facilities and resources of the Division for Home Economics or Industrial Arts, or both, according to the terms and conditions of this agreement;

AND WHEREAS prior to the signing of this agreement, the Minister of Education and Training provided approval to the Division to enter into this annual agreement with the private school, pursuant to subsection 60(2) of *The Public Schools Act*;

AND WHEREAS facilities and resources support is payable to the Division for eligible private school pupils subject to the provisions set out in the *Shared Services Regulation*, M.R. 131/2012 (the "Regulation").

NOW THEREFORE the parties agree as follows:

1. The Division shall provide, in one or more public schools, to eligible pupils enrolled in the private school, certain facilities and resources for Home Economics or Industrial Arts, or both, that are the same as are regularly offered by the Division to eligible pupils enrolled in its public schools particulars of which are set out in Schedule "A", which is attached hereto, and forms part of this agreement.
2. The private school pupils receiving facilities and resources of the Division for Home Economics or Industrial Arts, or both, shall be deemed to be in attendance at a public school while the services are being provided under this agreement.
3. The pupils enrolled in the private school shall be under the supervision and control of the Division while they are attending a public school for the services provided by the Division under this agreement.
4. The private school shall execute any documents and provide the Division with any information, documents, returns or reports which may be required by Manitoba Education and Training to facilitate financial planning and to determine the amounts of any grant which may be payable to the Division in respect of this agreement, pursuant to *The Public Schools Act* and the Regulation.

5. This agreement shall be effective for a term of one year commencing July 1, 2017 and ending June 30, 2018.

The authorized representative of each of the parties to this agreement has signed this agreement effective on the day and year written above.

THE Brandon School Division

Chair

Secretary-Treasurer

Christian Heritage School

Chair

Principal

Prior to signing this agreement, the Division was provided with approval by the Minister of Education and Training or designate as required by subsection 60(2) of *The Public Schools Act*.

Minister of Education and Training or
designate

Date: _____

To a Facilities and Resources Agreement ending June 30, 2018
dated the July 1, 2017.

The Brandon School Division

The Christian Heritage School
Private School

THIS SCHEDULE provides particulars of the facilities and resources of the Division that are to be provided to eligible pupils enrolled in the private school while in attendance at public schools operated by the Division.

- Earl Oxford _____ School
_____ School

- (*) If the private school has more than one location, include only those pupils in the location(s) being serviced under this agreement, and indicate the location(s) being serviced.

3. The number of minutes of instruction in each instructional cycle in which the facilities and resources described in clause 1 will be provided in the public school(s) to eligible pupils enrolled in the private school is shown in the table in clause 4.

4. Estimated eligible enrolment of private school pupils in the public school(s) Number of minutes of instruction provided in the public schools(s) for private school pupils in each cycle

	Gr 7: 17 Pupils	150	minutes
	Gr 8: 12 Pupils	150	minutes
	_____ Pupils	_____	minutes
	_____ Pupils	_____	minutes
	_____ Pupils	_____	minutes
	_____ Pupils	_____	minutes
	_____ Pupils	_____	minutes
TOTAL	<u>29</u> Pupils		

5. In the public school(s) there are 6 days in each cycle and 330 minutes each day.

6. The calculation and payment of the grant shall be made using actual data, in accordance with the *Shared Services Regulation*, M.R 131/2012 applicable to the school year.

7. The facilities and resources of the Division that will be provided in the public schools(s) to pupils enrolled in the private school are as follows:

- ☒ Home Economics
- ☒ Industrial Arts

REPORT OF RESOLUTIONS COMMITTEE BRANDON SCHOOL DIVISION

(L. Ross and J. Murray)

The Resolutions Committee recommends that the following two resolutions be forwarded to MSBA for inclusion at the MSBA Convention, March 2018

RESOLUTION 1:

Be it resolved that in order to protect the health of children and the community, MSBA lobby the Province of Manitoba to enact legislation requiring vaccination of school children for the following designated diseases: diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, meningococcal disease, pertussis, and varicella (chicken pox). Exemptions from immunization requirements could be allowed for medical reasons (i.e., prior immunity or medical contraindication).

RESOLUTION 2:

Be it resolved that the MSBA conduct a review of the powers of both the provincial executive and MSBA Executive. The review should focus on whether, and under what circumstances, the Provincial Executive and/or MSBA Executive have the authority to decline to carry out the direction of the membership as expressed through the democratic process at the Annual General Meeting



Board Policy Manual

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BRANDON SCHOOL DIVISION

BOARD POLICY MANUAL

INTRODUCTION

The Board of Trustees is committed to the educational needs of the community within the Brandon School Division and seeks to carry out this role through the practise of good governance. Effective governance includes sound policies that support a school board's mandate in the areas of leadership, stewardship and relationship.

The Board of Trustees is elected to represent the public with regard to education and does so primarily through policies. These policies serve as a course of action to the daily activities of the schools and the school division. Policies are principles adopted by the Board and provide clear direction for parameters so policy goals may be achieved. One of the key roles of the Board is to, through good governance practices, determine the need for policy, and ensure that policy is developed, reviewed on a regular basis, and followed. The role of Administration is to implement policy into practice within the spirit and intent of that policy developed by the Board.

Board Governance

The Board of Trustees is a unified body and, as the leader of the school division, encourages and strengthens the school division in its goal of student achievement and success. The primary activity of the Board is governance, and as such, the Board provides leadership in the achievements of the school division by making informed decisions, setting broad goals, and ensuring that the *Board Policy Manual* is relevant, current and that the Board adheres to it. The Board's contribution is vital in its guidance and leadership, and the goal of each individual Trustee is to be a capable governor.

Policy Leadership as a Governance Model

Through governance policy statement (*Board Policy Manual*) the Board of Trustees provides leadership for the division. According to *The Public Schools Act*, only the Board can adopt new policies or revise existing policies. In the Brandon School Division, the Board governs through policy leadership in order to ensure the pursuit of excellence.

The governance model practiced by the Board, informs the Board's governance role and strengthens the connection between the Board and the community it is elected to represent. Policies are to be clearly worded and re-examined regularly by the Board to ensure that desired results are being achieved within the division.

Accountability is clearly established through the delegation of authority to the Superintendent/CEO in written Board policy. A regular monitoring cycle for Board policies ensures the necessary framework for Administration to demonstrate achievement of the goals established by the Board and holds the Superintendent/CEO accountable for compliance with Board policies.

Strong governance policies:

- Illustrate the relationship between core values and the actions of the school division;
- Eliminate overlapping policies;
- Provide easy maintenance;
- Offer assurance of compliance;
- Set a clear framework for operations within the school division;
- Clarify accountability;
- Specify results the Board wants to achieve;
- Define authority and responsibility;
- Outline processes and operations of the Board itself; and
- Outline how the Board is connected to the management of the school division.

Policies are developed depending on responses to the following three questions:

- Does this policy communicate clearly the purposes of the Board?
- Does this policy define the Board's instructions to the Superintendent/CEO in such a way as to allow the Superintendent/CEO an acceptable range of implementation?
- How will this policy be monitored?

By practicing good governance, the Board ensures that the policy is the basis for action and decision-making within the school division.

This manual is organized in a manner that enables the Board to govern through policy and provide effective means to govern the division. Sections within this manual include:

1. Values, Vision and Mission
2. Board Governance Model and Process
3. Board Policy Development, Review and Amendment Process
4. Role and Responsibilities of the Board

5. Annual Planning Cycle
6. Board Operations
7. Board Member Code of Conduct
8. Board Evaluation
9. Board and Superintendent/CEO Relationship
10. Contingency Planning
11. Respect for Human Diversity
12. Learning Environment, Programs and Services
13. Safe Schools
14. Community Engagement
15. Fiscal Management

Administrative Procedures

This *Board Policy Manual* is supplemented by the Brandon School Division Administrative Procedures, the principal written document by which the Superintendent/CEO has delegated authority and directs the operations of the school division and the staff. Administrative procedures may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval (see Policy 9). The Brandon School Division Administrative Procedures must be consistent with the *Board Policy Manual*.

The development of two distinct documents (policy manual and administrative procedures manual) reinforces the distinction between the governance responsibility of the Board and the administrative/managerial duties of the Superintendent/CEO within the Board's governance model.

Legislation and Regulations

The Brandon School Division and Board operate under the terms of *The Public Schools Act* and any other provincial, municipal or federal legislation or regulations that may apply, and is bound by its own policy manual.

- All edicts of the province of Manitoba, (including regulations) are considered mandated Board policy.
- All agreements signed through contract are considered mandated Board policy, such as the collective agreements signed with employee groups.
- All adopted rules and regulations concerning the Board's own procedures and by-laws and how the Board operates as the governance arm of the school division, are also policy statements and adhered to by the Board.

The policies within this document reflect the requirements of the Board, and reflect provincial legislation and priorities, as outlined in the legislation and regulations

governing education, including *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Workplace Safety and Health Act*, *The Manitoba Human Rights Code*, *The Child and Family Services Act*, *Appropriate Educational Programming in Manitoba: Standards for Student Services*, *the Freedom of Information and Protection of Privacy Act (FIPPA)*, and the *Personal Health Information Act (PHIA)*.

Compliance with federal legislation including the *Charter of Rights and Freedoms*, *The Youth Criminal Justice Act* and *The Constitution Act* are also reflected within the policies and administrative procedures of the Brandon School Division.

Legal Status and Role of the School Board

A School Board Legal Status and Division Boundaries

The members of the Board, or Trustees of the Division, and their successors in office are constituted and created, from the date from which the establishment of the Division is effective a body corporate and politic under the name the “Brandon School Division” [*Public Schools Act (PSA)* Section 3.1]. The boundaries of the Brandon School Division shall be the boundary of the area contained in the wards of the Division.

The Brandon School Division, as a corporate body established by the Government of Manitoba, is authorized to deliver appropriate public education for all students who reside in or are otherwise the responsibility of, Brandon School Division.

- A.1 The members of the School Board form a corporation called the Brandon School Division Board of Trustees (herein referred to as the Board).
- A.2 The Brandon School Division and Board operate under the terms of *The Public Schools Act* and any other provincial, municipal or federal legislation or regulations that may apply*, and is bound by its own policy manual.
- A.3 School Trustees are elected under the conditions and regulations of *The Public Schools Act* to represent the public ownership of the school Division as the voting members of the Board.
- A.4 The number of elected school Trustees, their term of office, and parameters for conduct shall be in accordance with the provisions of *The Public Schools Act*, its *Preamble* and attendant regulations, and this Board Policy Manual.
- A.5 Board By-Laws not contained within this policy manual are binding upon the operations of the Brandon School Division Board.

A.6 Documentation of this policy manual and any attendant legislation and regulations are located at or through the Brandon School Division central office in Brandon, Manitoba.

*Legal References: Refer to Appendix A

A 2.0 Role of the School Board

The School Board is legally responsible for the delivery of fair and equitable public education within the Brandon School Division. As the governing Board, Trustees are responsible to:

- Identify, support and represent values which reflect the best hopes and aspirations of the community.
- Choose and organize priorities and outcomes for the School Division.
- Establish structures and systems for the hiring of a Superintendent/CEO for the School Division.
- Acquire and allocate resources within its level of authority.
- Set out vital principles and the limits of acceptable behavior.
- Encourage commitment and compliance within the School Division.
- Evaluate performance of themselves, the Superintendent/CEO, and the School Division.
- Move the organization forward according to established decisions and standards.

Policy #1: VALUES, VISION AND MISSION

VALUES FRAMEWORK

The Brandon School Division Board of Trustees recognizes and supports the United Nations Declaration on the Rights of the Child and the Canadian Charter of Rights and Freedoms, of which both these rights documents provide a framework for the core values of the Brandon School Division.

The Board of Trustees believes that every child is entitled to a quality education, free from discrimination irrespective of race, national or ethnic origin, , religion, language, sex, gender identity, sexual orientation, socio-economic status, physical/social/emotional/intellectual ability and beliefs.

To this end, the Board of Trustees declares these core values:

- Recognizes students as unique individuals who require a positive learning environment that is safe, secure, and free from harassment and bullying;
- Educational equity provides that all students have a right to an education that maximizes opportunities to develop their knowledge, skills and attitudes as embedded in the mission statement of the Brandon School Division.
- Supports partnerships with parents, businesses and community;
- Practices responsible management of its financial, human and physical resources;
- Assumes the responsibility of directing the process by which the educational needs of our students are met; and
- Respects, honours and protects the rights of each child without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, national or ethnic origin, , religion, language, sex, gender identity, sexual orientation, socio-economic status, physical/social/emotional/intellectual ability and beliefs.
- Arising from these beliefs and core values are the foundational Vision and Mission Statements.

VISION STATEMENT

To be a centre of educational excellence, built on community partnerships, effective leadership and exemplary practices.

MISSION STATEMENT

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.

Board Governance Goals

The Board will set and routinely review a set of Board Governance Goals that will reflect the Board's input into the Division's Continuous Improvement Plan.

'This does not exclude other goals that the Board sets in addition to the CIP.'

References:

Introduction

Policy #2 – Board Governance Model and Process

Policy #4 – Role and Responsibilities of the Board

Policy #7 – Board Code of Conduct

Policy #11 – Respect for Diversity

Policy #12 - Learning Environment, Programs and Services

Policy #2: Board Governance Model and Process

The Board of Trustees commits to Governance leadership that is ethical, respectful of others, student and community-focused, considerate of staff, open to the input, ideas, and constructive criticism of others and it is focused on the continuous development and improvement and growth of all in the Brandon School Division.

Brandon School Division is committed to following a Board governance model that:

- 2.1** Focuses its energy and dedication on effective governance.
- 2.2** Through its policies, provides guidance and direction for the operation of the School Division.
- 2.3** Focuses on high level decisions, rather than the details of daily activities and operations of the School Division.
- 2.4** Delegates administrative authority to the Superintendent/CEO, excluding those exemptions defined in Board policy.
- 2.5** Establishes procedures for evaluating Board policy compliance, and tie this to the performance evaluation of the Board and Superintendent/CEO.
- 2.6** The Board annually approve a divisional operating budget consistent with the vision, mission and goals defined in Board policies and the Board's Strategic Plan.
- 2.7** In response to community engagement and input, and advice acquired from educational and pedagogical experts, the Board will reassess on a regular basis, its defined vision and mission and realign Board policies as necessary.
- 2.8** Provides for continuous progress and improvement through a program of professional development, evaluation and assessment.

Reference:

Introduction
 Policy 1 – Values, Vision and Mission
 Policy 4 – Role and Responsibilities of the Board
 Policy 5 – Annual Planning Cycle
 Policy 6 – Board Operations

Policy 8 – Board Development and Evaluation
Policy 9 – Board and Superintendent/CEO Relationship
Policy 14 – Community Engagement
Policy 15 – Fiscal Management

Policy #3: Board Policy Development, Implementation and Review

3.1 Policy Development

The Board of School Trustees believes that one of its primary governance functions is to develop policy in accordance with local educational requirements, provincial legislation and relevant national legislation.

The Board's goal in establishing policy is to provide direction and guidance in the educational foundations of vision, mission and strategic goals and in the overall operation of the School Division.

Policies may be recommended to the Board of School Trustees by the Superintendent/CEO and Committees of the Board.

When a committee of the Board or a special committee is considering the development or revision of policy which directly affects a group of staff members, parents, and /or other groups, the committee should consider prior to recommending the policy or policy revision to the Board the need for appropriate input from these groups. If the committee deems it advisable that such input would be beneficial to the development or implementation of the policy then the committee should allow the time and the opportunity for the appropriate groups to be consulted.

Once a policy has been approved by the Board, procedures and exhibits (if needed) shall be developed by the Superintendent/CEO and provided to the Board for review.

Motions at meetings or actions of the Board that seem to change, add to, or delete policy of the Division should be noted by the Secretary-Treasurer. These motions or actions should be presented to the Board at the next meeting for consideration of adoption into the Policy Manual.

3.2 Policy Adoption

A simple majority vote by the Board shall be required to add, delete, or modify a policy statement in the Policy Manual. Notice of motion shall be given at least one meeting before the vote is taken.

3.3 Policy Implementation

The Board of Trustees requires and expects that its governing policies be implemented within each school site, administrative unit and department.

The Board of Trustees authorizes the Superintendent/CEO, through policy and corresponding position description, to oversee and monitor implementation of the Board's policies process. Within this process the Superintendent/CEO is responsible to ensure that an implementation plan is established for approved Policy.

3.4 Policy Review and Revision

The Board of Trustees of the Brandon School Division believes that in order to maintain a strong and relevant school system, it needs to review Divisional policies on a continual basis in an effort to ensure that policies are compliant with federal and provincial laws, consistent with community values and meet the educational needs of all students.

The Board shall review all policies annually. The role of the Board and its committees shall be to determine the need for new policies and review current policies.

3.5 Administrative Procedures

Administrative procedures are the delegated responsibility of the Superintendent/CEO and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval.

Reference:

Introduction

Policy 1 – Values, Vision and Mission

Policy 2 – Board Governance Model & Process

Policy 6 – Board Operations

Policy 7 – Board Member Code of Conduct

Policy 9 – Board and Superintendent/CEO Relationship

Policy #4: Role and Responsibilities of the Board

Role of the Board

The Brandon School Division Board of Trustees is elected by the people to be an advocate for the public school system by representing the interests, needs and aspirations of the public's children. As a corporate entity the Board accepts its responsibility and accountability by speaking with one voice to provide:

- a) Trusteeship for the organization's assets;
- b) Fiduciary responsibility; and
- c) Development of and accountability for policies that support and respect the child's right to a quality education and assurance that these policies are adhered to by all staff.

The Board is committed to the principle that education is an investment and to that end acts on its authority to provide quality education for all students.

Board Member Authority

Because all powers of the Board of Trustees lie in its action as a group, individual Board members exercise their authority over Division affairs only as they vote to take action at a legal meeting of the Board. In other instances an individual Board member, including the Chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

Areas of Responsibility of the Board:

4.1 Community Leadership

- The Board will be visible within the community
- The Board makes decisions that reflect the values and anticipated educational needs of the communities of Brandon School Division.
- Board members show their support of school and divisional activities through physical attendance at Division and school public events.

4.2 Accountability to the Provincial Government

The Board is responsible for adherence to governing legislation and regulation throughout Brandon School Division.

4.3 Accountability to the Community

- The Board is responsible for ensuring that communities within the Division are involved in their respective schools in all appropriate ways.
- The Board is responsible for relating the schools' and Division's story to the public.

- The Board reports Division results to the community, as mandated by the provincial government.
- The Board involves parents and guardians in the education of their children, and responds adequately to their concerns.
- The Board has developed appeal procedures regarding decisions of the Administration.
- Board members are active with community organizations and agencies that can contribute toward building support for public education.
- The Board approves the annual school calendar and length of the school day.
- The Board grants final approval of newly constructed school and other Division-owned buildings.
- The Board retains insurance to protect the public assets of the Division.

4.4 Educational Accountability

The Board is responsible for setting the educational goals of the Division and for reviewing how well students learn. The goals for educational excellence shall grow out of the Division's Mission Statement.

4.5 Operational Responsibility

- To concentrate the Board's collective effort on its policymaking and planning responsibilities.
- To formulate Board policies which best serve the educational interests of each student.
- To provide its governance direction to the staff and students of the Brandon School Division through the Superintendent/CEO and Senior Administration in the operation of the Division.
- To maintain effective communication with the public, staff, and students in order to maintain awareness of attitudes, opinions, needs, desires, and ideas.
- To conduct Board business openly and respectfully, soliciting and encouraging broad-based involvement in the Board's decision-making processes by the public, students, and staff.

4.6 Fiscal Responsibility

- The Board approves the Divisional budget annually and establishes the amount of the local property tax levy.
- The Board appoints the auditor for Brandon School Division.

- The Board receives the audit report and ensures that quality indicators are met.
- The Board ratifies and ensures the administration of collective agreements with employee groups.
- The Board approves the Division's annual five year capital plan for submission to the province's Public Schools Finance Board.

4.7 Appointment of Senior Administration

The Board may appoint people for Senior Administration positions, fix and pay remuneration, and define duties.

4.8 Board Succession Planning

- i. The Board will encourage a qualified slate of candidates for Trustee elections and provide the authority for Administration to inform the public of candidates and election issues.
- ii. The Board will ensure new Trustee orientation programs are developed and will mandate that new Trustees have the opportunity to attend orientation programs delivered by their provincial association.

Reference:

Introduction

Policy 1 – Values, Vision and Mission

Policy 3 – Policy Development and Review

Policy 5 – Annual Planning Cycle

Policy 6 – Board Operations

Policy 7 – Board Member Code of Conduct

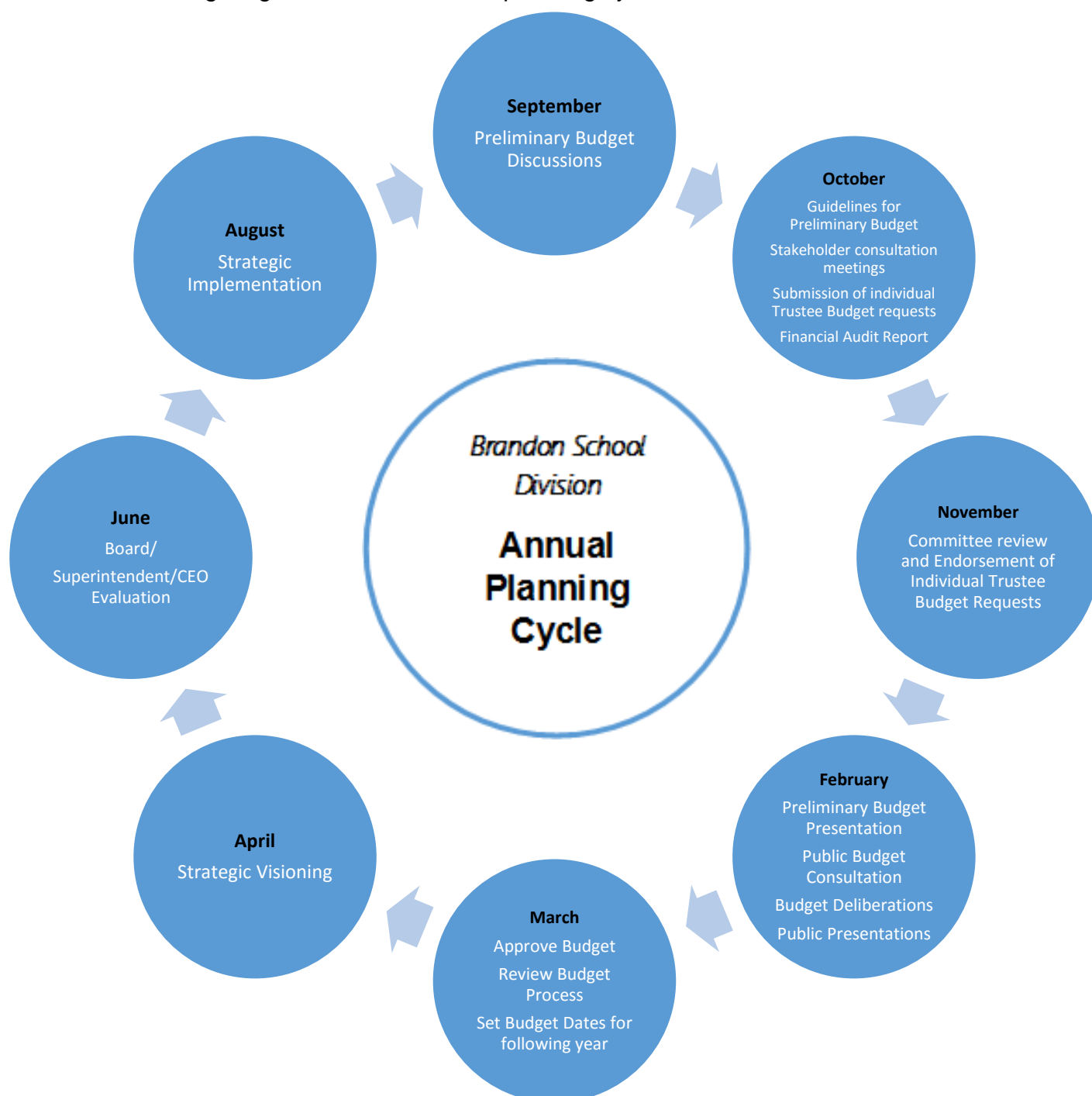
Policy 14 – Community Engagement

Policy 15 – Fiscal Management

Legal Reference: *The Public Schools Act; The Labour Relations Act*

Policy #5: Annual Planning Cycle

The following diagram summarizes the planning cycle:



This cycle provides direction for strategic planning, budget development, consultation and reporting.

Policy #6: Board Operations

The Board of Trustees is committed to representing the best interests of the entire community that comprises Brandon School Division through effective governance.

6.1 Board Organization

It is the Board of Trustees as a body that speaks for the Division and Board practice recognizes that it is the Board of Trustees, not Board members, who have authority. There are roles and responsibilities for individual Board members derived from the roles and responsibilities of the Board of Trustees as a whole group.

6.2 Election of the Chairperson and Vice Chairperson of the Board

Each year on a day selected in accordance with *The Public Schools Act*, the Board of Trustees of the Brandon School Division shall hold an inaugural meeting to elect a Chairperson and Vice-Chairperson.

6.3 Role of the Chairperson

The Chairperson is elected by the Trustees to lead the processes of the Board of Trustees. The Board recognizes that the Chairperson is not the head of the Division. The Chairperson is typically the official spokesperson of the Board, signs all legal documents on behalf of the Board, and chairs most of the meetings of the Board.

6.4 Role of the Vice-Chairperson

The Vice-Chairperson assumes the role of the Chairperson in the event of the Chairperson's absence.

6.5 Committees of the Board

Committees of the Board of Trustees shall be decided upon at the inaugural meeting with the recommended Committee list being submitted for approval at the first regular meeting of the Board following the inaugural meeting.

Committees of the Board are established to enhance and complement the work of governance. They report to the Board and are different from administrative committees. Board Committees do not assist or advise staff and shall only request information from staff through the Superintendent/CEO or designate. Standing Committees, Advisory Committees and Special Committees of the Board are established by the Board for a specified purpose. In keeping with the broad focus of the Board, Board committees will not normally have direct dealings with staff operations.

6.6 Standing Committees

The Board assigns committee responsibilities in the following areas:

- **Finance and Facilities Committee**
- **Education and Community Relations Committee**
- **Policy and Personnel Committee**

6.7 Advisory Committees

The Board assigns Trustees to represent the Board to the following advisory committees:

- **Aboriginal Education Advisory Committee**
- **Parent/Guardian/Division Advisory Committee**

6.8 Special Committees

Special Committees of the Board may be established for specific functions as required, and shall be discharged upon completion of their functions.

6.9 Public Participation at Board Meetings

The Board invites public participation at public Board meetings. The agenda for Board meetings will include the opportunity for the public to ask questions. A delegation wishing to address the Board at a meeting must advise the Secretary-Treasurer. The Secretary-Treasurer will advise the delegation of guidelines as outlined in Board by-laws. With unanimous agreement by the Board, the Board may hear an unannounced delegation.

6.10 Meetings

i. **Organizational Meeting**

It is the role of the Board to commence the first meeting of the Board in accordance with *The Public Schools Act*. The first meeting of the Board shall take place in September. In a Trustee election year, the first meeting of the Board shall take place within 14 days after Trustee general elections.

ii. **Regular Meetings**

The agenda reflects the business the Board must monitor, attend to and pursue in its governance role. A proposed agenda is presented at the beginning of each regular Board meeting, which shall take place on the second and fourth Monday of each month, except July and August. Rules of procedure for conducting meetings shall be outlined in Board Bylaws as per Sec 33(1) of the PSA. Regular meetings should not normally be convened without the Superintendent/CEO and Secretary-Treasurer present.

iii. **Special Meetings**

Special Board meetings may be convened at any time by the Chair with the consent of a quorum of the Trustees, as per provincial legislation. Special meetings are not usually convened without the Superintendent/CEO and Secretary-Treasurer present.

iv. **In-camera Meetings**

- v. The Board believes that the public trust is preserved through the conduct of Board meetings which are open to the public. The Board recognizes, however, that occasions may arise from time to time where it is in the best public interest to discuss sensitive matters in closed meetings. In-camera meetings are held in accordance with the *PSA* of Manitoba.

vi. **Delegations to the Board Meeting**

Delegations from the public are welcome to present to the Board at a public Board Meeting. The requesting delegation shall submit their request in writing as per guidelines provided by the Secretary-Treasurer and outlined in the Board by-laws. Any associated documentation and background information will be considered by the Board. The Board will not offer their decision to the delegation at the time of the presentation.

vii **Electronic Meetings**

A Trustee who wishes to participate in a meeting using electronic means shall make a request to the Chair of the Board or the Secretary-Treasurer. Trustees will be allowed to participate electronically a maximum of three (3) times per calendar year for Regular Board meetings. This policy is in accordance with Section 39.7.1 of *The Public Schools Act* and Regulation 201/2004.

6.11 Commitment to Respect the Decisions of the Board

According to provincially-legislated authority, the Board is a corporate body established to provide governance and leadership for the Brandon School Division. As members of a democratically-elected body, it is important and necessary for individual Trustees to be active participants at Board meetings, and to encourage and represent a diversity of viewpoints. Individual Trustees are ultimately accountable to the public to bring forward the voice and views of the people within the jurisdiction of the Brandon School Division.

The *Commitment to Respect the Decisions of the Board* does not demand unanimous decisions, but does require that all Trustees shall respect the decisions of the Board. Accordingly, Trustees will:

- (i) Support Board decisions. Trustees are expected to contribute and to influence the decisions of the Board. Board decisions are only those that have been voted upon and are reflected in the minutes of the Board meetings as policies or resolutions.

Once the Board has made a decision, each Trustee will respect the decision of the Board and be prepared to explain the decision of the Board to the public.

(ii) Never attempt to exercise individual authority over the organization or the Superintendent/CEO. While the Board expects individual Trustees to be given common courtesy, it does not require the Superintendent/CEO or any other staff member to heed any individual Trustee's opinions or instructions. Individual Trustees have no authority over staff and staff operations.

(iii) As members of a governance Board, Trustees will focus on what needs to be accomplished for effective governance while at the Board table.

(iv) State the applicable policy when issues are raised by community members, staff or Trustees. Board discussion shall center on whether the concerns justify changes to the policy or whether monitoring of the policy is necessary, not on the details of the issue.

(v) Recognize that the Chairperson is the official spokesperson of the Board, unless that responsibility has been delegated by the Board.

6.12 Community Connections

The Board will establish formal connections with the community, government, business and other relevant agencies and organizations to support the achievement of Board goals for the School Division. The Board will share information, proactively identify issues of importance, provide for the exchange of ideas, work collaboratively and build positive relationships.

6.13 Liaison with School Board Associations

The Brandon School Division Board will remain a member of the Manitoba School Boards Association and pay such fees as are levied by that association unless otherwise decided by a majority vote.

Reference:

Introduction

Policy 1 – Values, Vision and Mission

Policy 2 – Board Governance Model & Process

Policy 7 – Board Member Code of Conduct

Policy 14 – Community Engagement

Legal Reference: *The Public Schools Act*

Policy #7: Board Member Code of Conduct

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:

- 7.1** 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 Brandon School Division by-laws and policies.
- 7.2** 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.
- 7.3** 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.
- 7.4** 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.
- 7.5** 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.
- 7.6** 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.
- 7.7** 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.
- 7.8** Keep informed of the organization's history, goals, policies, public and current activities so they are better able to make effective decisions.

- 7.9** 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.
- 7.10** 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/CEO and staff.

Conflict of Interest

- 7.11** 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.

Trustees must avoid conflict of interest with respect to their fiduciary responsibility:

- (i) There will be no self-dealing or business by a member with the organization. Trustees will disclose their involvements with other organizations, with vendors, or any associations which might be, or might reasonably be seen as being, a conflict. No member of the Board shall take part in the discussion of any questions in which he has a pecuniary interest beyond his/her interest as an ordinary ratepayer, nor shall he/she vote on the same. Refer to *The Public Schools Act* Section 36 to 39.8 inclusive.
- (ii) When the Board is to decide upon an issue, about which a Trustee has an unavoidable conflict of interest, that Trustee shall absent herself or himself without comment from not only the vote, but also from the deliberation.
- (iii) Trustees will not use their Board position to obtain employment in the organization for themselves, family members, or close associates. A Trustee shall absent herself or himself without comment from not only the vote, but also from the deliberation of employment pertaining to family members, close associates, or the Trustee her/himself. Should a Trustee be successful in securing employment with the Brandon School Division, he or she must resign from the Board prior to start of employment.

Process for Addressing Breaches of the Code of Conduct

7.12 At the Board Table

Any Trustee perceiving another Trustee to be in possible breach of the Code of Conduct 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. The Board

may choose, by motion, whether to include Senior Administration in the In-Camera meeting.

Outside the Board Table

Any Trustee perceiving another Trustee to be in possible breach of the Code of Conduct 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 Conduct

Where in the opinion of the Board a breach of the Code of Conduct has occurred the Board shall respond, as outlined in *The Public Schools Act* (Sec. 35.2), by taking such course of action 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.

Procedures in Event of Possible 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 provisions under *The Public Schools Act*. Board response shall be in accordance with provisions under *The Public Schools Act*.

References:

Policy 1 – Vision, Values and Mission
 Policy 4 – Role and Responsibilities of the Board
 Policy 6 – Board Operations

Legal Reference: *The Public Schools Act*

Policy #8: Board Development and Evaluation

All Trustees engage in the pursuit of Board excellence through Board development and Trustee professional development training and education.

The Board will annually evaluate board effectiveness through monitoring of goals, policy and operations. The evaluation will consist of tools that evaluate the Board as a team, as well as a self-evaluation that measures the contributions of individual Trustees to the Board's work.

Reference:

Policy 1 – Values, Vision and Mission
Policy 2 – Board Governance Model and Processes
Policy 4 – Role and Responsibilities of the Board
Policy 5 – Annual Planning Cycle

Policy #9: Board and Superintendent/CEO Relationship

The Superintendent/CEO, as Chief Executive Officer (CEO) of the Board of Trustees, shall be responsible for the management, under the Board's policies, of all sectors of the school system. See the *Board Governance Decision-Making Matrix* (p. 27), for a detailed delineation of the Superintendent/CEO's areas of authority and responsibility.

The Board is responsible for the adoption and monitoring of the Division-wide strategic plan.

The Board's sole official connection to the operational organization, its achievements and conduct will be through the Superintendent/CEO.

- 9.1** The Superintendent/CEO will take the necessary measures to ensure the Board is informed, supported and protected in its work.
- 9.2** The Superintendent/CEO is accountable to the Board. The Superintendent/CEO shall have the authority to delegate to other Division personnel the exercise of some powers and the discharge of some duties imposed upon the Superintendent/CEO by Board policies or by vote of the Board. The delegation of power or duty does not, however, relieve the Superintendent/CEO of responsibility for the action taken under such delegation.
- 9.3** The Board of Trustees delegates to the Superintendent/CEO, in accordance with Section 52 of The Public Schools Act, staffing authority.
- 9.4** Notwithstanding the expectation that all staff and executive perform their duties and responsibilities with honesty and integrity while complying with all applicable laws and regulations, the Superintendent/CEO is responsible to have in place a Whistleblower procedure for the purpose of raising any concerns regarding questionable financial or operational matters.

This procedure will ensure that any person raising such concern, the Whistleblower, will be protected from reprisal or victimization for raising the concern in good faith.

- 9.5** The employment agreement between the Board and the Superintendent/CEO is in the form of a written contract.

- 9.6** Only authorized decisions of the Board are binding on the Superintendent/CEO. Official directives to the Superintendent/CEO shall be through written policy. The Superintendent/CEO is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
- 9.7** Decisions and instructions from individual Trustees are not binding on the Superintendent/CEO. Reporting to individual Trustees is not binding on the Superintendent/CEO. In the case of Board members or committees requesting information or assistance without Board authorization, the Superintendent/CEO may refuse requests that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the Division. The Trustee may refer a request to the full Board of Trustees for the Board's consideration.
- 9.8** The Superintendent/CEO is responsible for the actions of the staff of Brandon School Division, therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent/CEO.
- 9.9** The Board and individual Trustees shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO.
- 9.10 Superintendent/CEO Evaluation**
- i. The evaluation of the Superintendent/CEO shall be carried out by the Board and/or its committee. The evaluation shall be based on established criteria and guidelines which are known to both the Superintendent/CEO and the Board.
 - ii. The Superintendent/CEO shall be formally evaluated annually for the first two years and in the second year of each Board's term thereafter during the month of April or May, or more often at the discretion of the Board, or through mutual agreement.
 - iii. The results of the evaluations shall be shared with the Superintendent/CEO by the Board.

Board Governance Decision-Making Matrix

Superintendent/CEO – has authority to decide & act	Superintendent/CEO – has authority to decide and act and the responsibility to inform the Board	Board has the responsibility and authority to decide and act. Superintendent/CEO may recommend
<ul style="list-style-type: none"> • Employ staff as delegated in the PSA (52) • Administer collective agreements • Grant applications • Implementation of Board Policy • Evaluate staff • Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement and implemented by the Board Annual Work Plan. • Professional development • Student overnight travel • Setting staffing levels based on budget. 	<ul style="list-style-type: none"> • Student suspensions up to six weeks • Administrative procedures • Any budget changes in excess of \$100,000 or involving FTE positions that would also impact future budgets. • Evaluate programs • Emergency school closures • Crisis situations (e.g. lockdown with immediate notification via email) • Superintendent/CEO professional development • Acceptance of resignations • Student out of province travel • Staff leaves of absence • Ongoing staffing reports. • Changes to the administrative organization chart with exception of Superintendent/CEO and Secretary-Treasurer. • Agreements with outside bodies. • Scholarship approvals. • All other responsibilities not explicitly stated elsewhere in this matrix. 	<ul style="list-style-type: none"> • Policy development and approval • Student expulsion • Student out of country travel • Employee compensation and benefits as per collective agreements and unionized out of scope and senior administration contracts. • Approval of budget • Special levies • Appeals • Corporate sponsorship • New programming • School calendar • Hiring and assignment of senior administration and supervisory positions as outlined in the PSA (52 and 53), with minority Board representation on hiring committee. • Teacher termination as outlined in the PSA (92) • Changes the administrative organization chart which involve the Superintendent/CEO and Secretary-Treasurer. • Tenders within budget which exceed the threshold of \$50,000 • Over budget expenditures • Hiring additional staff outside formula • Division-wide strategic planning • Evaluation of Superintendent/CEO • Catchment area changes

Reference:

Policy 2 – Board Governance Model

Policy 4 – Role and Responsibilities of the School Board

Legal Reference: *The Public Schools Act*

Policy #10: Contingency Planning

In order to protect the Board and the School Division from the sudden loss of Superintendent/CEO services, the Superintendent/CEO will have at least one other school division administrator familiar with matters of the Board and Superintendent/CEO, including the principles of policy leadership and good governance.

The Board will ensure that measures are in place to allow for the timely continuation of division services in the event of a crisis resulting in the loss of said services. A contingency plan will be monitored regularly to comply with changes within the Division.

Reference:

Policy 4 – Role and Responsibilities of the School Board

Policy 6 – Board Operations

Policy 9 – Board and Superintendent/CEO Relationship

Policy #11: Respect for Human Diversity

11.1 Purpose

Whereas the Brandon School Division is itself comprised of staff and students from diverse communities, it asserts its commitment to appreciating, respecting, accommodating and supporting human diversity in all its forms. This commitment is based on the following beliefs:

- Recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is fundamental to the public education system.
- Safe, caring and inclusive environments are necessary to fulfill our purpose.
- Heterogeneous groups facilitate creativity, problem solving and the exchange of new ideas and they enrich the experience of our staff and students.
- All individuals have the right to be treated in all matters solely on the basis of their personal merits.

Continually striving for actions that support this commitment will ensure that our Division is an inclusive community in which staff, students and visitors feel welcomed, accepted, valued and empowered to engage, learn and contribute fully and thus will share their unique viewpoints and life experiences for the benefit of all.

11.2 Scope

This policy applies to all staff, students and independent contractors. The principles apply to everyone involved in the school community including: parents, coaches, volunteers and others while providing or receiving goods or services on Division property.

11.3 Definitions

Human diversity encompasses all the ways in which individuals are both similar and different. Some of these differences may be visible, others less so. Consistent with the principles reflected in the Manitoba Human Rights Code, diversity characteristics may include but are not limited to ancestry, religion, age, gender, sexual orientation, family status, source of income, and physical or mental disability.

Respect for human diversity means accepting, understanding and celebrating the uniqueness of every individual as a result of the many variables that shape an individual's attitudes, behaviours and perspectives. Respecting diversity allows individuals to acquire new ideas, skills and solutions, and thus improves the collective strength of the group as a whole.

11.4 Responsibilities

The Superintendent/CEO, or designate, is responsible for the implementation of this policy. The Superintendent/CEO's Department will provide resources and learning experiences that encourage all staff and students to honour the provisions of this policy.

Division administrators and supervisors are leaders in promoting respect and will support staff and/or students who request to form groups that promote gender equity, anti-racism, awareness of people with disabilities, Gay-Straight Alliances or groups of any other name that are consistent with the promotion of a positive work and/or school environment and that are respectful of all human diversity.

All schools will implement appropriate, provincially approved, curricula that supports student learning about human diversity.

Division staff members are responsible to embrace an inclusive approach and to promote respect for human diversity, and are role models for appropriate student conduct. Division staff members are responsible to support students in issues of human diversity and empower them to treat each other with respect.

Division staff and students, as well as independent contractors, parents, coaches, volunteers and others are expected to monitor their own interactions to ensure their personal conduct supports safe, caring and inclusive environments by respecting human diversity and to refrain from expressing negative comments or actions.

11.5 Compliance

Compliance with this policy will be continually reviewed. Employee incidents and student suspensions will be monitored to inform future policy refinements. Failure to comply, will subject staff and students to corrective and/or disciplinary action in accordance with respective policies. Independent contractors, volunteers and others in the school community may have certain rights and privileges suspended for failure to comply with these principles.

References:

Policy 1 – Vision, Values and Mission

Policy 13 - Safe Schools

The Public Schools Act, Section 41(1) (b.4) and 41(1.6), (1.7) and (1.8).

Policy #12: Learning Environment, Programs and Services

The Board of Trustees of the Brandon School Division is responsible for public education, Kindergarten through Grade 12, throughout the Division according to provincial guidelines. The Division follows the Manitoba Curriculum for all programming and schools offer the entire core curriculum, as well as many optional components.

In response to Brandon School Division's stated values, vision and mission, the Board of Trustees expects equitable, effective, engaging and caring learning communities.

The Board of Trustees believes that schools are foundational and essential to the democratic schooling and public education of all students. Given the crucial importance of schools in the intellectual, emotional, social, physical and spiritual development and growth of all children and youth, each school must be a place of high quality teaching and learning. Quality learning opportunities, that are available equitably to all children and youth, enable each student to experience achievement, growth and success.

To this end, the Superintendent/CEO will:

- 12.1** Ensure that all programs and services are in compliance with provincial requirements.
- 12.2** Implement assessment and evaluation practices which:
 - Ensure the achievement of provincial, division and school goals;
 - Foster an equitable, effective and efficient school system;
 - Promote growth and improvement.
- 12.3** Ensure that each school, as a community of learning, facilitates and participates in a school development planning process to create an annual plan that provides specific focus and emphasis on goals and actions vital to advancing quality teaching, equitable access to learning and achievement for all students.
- 12.4** Establish and enforce administrative procedures to maintain safe and effective environments for all students and staff.
- 12.5** Establish a dispute resolution process to be followed if there is disagreement about the appropriateness of the educational programming being provided to students.

12.6 Take appropriate action with staff, students or volunteers who demonstrate behaviours, actions, or attitudes that threaten the academic progress and/or well-being of students.

12.7 Ensure a culture characterized by mutual respect.

Reference:

Policy 1 – Values, Vision and Mission

Policy 9 – Board and Superintendent/CEO Relationship

Policy 11 – Respect for Human Diversity

Policy 13 – Safe Schools

Legal Reference: *The Public Schools Act*

Policy #13: Safe Schools

The Brandon School Division accepts its responsibility to foster and maintain a safe, caring, respectful and inclusive school environment for its students, staff, and community. The Board of Trustees expects that schools and workplaces are directed to focus on safety and responsible citizenship based on Brandon School Division values and the legislative requirements of Canada and the Province of Manitoba. Specifically, the *Public Schools Act* states that every school board shall ensure that each pupil within their jurisdiction “*is provided with a safe and caring school environment that fosters and maintains respectful and responsible behaviours*”. [Sec. 41(1) (b.1)]

The Board of Trustees is committed to working in collaboration with all of its education partners to ensure and enhance the safety of the Brandon School Division schools and school communities.

The Superintendent/CEO must:

- 13.1** Ensure that each Principal, in consultation with the School Advisory Council or its equivalent at that school, will establish a code of conduct for pupils and staff.
- 13.2** Ensure that each Principal, in consultation with the School Advisory Council or its equivalent at that school, will establish an emergency response plan for the school.
- 13.3** Ensure that each school’s code of conduct and emergency response plan are reviewed annually.
- 13.4** Ensure that the administrative procedures, operations and practices implemented in the School Division are compliant with national and provincial legislative requirements regarding safe schools and safe workplaces as well as Division foundations. These include:
 - *Canadian Charter of Rights and Freedoms* (Canada)
 - *The Public Schools Act* (Manitoba)
 - *Safe Schools Charter* (Manitoba)
 - *The Education Administration Act* (Manitoba)
 - *The Human Rights Code* (Manitoba)
 - *Freedom of Information and Privacy Protection Act* (Manitoba)
 - *Criminal Code* (Canada)
 - *The Workplace Safety and Health Act* (Manitoba)

References:

Policy 1 – Values, Vision and Mission

Policy 2 – Board Governance Model & Process

Policy 4 – Role and Responsibilities of the Board

Policy 9 – Board and Superintendent/CEO Relationship

Policy 11 – Respect for Human Diversity

Legal Reference: *The Public Schools Act*

Policy #14: Community Engagement

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents and community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board's Foundational Statements of Vision, Mission and Policies.

The Board will develop and implement strategies to enhance the Board's communication and engagement with communities, ratepayers and the citizens of Brandon School Division. These strategies will include:

- 14.1** Formal connections with the community, government and with other relevant agencies and organizations in order to support the achievement of Board goals for the Division.
- 14.2** Sharing information with the general public, constituents, staff and students in a transparent and respectful manner. The Board will proactively identify issues of importance, provide for the exchange of ideas and information, work collaboratively and build positive relationships.
- 14.3** The Board commits to the use of consultation with its constituents, including students, parents and employees; a process by which the Board seeks advice, which in turn facilitates communication, develops joint ownership and enhances solutions, goals and policy directions.
- 14.4** The Board of Trustees believes that all reasonable efforts should be made to identify the interests of the community and to be responsive, through its actions, to those interests. There are two major ways in which the will of the community shall influence the development of Board policies.
 - (a) The people of the Division are responsible for electing Board members to represent their ward.
 - (b) All citizens of the Division will be encouraged to express ideas, concerns, and opinions about the schools through such means as:
 - i. written suggestions or proposals;
 - ii. presentations at hearings or at Board meetings;
 - iii. responses to surveys made regarding education;
 - iv. attendance at open meetings of the Board; and

v. active involvement with the school's Parent Council

- 14.5** Matters related to complaints and concerns regarding specific schools, personnel and to individual student situations are communicated through the appropriate protocols as established by the Board of Trustees.
- 14.6** By developing an effective working relationship with the media, including encouraging the attendance of media at all meetings, with the exception of in-camera meetings, the Board of Trustees can further keep the public informed of the Board's and Division challenges, deliberations, policies, and actions.
- 14.7** The Board shall designate a Board spokesperson who will endeavour to be current on all matters of Board governance and policy. This will be the Chairperson of the Board unless an alternate is designated by the Board.
- 14.8** The Superintendent/CEO is the official spokesperson on behalf of the School Division regarding instructional, administrative and operation matters (including critical events and crisis communication).
- 14.9** The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.

References:

Policy 1 – Values, Vision and Mission
 Policy 4 – Role and Responsibilities of the Board
 Policy 6 – Board Operations

Policy #15: Fiscal Management

The Board of Trustees commits to the fiscal stewardship of public funds in an ethical, effective, and prudent manner. This stewardship is characterized by open and transparent public reporting of all financial processes, results, matters, and related issues. This fiscal stewardship is grounded in the value of accountable democratic practice for wise use of the public's funds.

Brandon School Division is publicly accountable for its financial resources. The budget is a monetary statement of the Board's goals and objectives for education in Brandon School Division. The budget is a blueprint for action, accomplishment and fiscal control.

Resources are managed in an efficient, effective and ethical manner in accordance with our values, vision and mission, and in compliance with The Public Schools Act and other applicable legislation.

15.1 Budget Planning

Budget preparation and control shall be the responsibility of the Superintendent/CEO and the Secretary-Treasurer in consultation with the Board, the public and other stakeholders.

The Board will approve the annual budget and provide, by the exercise of its taxing power, the funds necessary to finance the operation of schools.

Upon Board resolution accepting the proposed budget, the Board shall, on or before March 31st of each year, submit the ensuing year's budget to the Minister of Education.

15.2 Audits

Each year, the Board shall appoint an auditor, and the Board will furnish a duly audited financial statement and summary, available for public perusal, in compliance with Section 41 of Manitoba's Public Schools Act.

15.3 Purchasing Authority

The Board authorizes the Superintendent/CEO to purchase all materials, goods and supplies for the school system in accordance with the approved budget.

Purchase of goods, services and equipment made within the approved budget will not require further Board approval. However, the Board shall be kept informed of all expenditures in an efficient and timely manner. This shall be done by circulating financial statement reports.

15.4 Board Signing Authority:

The signing officers of the Division will be either the Chairperson or Vice-Chairperson and either the Secretary-Treasurer or the Assistant Secretary-Treasurer.

15.5 Finances

The Superintendent/CEO will ensure the Division operates its annual financial affairs in accordance with generally accepted accounting principles and Section 42 of the Public Schools Act.

The Superintendent/CEO will ensure that all accounting practices of the Brandon School Division are within the generally accepted accounting principles as outlined by the Province of Manitoba.

15.6 Assets

The Brandon School Division shall not be operated in ways which fail to protect and maintain its assets, or which unnecessarily risk its assets.

To protect and maintain the Division's assets the Superintendent/CEO will:

- Adhere to provincial requirements.
- Protect against theft, casualty and liability losses to the Board, staff, or school division itself through proper insurance.
- Not allow uninsured personnel access to material amounts of funds.
- Not expose the school division, the Board or its staff to claims of liability.
- Maintain a safe and efficient transportation system.
- Not acquire, encumber, or dispose of school division real property (land and any permanent fixtures on it) without the prior approval of the Board.

15.7 Commitment to Resourcing Good Educational Services

The Board further acknowledges that good educational services cannot be obtained without a reasonable expenditure of money and, therefore, seeks to negotiate contracts that will attract and keep competent staff members.

15.8 Commitment to Goodwill and Cooperation in Contract Negotiations

The Board further endeavours to establish and maintain a relationship of good will and cooperation during negotiations in order to create an atmosphere of trust and understanding between the Board and the negotiating party.

Reference:

Introduction

Policy 1 – Values, Vision and Mission

Policy 2 – Board Governance

Policy 4 – Role and Responsibilities of the Board

Policy 5 – Annual Planning Cycle

Policy 9 – Board and Superintendent/CEO Relationship

Legal Reference: The Public Schools Act

Appendix A

Brandon School Division will abide by the provisions of all Federal, Provincial and local legislation, including but not limited to:

Federal:

- Charter of Rights and Freedoms
- Criminal Code of Canada
- The Youth Criminal Justice Act
- The Canada Human Rights Act
- The Constitution Act

Provincial:

- Public Schools Act
- Education Administration Act
- Safe Schools Charter
- Workplace Safety and Health Act
- Manitoba Human Rights Code
- Child and Family Services Act
- Appropriate Educational Programming in Manitoba: Standards for Student Services
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Personal Health Information Act (PHIA)
- The Government of Manitoba General Manual of Administration (GMA)

Local:

- School Division By-Laws

SEPTEMBER

BOARD ANNUAL WORK PLAN

September 8, 2017

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Meeting	<ul style="list-style-type: none"> Inaugural Meeting – September 5 	<ul style="list-style-type: none"> Choose Chair/Vice-Chair Dates set for the Year
Week 1 – Board Engagement		
Week 2 – Board and Committee Meetings	Board Meeting - September 11 Personnel and Policy Committee – September 12	<ul style="list-style-type: none"> Discharge/Appoint Board Committees Christian Heritage School – Shared Services Agreements Graduation Rates Report on Professional Development plan for support staff and teachers
Week 3 – Board Committee Meetings	Education and Community Relations Committee – September 18 Finance and Facilities Committee – September 19	<ul style="list-style-type: none"> School Fees Review Middle Years Program Review Project Updates Confirm Payments of Accounts Review Monthly Report Guidelines for Preliminary Budget Budget Preparations – establish stakeholder meetings with employee groups, parent councils, chamber of commerce, school leaders (TBD)
Week 4 – Board Meeting	September 25	<ul style="list-style-type: none"> Board Committee meetings and updates Opening Week Enrollment Numbers Continuous Improvement Plan (CIP) Update Update on Indigenous Language Program Head Teachers
Other	Chamber of Commerce luncheon - September 14	<ul style="list-style-type: none"> Brandon Local: Robyn Sneath

OCTOBER

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none"> Board/City Council Meeting – October 12 School Division/Parent/Guardian Advisory Committee 	<ul style="list-style-type: none"> Biannual meeting (October/April) School Fees Review Middle Years Program Review Budget
Week 2 – Board Meeting	October 10	<ul style="list-style-type: none"> Guidelines for Preliminary Budget Elder update LEAN Update Human Resources update MIST Update on 8-year plan
Week 3 – Board Committee Meetings	Finance and Facilities Committee – October 17	<ul style="list-style-type: none"> Auditor's Report and Presentation of Financial Statements Budget Preparations - meetings with stakeholders
Week 4 – Board Meeting	October 23	<ul style="list-style-type: none"> Auditor's Report and Presentation of Financial Statements Board Committee meetings and updates Student Enrollment Update Facility Utilization Report School catchment update Specialist presentation (Reading Recovery Specialist) Wall Walk
Other	<ul style="list-style-type: none"> Chamber of Commerce luncheon - Oct. 16 MSBA Regional Meeting 	<ul style="list-style-type: none"> Small Business Week

NOVEMBER

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none"> • MLA Meeting and topics for discussion (date TBD) • Middle Years Program and School Fees Review 	<ul style="list-style-type: none"> • Public consultation
Week 2 – Board and Committee Meetings	<p>Board meeting - November 13</p> <p>Personnel and Policy Committee – Nov. 14</p>	<ul style="list-style-type: none"> • Specialist presentation (French Language Specialist) • Continuous Improvement Report • Committee review of Trustee requests for budget process
Week 3 – Board Committee Meetings	<p>Education and Community Relations Committee – Nov. 20</p> <p>Finance and Facilities Committee – Nov. 21</p>	<ul style="list-style-type: none"> • Committee review of Trustee requests for budget process • Committee review of Trustee requests for budget process • Review of Stakeholder Meeting Minutes • Accessibility Report
Week 4 – Board Meeting	November 27	<ul style="list-style-type: none"> • Board Committee meetings and updates • Specialist presentation (Inter-Agency Articulation Specialist)
Other	Chamber of Commerce luncheon - November 16	<ul style="list-style-type: none"> • Carbon Tax

DECEMBER

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none">Catholic School Board	
Week 2 – Board meeting	December 11	<ul style="list-style-type: none">MSBA Award – Student NominationSpecialist presentation (Middle Years Literacy Specialist)CIP Monitoring Report
Week 3 – Board Committees	Finance and Facilities Committee – Dec. 19	
Week 4 – Board Meeting	ONLY ONE MEETING IN DECEMBER	
Other	<ul style="list-style-type: none">Chamber of Commerce luncheon - Dec. 7	<ul style="list-style-type: none">Holiday Lunch

JANUARY

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none"> Student engagement 	
Week 2 – Board Meeting	January 8	<ul style="list-style-type: none"> Board Committee meetings and updates Modular classroom request Specialist presentation (Indigenous Education Learning Specialist)
Week 3 – Board Committee Meetings	Education and Community Relations Committee – Jan. 15 Finance and Facilities Committee – Jan. 16	<ul style="list-style-type: none"> Review the Middle Years Program Review feedback from stakeholders and recommendations from Senior Administration Budget Process – review of Trustee requests and Senior Administration sustainability requests Audit Engagement letter Participation in central tender process Modular classroom request – governance goal of new school spaces
Week 4 – Board Meeting	January 22	<ul style="list-style-type: none"> Board Committee meetings and updates Participation in central tender process Specialist presentation (Coordinator, Brandon Community Drug and Alcohol Education Coalition, Youth Revolution Program Coordinator)
Other	<ul style="list-style-type: none"> Chamber of Commerce luncheon - Jan. 18 MSBA Regional Meeting 	<ul style="list-style-type: none"> Business Climate Survey

FEBRUARY

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none"> Board/Chamber of Commerce meeting 	
Week 2 – Board and Committee Meetings	<p>Board meeting - February 12</p> <p>Personnel and Policy Committee - February 13</p> <p>Board meeting - February 15</p>	<ul style="list-style-type: none"> Transfer of budget to Trustees Motion re: Trustee Indemnities – MSBA Regional Meeting and Annual Convention, all-day budget meeting Preliminary Budget Presentation Governance health check, Board goals, and policy review Public Budget Consultation
Week 3 – Board Meeting	February 20	<ul style="list-style-type: none"> Budget Deliberations
Week 3 – Board Committee Meetings	No meetings	
Week 4 – Board and Committee Meetings	<p>Board meeting - February 26</p> <p>Finance and Facilities Committee – Feb. 27</p>	<ul style="list-style-type: none"> Board Committee meetings and updates Public Presentations - Budget Semester Reports (e.g. suspensions) CIP Monitoring Report
Other	Chamber of Commerce luncheon - February 15	<ul style="list-style-type: none"> Champions of Agriculture: Manitoba Harvest Hemp Foods

MARCH

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none"> School Division/Parent/Guardian Advisory Committee 	
Week 2 – Board Meeting	March 12	<ul style="list-style-type: none"> Final Budget Approval Scholarship agreement changes/updates Scholarship Committee appointments School year calendar Specialist presentation (English as an Additional Language Specialist)
Week 3 – Board Committee Meetings	Finance and Facilities Committee – March 20	<ul style="list-style-type: none"> Review budget process and Board-related goals Review tuition fees Five Year Capital Plan School bus order Proposed Budget Dates
Week 4 – Board Meeting	March 26	<ul style="list-style-type: none"> Board Committee meetings and updates Specialist presentation (Research, Assessment and Evaluation Specialist) Wall Walk Monitoring report on Board-related goals regarding the budget process
Other	<ul style="list-style-type: none"> Chamber of Commerce luncheon - March 8 MSBA AGM 	<ul style="list-style-type: none"> Manitoba Success Story: Coal and Canary

APRIL

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	<ul style="list-style-type: none">• Board / City Council Meeting (date TBD)	<ul style="list-style-type: none">• Biannual meeting (October/April)
Week 2 – Board Meeting	April 9	<ul style="list-style-type: none">• Audit engagement letter• Borrowing by law• Financial support for Division-wide oratorical event for middle years• MOU – Assiniboine Community College Comprehensive Health Care Aide Program• Specialist presentation (Early Years Literacy Specialist)
Week 3 – Board Committee Meetings	Education and Community Relations Committee – April 16 Finance and Facilities Committee – April 17	<ul style="list-style-type: none">• School Facilities Report
Week 4 – Board Meeting	April 23 Strategic Visioning Meeting (date TBD)	<ul style="list-style-type: none">• Board Committee meetings and updates• MIST update• Specialist presentation (Numeracy Specialist)
Other	Chamber of Commerce luncheon - April 19	<ul style="list-style-type: none">• State of the Province

MAY

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	Divisional Growth Meeting	<ul style="list-style-type: none"> Public consultation
Week 2 – Board and Committee Meetings	Personnel and Policy Committee – May 8 Board meeting - May 14	<ul style="list-style-type: none"> Secondment – BTA President Specialist presentation (Resource Education Specialist)
Week 3 – Board Committee Meetings	Finance and Facilities Committee – May 15	<ul style="list-style-type: none"> Tender approvals – over \$50,000 (spring) Public sector compensation disclosure March audit report review Accessibility Report
Week 4 – Board Meeting	May 28	<ul style="list-style-type: none"> Board Committee meetings and updates Specialist presentation (Education Technology Specialist) CIP Update Brandon Schools Instrumental Music Association (BSIMA) agreement
Other	<ul style="list-style-type: none"> Chamber of Commerce luncheon - May 17 Long Service Recognition Event – May 31 	<ul style="list-style-type: none"> State of the City

JUNE

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement		
Week 2 – Board Meeting	June 11	<ul style="list-style-type: none"> • Big Brothers Big Sisters of Brandon – Mentoring Program Agreement • Specialist presentation (Physical Education and Health Education Specialist) • Communications Update
Week 3 – Board Committee Meetings	Finance and Facilities Committee – June 19	<ul style="list-style-type: none"> • Ameresco report • Tenders – over and under \$50,000
Week 4 – Board Meeting	June 25	<ul style="list-style-type: none"> • Board Committee meetings and updates • Secondment – CUPE President • Board / Superintendent Evaluation
Other	<ul style="list-style-type: none"> • Chamber of Commerce luncheon - June 6 • BSD Retirement/Resignation Dinner – June 14 • Graduation Ceremonies 	<ul style="list-style-type: none"> • Chamber President Changeover Ceremony

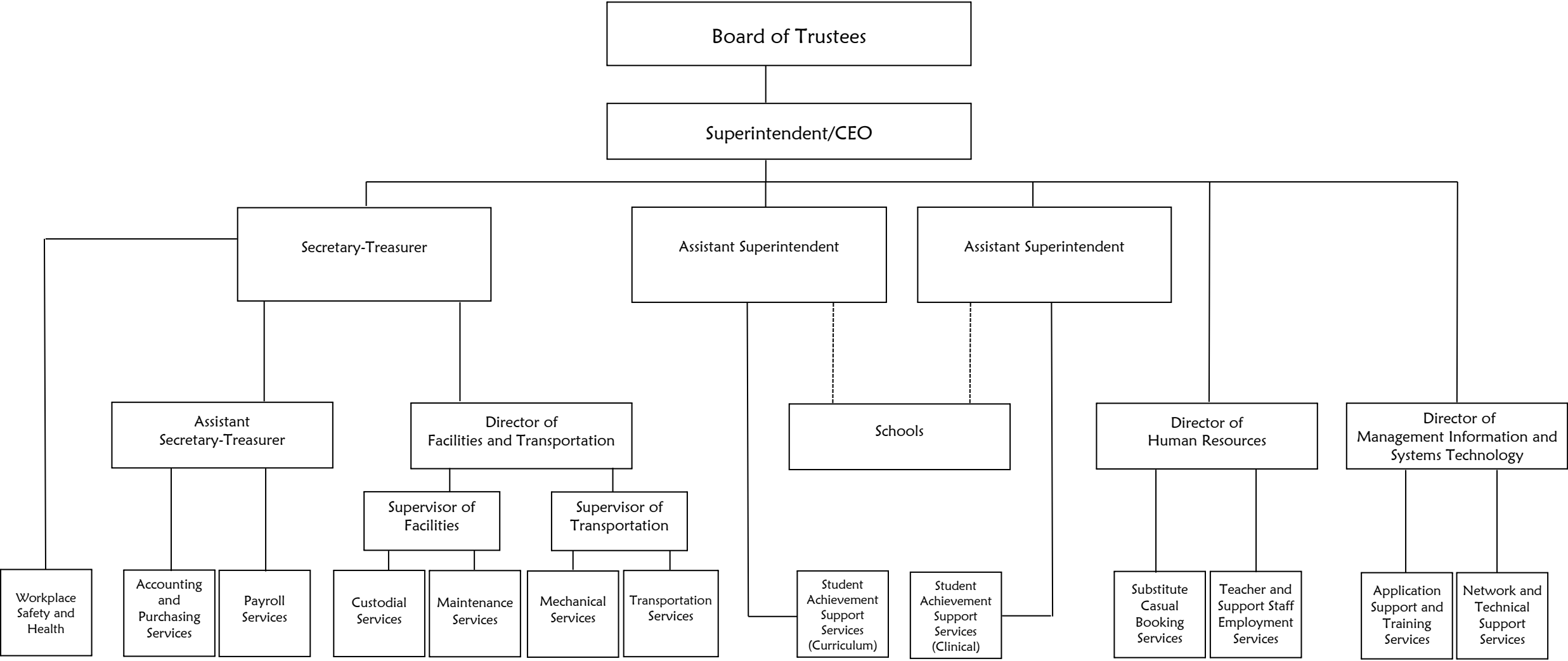
JULY

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	no items	
Week 2 – Board Meeting	no meeting	
Week 3 – Board Committee Meetings	no meetings	
Week 4 – Board Meeting	no meeting	
Other	Canadian School Boards Association (CSBA) National Congress	

AUGUST

BOARD OF TRUSTEES	ITEM	DETAILS
Week 1 – Board Engagement	no items	
Week 2 – Board Meeting	no meeting	
Week 3 – Board Committee Meetings	no meetings	
Week 4 – Board Meeting	August 27 Strategic Implementation Meeting	<ul style="list-style-type: none">• Audit engagement letter• Personnel Update

Brandon School Division
Organizational Reporting Structure



THE BRANDON SCHOOL DIVISION

BYLAW NO. 9/2017

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

WHEREAS it is deemed necessary to amend Section II, "Meetings of the Board", Section V, Committees, Section VI, "Public Participation at Board Meetings", and Section VII, "General", to replace Policy 2007 – "Public Participation at Board Meetings", Policy 2008 – "Public Release of Board Agenda Material", Policy 2019 – "Electronic Meetings", Policy 2021 – "Broadcasting of Board Meetings", Procedures 2003 – "The Functioning of Committees of the Board", and Procedures 2017 – "Special Procedures for Conducting Board Hearings";

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

SECTION II

MEETINGS OF THE BOARD

- 2.6 Information contained in and attached to the Agenda for regular and special Board of Trustee meetings may be provided in advance of the Board meeting for information purposes only. Any public release of same is not permitted until after the Board meeting. Breach of this understanding by any person receiving same will result in withdrawal of the privilege of receiving advance copies. The Secretary-Treasurer is authorized to make mutually satisfactory arrangements with news media representatives and others as to the amount of information available in advance of a Board Meeting within the terms and conditions of the foregoing.

The addition of 2.6 (above) will result in the renumbering of the following procedures:

**2.6 to 2.7;
2.7 to 2.8;
2.8 to 2.9;
2.9 to 2.10;
2.10 to 2.11;
2.11 to 2.12; and,
2.12 to 2.13.**

2.14 **Electronic Meetings**

In accordance with Section 39.7.1 of The Public Schools Act and Regulation 201/2004, a member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of The Public Schools Act and will be recorded in attendance for the meeting.

- 2.15 A Trustee who wishes to participate in a meeting using electronic means shall make a request to the Chair of the Board or the Secretary-Treasurer. Wherever possible, the request must be made in writing at least forty-eight (48) hours prior to the commencement of the meeting.

- 2.16 Trustees participating in a meeting by electronic means shall notify the Chair of the departure (either temporary or permanent) from the meeting before absenting themselves, in order to ensure a quorum is maintained.

- 2.17 The following persons must be physically present in the meeting room of the Board:

- a) the Chair of the Board or his/her designate;
- b) at least one additional member of the Board;
- c) the Superintendent/CEO of the Division or his/her designate;
- d) the Secretary-Treasurer or his/her designate.

- 2.18 Every Trustee must be physically present at a Regular Board meeting at least once every three months.
- 2.19 Electronic participation is not permitted at the Inaugural meeting or the Budget Day meeting.
- 2.20 Trustees are allowed to participate electronically a maximum of three (3) times per calendar year for Regular Board meetings and a maximum of three (3) times per calendar year for Regular Committee meetings; this limit does not apply to Regular Committee meetings that have been rescheduled. If a trustee wishes to participate in additional electronic meetings, it must be approved by two-thirds of the Trustees.
- 2.21 Trustees participating in a meeting electronically must do so in a way that respects sections 36 to 39.8 of The Public Schools Act, the Board's governance by-laws, and code of ethics. A Trustee participating in an in camera portion of a meeting must ensure that he/she is in a private space with no other persons present.
- 2.22 A Trustee participating in a meeting electronically must verbally indicate his/her vote followed by his/her name and if a vote is by secret ballot the Trustee participating electronically may vote by emailing the Secretary-Treasurer with his/her vote.
- 2.23 If technical difficulties arise during a Trustee's electronic participation in a meeting, the Board will allow a maximum of five (5) minutes to resolve the issue. If the problem is not resolved within five (5) minutes, the meeting will continue and the absence will be noted.
- 2.24 Recording and Broadcasting of Regular and Special School Board Meetings
- It is the responsibility of the Secretary-Treasurer to take minutes of all Regular and Special meetings held by the Brandon School Division Board of Trustees. All Regular and Special meetings must be recorded via manual recording of minutes, audio recording, or video recording.
- 2.25 Written minutes of all Regular and Special board meetings, as well as the written minutes of all Committee meetings, shall be posted to the Division website after the minutes have been officially approved by the Board of Trustees. These approved written minutes are the only official public record of the meeting.
- 2.26 Discussions of any and all proceedings of Regular and Special School Board meetings may be digitally recorded by the Secretary-Treasurer or designate, and those audio or video recordings may be used for the purpose of assisting in the preparation of official written meeting minutes.
- 2.27 The absence of video recording and/or broadcasting due to equipment malfunction, other technical problems, or otherwise, shall not have any impact on the conduct of a meeting or affect the validity of any action lawfully taken at such meeting.
- 2.28 Electronic copies of the audio or video recordings 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, and shall be archived for a period of two years, after which they shall be deleted unless they must be saved as a result of a litigation hold.

SECTION V

COMMITTEES

- 5.4 The Chairperson of the Board is an ex-officio member of all Committees to which he/she has not been directly appointed by the Board. He/she may attend all meetings and contribute to debate, but he/she shall not have the right to vote when attending in an ex-officio capacity.

- 5.10 Advance notice of all Committee meetings shall be included in "Announcements" on the agenda for Regular Board meetings whenever possible.
- 5.11 All Trustees shall be entitled to attend any Committee meeting except when attendance would be in conflict of interest under Board policy or Provincial Statute. Any Trustee attending as a non-appointed member shall attend as a non-voting observer and, in this capacity, may contribute to the debate but shall not do so in a fashion that, in the opinion of the Committee chair, detracts from the work of the Committee.
- 5.12 The Senior Administrator responsible for arranging the meeting of a committee shall ensure that all Trustees in attendance receive written material appropriate to the agenda, and when agreed by the Committee members shall provide such information to all other Trustees of the Board.

The addition of 5:10 to 5:12 (above) will result in the renumbering of the following procedures:

5.10 to 5.13;

5.11 to 5.14.

SECTION VI

PUBLIC PARTICIPATION AT BOARD MEETINGS

Delete procedures 6.3, 6.4, 6.5, 6.6, 6.7, 6.8 and replace with the following procedures:

- 6.3 At meetings of the Board or its committees, except as may be specifically permitted by resolution of the Board, the use of all video, audio, and/or recording devices by members of the public, including non-accredited and other representatives for any news media, shall be prohibited. Accredited members of the news media shall be permitted to use recording devices and photographic equipment at Board meetings.
- 6.4 The public is encouraged to attend Board meetings and at some point on the agenda during the last meeting of the month, will have an opportunity to address questions for clarification to the Board.
- 6.5 Where, at a meeting of the Board, any person other than a member of the Board is, in the opinion of the Chairperson of the meeting, guilty of disorderly or improper conduct, the Chairperson of the meeting may require him to leave the meeting forthwith and, if he fails to do so, may cause him/her to be removed in accordance with The Public Schools Act, Section 30(6).
- 6.6 The number of persons in the Board Room may never exceed the Manitoba Fire Code occupant load posting of 50 persons. The Chairperson has the discretion to adjourn the meeting to another larger location if it is deemed necessary.

Delegations & Petitions

- 6.7 Any resident elector of the Division shall have the right to be placed on the agenda of a regular board meeting to be heard under "Delegations and Petitions". Appearance at a Board Meeting shall be arranged through the Secretary-Treasurer and the Delegation shall provide, wherever possible, a written brief or petition in sufficient time for inclusion in the agenda package their letter/brief/petition/presentation in writing, preferably with sufficient copies for all Trustees, by 12:00 noon on the Tuesday prior to the Board meeting at which they wish to appear, and shall identify a spokesperson whom the Chairperson can address and to whom correspondence can be forwarded. If a delegation wishes to make their submission available to the news media or any other parties, it will be at their discretion. During a presentation by a delegation, the Board will only ask questions for clarification.
- 6.8 Any individual desiring to speak as a delegation shall give his/her name and the name of the group, if any, that is represented at the Board meeting. Also,

the individual's address should be submitted to the Secretary-Treasurer, in writing, for any further correspondence.

- 6.9 The Board may hear any other delegations at its discretion.
- 6.10 The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter shall be postponed to the next regular meeting for action or referred to a Committee or the Administration for consideration or further information and report. If a decision is required prior to the next regularly scheduled meeting, the Board may by a two-thirds (2/3rds) majority vote suspend the rules and consider the delegation's request at the same meeting, for decision making.
- 6.11 The Secretary-Treasurer shall communicate in writing to the identified spokesperson for the delegation the action taken by the Board and the final decision of the Board.
- 6.12 Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the Board members present.
- 6.13 Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the Board will not hear personal complaints against school personnel or against any person connected with the school system. Board consideration and disposition of legitimate complaints involving individuals shall be addressed in camera.
- 6.14 Correspondence that is received by the Division may be placed on the Board agenda and, at the Board meeting, the Secretary-Treasurer shall state, with respect to the correspondence placed on the agenda:
 - a) who the letter is from (individual or group)
 - b) the subject of the letter for Board consideration or action.
 Correspondence will not be distributed to the public by the Board.

Move General procedures to Section VIII and re-number procedures 7.1 to 8.1, and 7.2 to 8.2.

SECTION VII

CONDUCT OF BOARD HEARINGS

The procedures for conducting Board Hearings shall be as follows:

- 7.1 The requirement for a Board Hearing will be determined by the Superintendent/CEO in consultation with the Board Chairperson;
- 7.2 The Secretary-Treasurer's Office will make the necessary arrangements for the hearing;
- 7.3 The hearing will be held at a duly convened Special Board Meeting;
- 7.4 The Board will resolve into Committee of the Whole In-Camera (closed session) to conduct the hearing;
- 7.5 The In-Camera hearing is not open to the public. Those in attendance will be members of the Board of Trustees, the Division/School Administration and effected staff as appropriate; and the student, parent(s)/guardian(s) and/or legal counsel for each party; or the aggrieved employee and his/her Union and /or legal representative.
- 7.6 The Superintendent/CEO shall provide the affected party in writing, two weeks prior to the scheduled Board Hearing, a notice of the Board Hearing regarding the matter, giving the reason for the Board Hearing and providing the recommendations being made by the Superintendent/CEO to the Board of Trustees in this regard.
- 7.7 Such written notification shall inform the affected party of the options of the student where he/she is an adult, and otherwise of his/her parent/guardian, or

an employee to make a presentation in writing and/or verbally at the hearing conducted by the Board.

- 7.8 Legal counsel and/or a representative for the student where he/she is an adult, and otherwise of his/her parent/guardian or for the employee and for the Board may attend and/or make a presentation at the hearing.
- 7.9 The Secretary-Treasurer shall provide to the student, where he/she is an adult, and otherwise to his/her parent/guardian or the employee, one week prior to the scheduled hearing date, a copy of the Superintendent/CEO's Report that will be presented at the hearing before the Board of Trustees.
- 7.10 The Chairperson of the Board shall preside over the hearing, explain the procedures to be followed during the hearing, respond to any questions concerning the hearing and may specify time limits.
- 7.11 During the In-Camera hearing, the Superintendent/CEO will present his/her report and recommendation(s), which will have been provided to the student or parents/guardians or employee in advance.
- 7.12 The Superintendent/CEO report is followed by a written and/or verbal presentation of the student, the parent/guardian, and/or their legal counsel; or by the employee and/or his/her representative(s).
- 7.13 Upon receiving the information, Trustees may ask questions for clarification to any party present.
- 7.14 There is no provision for cross-examination by each of the parties.
- 7.15 Following the presentations, those present, with the exception of the Board of Trustees and the Secretary-Treasurer, will adjourn from the meeting but will remain in the Administration Office should it be necessary for them to rejoin the meeting.
- 7.16 The Board of Trustees will discuss and consider the matter;
- 7.17 The Committee of the Whole In-Camera will resolve from the hearing into open Board and the Board of Trustees' decision will be presented for approval by motion;
- 7.18 The meeting will then be adjourned;
- 7.19 No minutes of The Committee of the Whole In-Camera session will be recorded. The topic discussed while in Committee of the Whole In-Camera and the decision approved will be recorded in the minutes of the Special Board Meeting.
- 7.20 The Secretary-Treasurer will communicate the decision of the Board in writing to the affected parties, as soon as possible.
- 7.21 If the affected party fails to attend the hearing of which he/she has been formally notified, the Board of Trustees will hear the case in their absence using the information presented at the hearing.
- 7.22 Any reinstatement of expulsion must be made to the Board of Trustees through the Superintendent/CEO's Office.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 28th day of August 2017.

SECOND READING: ____ day of ____ 2017

THIRD READING: ____ day of ____ 2017

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 9/2017

Secretary-Treasurer

THE BRANDON SCHOOL DIVISION

BYLAW NO. 10/2017

A By-Law of the Board of Trustees of The Brandon School Division for the purpose of amending By-Law 4/2014, to authorize payment of indemnities and mileage to Trustees.

WHEREAS it is deemed necessary to add sections to By-law 4/2014 to replace Policy 2006 – “Trustee Professional Development”;

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

Insert section 7 to 11 and re-name section 7 to 12.

7. Trustees shall be entitled to claim and be paid a per diem for each authorized day while representing or acting on behalf of the Board. Said authorized days shall include the scheduled days of meetings, workshops, seminars, conventions, etc. plus, where necessary, the day before and/or after for the purpose of travel. In the event of a part-day attendance and/or travel (less than eight (8) hours), a claim should be made and paid on an hourly rate. Said per diems shall be paid when the event is of a minimum of three (3) hours to a maximum of eight (8) hours per day.
8. Trustees shall receive normal expenses and per diems for attendance at the annual MSBA Convention, MSBA provincial or regional meetings, workshops, and conferences.
9. When a Trustee is designated by motion of the Board to represent the Board at a conference, meeting, or other official function, normal expenses and per diems shall be assumed by the Board.
10. At the commencement of the term of office, each Trustee shall be allotted a budget, in an amount to be determined by the Board, for his/her four (4) year term of office to cover all authorized costs incurred and per diems for attendance at meetings, workshops, conferences, etc. Said attendances shall be for the purpose of the Trustee's individual professional development and are hereby authorized by the Board. A Trustee new to the Board during a term will be allocated the remaining dollars of the retiring Trustee, or the average of the remaining funds if two or more trustees are retiring.
11. A Trustee shall not exceed his/her budget allotted for professional development without prior formal approval of the Board.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 11th day of September 2017.

SECOND READING: ____ day of ____ 2017

THIRD READING: ____ day of ____ 2017

Chairperson

Secretary-Treasurer

I, _____, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 10/2017

Secretary-Treasurer