



BRANDON SCHOOL DIVISION

January 21, 2015

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

TO BE HELD MONDAY, JANUARY 26, 2015
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, January 12, 2015.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) 13 First Nations students from Neelin High School receiving recognition and speaking on their recent trip to Winnipeg to participate in the Assembly of First Nations Conference.

2.02 Reports of Committees

- a) Divisional Futures and Community Relations Committee Meeting P. Bowslaugh

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| b) Personnel Committee Meeting | J. Murray |
| c) Facilities and Transportation Committee Meeting | J. Murray |
| d) Friends of Education Committee Meeting | J. Murray |
| e) Education Committee Meeting | P. Bartlette |
| f) Workplace Safety and Health Committee Meeting | G. Buri |
| g) Finance Committee Meeting | K. Sumner |
| h) Meeting with the Minister of Education, Peter Bjornson | M. Sefton |

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Peter Bjornson, Minister of Education and Advanced Learning, January 14, 2015, noting our government is committed to investing in public education and working with school divisions to maintain affordability for Manitoba families. He notes that the amount of accumulated surplus in Manitoba continues to grow beyond the 4% policy limit and must be addressed. The 4% policy limit will remain in place for the 2015/2016 school year; however he is directing school divisions to apply the amount of accumulated surplus that exceeds 4% towards a reduction in the Special Levy in the following calendar year beginning with the 2015 Special Levy. In the coming months, the department will begin discussions regarding the existing accumulated surplus policy limit with the option of reducing it for the 2016/2017 school year.
Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Peter Bjornson, Minister of Education and Advanced Learning, Communications for Action 2.04 a) referencing reviewing options related to the 4% accumulated surplus policy including reductions to help keep school taxes low and ensure resources are directed to the classroom. He directs school divisions to apply the amount of accumulated surplus that exceeds 4% towards a reduction in the Special Levy in the following calendar year.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports –
 - Linden Lanes School
 - Riverheights School
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –

- École secondaire Neelin High School Off-Site Activity Request (Ireland) – Refer Motions.

d) Board of Trustees Governance Goals for 2014-2018.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 11/2015 That the trip involving eighteen (18) grades 9, 10, 11 and 12 choral students from École secondaire Neelin High School to make a trip to Ireland from June 29 to July 6, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 12/2015 That the Brandon School Division request one (1) modular classroom unit for the 2015-2016 school year from the Public Schools Finance Board.
- 13/2015 That a school bus be provided to the YMCA for their YMCA Summer Days Camp from July 6, 2015 to August 21, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 14/2015 That participation in the Central Tender Process for the 2015-2016 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.
- 15/2015 That the 2014-2018 Board of Trustees Governance Goals be formalized and accepted as presented as per the Senior Administration report for January 26, 2015.
- 16/2015 That the Auditor's Engagement Letter regarding the Audit of the December 31, 2014 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

2.08 Bylaws

2.09 Giving of Notice

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

- a) Darren Naherniak, Board Chair, Park West School Division, January 9, 2015, letter to all Manitoba School Division Chairs and Trustees, informing them of the unanimously endorsed candidacy of Trustee Don Cochrane for Vice President of Boards Under 6,000 students for the MSBA for 2014-15. Don's two years of experience as Region 1 Director with Manitoba School Boards Association has prepared him well to be a strong advocate for the public school system. Don has served on all of the Board's committees during his Trustee career, has been the Chairman of the local Community Development Corporation and was one of the three founding members of the local heritage museum. Trustee Cochrane's professional and personal experiences with education and with the various levels of government make him an excellent candidate for Vice President. The Park West School Division Board of Trustees is proud to support Don Cochrane in his nomination.

Receive and File.

- b) Craig McGregor, Board Chair, St. James-Assiniboia School Division, January 14, 2015, letter to the The Honourable Peter Bjornson, Minister, Education and Advanced Learning, announcing a motion that passed at its regular Board Meeting on January 13, 2015:

"That correspondence over the signature of the Chair of the Board be forwarded to Honourable Peter Bjornson, Minister of Education and Advanced Learning expressing concern the Government of Manitoba is introducing legislation to protect early learning, Child Care-Centres in Schools.

And further;

That the correspondence be copied to all Manitoba School Boards, MSBA, Honourable Deanne Crothers, Minister of Healthy living and Seniors, Honourable Sharon Blady, Minister of Health, Jim Rondeau, MLA, Assiniboia and Brian Pallister, Leader of the Opposition."

The St. James-Assiniboia School Division has maintained Early Learning Child-Care Centres in schools for over thirty years and in that time the child-care centres have been expanded, contracted, and relocated. The Division feels it is vital for School Divisions to maintain the local autonomy to manage space allocation within schools. Local decisions by locally elected trustees allows for decisions to be based on all the local factors that may impact on space allocation. Sites may have unique or specific factors that must be considered, which may include: enrolment trends, residential housing development, building capacity, schools of choice, etc. Provincial Government involvement in space allocation at schools could lead to delays in solving complex site considerations on a proactive basis. The St. James-Assiniboia School Division is concerned that the Manitoba Government feels the need to introduce legislation that would protect Child-Care Centres from School Divisions.

Receive and File.

3.03 Announcements

- a) Divisional Futures & Community Relations Committee Meeting with Canadian Parents for French (CPF) – 7:30 p.m., Tuesday, January 27, 2015, Boardroom.
- b) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Tuesday, February 3, 2015, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 9, 2015, Boardroom.
- d) Upcoming Budget Dates:

- Special Board Meeting (In-Camera) – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 4, 2015, Boardroom.
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
- All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
- Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JANUARY 12, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck (by phone), Mr. J. Murray, Dr. L. Ross (arrived at 7:07 p.m.).

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

Senior Administration: Dr. D. M. Michaels (arrived at 7:10 p.m.), Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Sefton noted he had five additions for In-Camera.

Mr. Murray – Ms. Bambridge
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held December 8, 2014 were circulated.

Mr. Buri – Mr. Sumner
That the Minutes be approved as circulated.
Carried.

- b) The Minutes of the Special Board Meeting held December 16, 2014 were circulated.

Mrs. Bowslaugh – Ms. Bambridge
That the Minutes be approved as circulated.
Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Student from Crocus Plains F1 Team Aurora spoke on their trip to Abu Dhabi for the F1 in Schools World Finals. The students ran into adversity when their display never arrived, but they never compromised, they strived and they overcame. Their teacher, Tara Hamilton, told how she was inspired by her students. The students are quite proud and felt good about how well they did despite the odds against them. They learned that as much as you plan and work on something, you'll always run into adversity and problems to overcome. Out of 38 teams, the Aurora team came in 10th.

2.01 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on December 11, 2014 was circulated.

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

- b) Finance Committee Meeting

The written report of the Finance Committee meeting held on December 18, 2014 was circulated.

Trustee Bambridge asked questions for clarification regarding capital maintenance.

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

- c) Divisional Futures and Community Relations Committee Meeting

The verbal report of the Divisional Futures and Community Relations Committee meeting held on December 3, 2014 was given.

Trustee Ross clarified that BNRC was discussed at the Board table. Trustee Bowslaugh would like this committee to be reconsidered.

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

2.03 Delegations and Petitions**2.04 Communications for Action****2.05 Business Arising****- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

Trustee Murray thought a discussion should take place before the MSBA Regional Meetings. MSBA is looking for a report from the Chairs, which would introduce their Board and report on challenges and long term plans to take on those challenges. Trustees asked questions regarding what the MSBA fees are based on. Denis Labossiere, Secretary-Treasurer, explained the fees over the past few years. Trustee Sefton clarified the new fee structure and proposal. The fees are going up 6.74% (\$5,566) for 2015/16. Dr. Michaels, Superintendent, noted that the fees are not necessary and unconscionable. Trustees questioned whether the division is obligated to be a part of MSBA. The Secretary-Treasurer explained the loss pool and rebates that the division receives due to being grouped with all other divisions, and also discussed the benefits of the insurance and risk management programs. Trustee Murray indicated interest in sending out a proposal request to insurance companies to find out the cost. Dr. Michaels noted this is the third increase in previous years. Trustee Sefton asked that Senior Administration come back and give some idea what would be involved in asking for quotes and Board will decide if they'd like to pursue this idea further.

- From Report of Senior Administration

a) School Reports – NIL

b) Learning Support Services Presentation – NIL

c) Items from Senior Administration Report –

- Vincent Massey High School Off-Site Activity Request (Spain, Italy and Greece) – Refer Motions.
- Vincent Massey High School Off-Site Activity Request (Chicago) – Refer Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request (New York) – Refer Motions.
- Giving of Notice – Rescind:
 - Policy 5033 – “School Secretary Substitute”
 - Policy 5034 – “Substitute Educational Assistant”
 - Policy 5065 – “Casual Administration Office Employment”
 - Policy 5066 – “Casual Maintenance Employment”
 - Refer Motions.
- Giving of Notice – Policy 5039 – “Permanent Support Leaves and Absences”
 - Refer Motions

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 01/2015 Mr. Murray – Ms. Bambridge
That the trip involving grades 9, 10, 11 and 12 students, from Vincent Massey High School to make a trip to Spain, Italy and Greece from March 24 to April 8, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

- 02/2015 Mr. Murray – Ms. Bambridge
That the trip involving forty five (45) grades 9, 10, 11 and 12 music students, from Vincent Massey High School to make a trip to Chicago, Il from April 21 to 25, 2015 be approved in principle and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

- 03/2015 Mr. Buri – Ms. Bambridge
That the trip involving thirty to thirty five (30 to 35) grades 10, 11 and 12 performing and fine arts students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from May 15 to 20, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

- 04/2015 Mr. Murray – Mr. Buri
That \$3.00 from the Capital and Maintenance per capita school allocation be reallocated to Divisional maintenance resulting in a per capita school allocation of \$17.00 per pupil and a Divisional maintenance allocation of \$8.00 per pupil.

Trustee Bartlette asked questions regarding whether administrators were notified of this change. The Secretary-Treasurer responded that it provides for more equity and Dr. Michaels noted things were more standardized, which is more cost effective.

Carried.

- 05/2015 Ms. Bambridge – Mr. Murray
That the annual funding allotment to BSIMA for new instrument purchases be increased by 15% (\$3,600) to \$27,500 and that Senior Administration build this into the 2015/16 operating budget with inflationary increases as approved by the Board on an annual basis.

Carried.

- 06/2015 Ms. Bambridge – Mr. Buri
That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the implementation of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2014-2015 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

- 07/2015 Mr. Sumner – Mrs. Bowslaugh
That the Lease Renewal Agreement between The Brandon School Division and Kelly Morris to rent the property commonly known as 118 – 10th Street Avenue for the period January 1, 2015 to June 30, 2017 at an annual rent of \$40,500 plus GST and utilities for

operation of the Off-Campus and Upper Deck Programs be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Bartlette asked questions regarding the increase in rent and appropriateness according to property values. The Secretary-Treasurer responded that rent is low for the area and there has been no rent increase in recent years. Trustee Kruck noted a few places that have been vacated and to watch for other properties. Associate Superintendent Greg Malazdrewicz explained that this space was a previous education facility and so it met Manitoba Education's criteria, and another space would also have to meet this requirement.

Carried.

08/2015 Mr. Bartlette – Mr. Sumner
That the following policies be rescinded:

Policy 5033 – "School Secretary Substitute"
Policy 5034 – "Substitute Educational Assistant"
Policy 5065 – "Casual Administration Office Employment"
Policy 5066 – "Casual Maintenance Employment"

Carried.

09/2015 Mr. Bartlette – Mrs. Bambridge
That Policy 5039 – "Permanent Support Staff Leaves and Absences" is hereby rescinded and replaced with Policy 5039 – "Permanent Support Staff Leaves and Absences".

Trustee Bambridge asked about the changes to the policy. Becky Switzer, Director of Human Resources, explained the staff leave policy and changes that were made.

Carried.

2.08 Bylaws

Mrs. Bowslaugh – Mr. Bartlette
3rd Reading

That By-law 6/2014 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 to make changes under "Regular Board Meeting Procedures" of Trustees to amend the statement regarding the number of times a Trustee can speak to a question or a motion, be now read for the third time, having been read for a second time on December 8, 2014.

Carried.

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Kruck asked when the Tell Them From Me survey results from Valleyview School will be sent out. Dr. Michaels responded that the surveys were just being finished and when the results are compiled they will be sent to all Trustees.

(Trustee Bartlette exited the room at 8:21 p.m. and returned at 8:25 p.m.)

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent Dr. Michaels, highlighted the following items from the Report of Senior Administration:

- Academic Preparedness at École Harrison.
- Global Citizenship at École secondaire Neelin High School.
- Health and Wellbeing at Vincent Massey High School.
- Divisional Initiatives: Dr. Michaels has been selected to participate in a national consortium of 21 educational leaders from across Canada called C21 Canada CEO Academy.
- Principal/Leadership Preparation Program – Session 14: Data Analysis, report prepared by Blaine Aston, Vice Principal, Waverly Park School.
- Suspensions.
- EAL Enrolment.
- Correspondence –
 - o President Barack Obama, The White House, Washington;
 - o John Hill, Community Member, Montreal, QC;
 - o Deanne Crothers, Minister of Healthy Living and Seniors; Peter Bjornson, Minister of Education and Melanie Wight, Minister of Children and Youth Opportunities;
 - o Azim Jiwa, Executive Director, The Manitoba Human Rights Commission, sent to Rhonda Lussier, Teacher, Linden Lanes School.

Framed copies of the letter from President Obama will be given to the students who contributed to the books he received.

Dr. Michaels spoke on the AP Districts Honor Roll and explained the timelines and how the test works. Nine (9) districts across Canada have received this honor.

Trustee Bowslaugh asked questions for clarification on suspensions.

Mr. Sumner – Mrs. Bowslaugh

That the January 12, 2015 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Facilities/Transportation Committee Meeting – 9:00 a.m., Tuesday, January 13, 2015, Boardroom.
- b) Friends of Education Committee Meeting – 11:30 a.m., Tuesday, January 13, 2015, Conference Room.
- c) Education Committee Meeting – 1:30 p.m., Wednesday, January 14, 2015, Boardroom.

- d) Workplace Safety and Health – 1:00 p.m., Wednesday, January 14, 2015, Conference Room.
- e) Finance Committee Meeting – 10:00 a.m., Thursday, January 15, 2015, Boardroom.
- f) Policy Review Committee Meeting – 11:30 a.m., Tuesday, January 20, 2015, Boardroom.
- g) Upcoming Budget Dates:
 - Special Board Meeting (In-Camera) – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 4, 2015, Boardroom.
 - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
 - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
 - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2015, Boardroom.

Mr. Buri – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) Confidential #2 – Trustees were advised on a Personnel matter.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Confidential #3, #4, #5 and #6 regarding Board Operations matters were discussed.
- b) Trustee Sefton discussed a meeting with Metro School Divisions. It was noted a motion would be brought forward at the end of the meeting.

- Trustee Inquiries

Mr. Sumner – Mr. Buri

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

Carried.

10/2015 Dr. Ross – Mr. Bartlette

That Trustee Sefton and Trustee Bambridge be paid the appropriate indemnities to attend a meeting at River East Transcona School Division with Metro School Divisions.

Carried.

5.00 ADJOURNMENT

Mr. Murray – Mrs. Bowslaugh

That the meeting does now adjourn (10:12 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Divisional Futures & Community Relations Committee Minutes

Tuesday, January 6, 2015 10:00 a.m.
Boardroom, Administration Office Building

Present: P. Bowslaugh, Chairperson, G. Buri, M. Sefton, K. Sumner, D. Michaels (arrived 11:13 a.m.), Superintendent/CEO, Brent Ewasiuk, Director, MIST Dept. (exited 11:15 a.m.)

1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 10:06 a.m. by Chairperson Pat Bowslaugh.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of December 3, 2014 were received as information.

Chairperson Bowslaugh will contact the City of Brandon regarding a meeting of the Joint Task Force Ad-hoc Committee with a tentative meeting date of Wednesday, January 28, 2015 at 4:30 p.m.

4. COMMITTEE GOVERNANCE GOAL ITEMS

a) **Invitations for Guest Visitors**

Trustees would like representatives of the Board (Divisional Futures and Community Relations Committee) and a representative from Senior Administration to meet with Spring Valley Colony as it has been many years since the last visit of BSD Trustees to the Colony. This would be a good opportunity to meet with staff and students. Jacklyn Hutchinson, teacher at Spring Valley School, could make the arrangements to meet with the Colony. Chairperson Bowslaugh will contact Ms. Hutchinson to set this up. The colony members would bring topics for discussion to the meeting so the committee can find out how things are going. Chairperson Bowslaugh will suggest a Tuesday at 10:00 a.m. as this is the regular meeting time for the Committee.

Maple Leaf was discussed and it was decided that no action to meet would be taken at this time as there is no immigration planned by the company in the near future.

A meeting with the Rural Municipalities of Cornwallis and Whitehead will be requested for some time in March 2015. Topics on the agenda could include:

- Busing,
- Local Schools (Alexander, O'Kelly)
- General Divisional Concerns
- Taxation

Lesser priorities for meetings included: ACC and BU.

b) Feedback from Parent Liaison Committee Meeting

- Highlights of school reports:
 - Successful fundraisers
 - Stolen technology
 - George Fitton School Gymnasium Grand Opening January 15, 2015.
 - École Harrison provided an update from Canadian Parents for French – there are concerns regarding the security in the school during elections as people were not required to sign in at the office.
 - Meadows brought forth concerns regarding the pedestrian crosswalk and traffic on Richmond Avenue. Who is responsible for monitoring crosswalks? Citizens, School, Division, City?

Questions were posed regarding where the fundraising money was going. The response was laptops/tablets, which raises the concern of potential inequity in schools.

Trustees discussed the issue of the schools lacking space for polling stations. They suggested follow-up with the Senior Election Official and requesting increased security and signage for the next election. The other school doors should be locked and only one door used for voters. Principals are to be advised that there is only one access door. The Secretary-Treasurer can look into the legalities of the polling stations.

The “Book Buildings” in nearby communities was discussed. They have a “Take a Book, Leave a Book” policy. Our Schools have libraries and this subject does not fall under this Committee, it would be a neighborhood initiative.

Chairperson Bowslaugh asked if the donations for the Buddy Benches are recognized. Dr. Michaels responded that the schools recognize the donations.

5. OTHER COMMITTEE GOVERNANCE MATTERS

NIL

6. OPERATIONS INFORMATION

NIL

The meeting adjourned at 11:28 a.m.

Respectfully submitted,

P. Bowslaugh, Chair

M. Sefton

K. Sumner

G. Buri (Alternate)



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Thursday, January 8, 2015 – 9:00 a.m.
Boardroom, Administration Office

Present: L. Ross, Chair, J. Murray
D. Labossiere, G. Malazdrewicz (exited at 11:15 a.m.), Dr. Michaels, B. Switzer.
Regrets: G. Kruck, K. Sumner (Alternate)
Guest: Craig Wallace, MSBA (exited at 11:15 a.m.)

1. CALL TO ORDER

The Committee Chairperson called the meeting to order at 9:15 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of December 11, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Personnel Matters – In-Camera**

Mr. Craig Wallace, MSBA, attended the meeting and made In-Camera presentations to the Committee. Discussions and questions ensued with the information presented.

B) **Support Labour Management Committee Minutes**

The Committee received and reviewed the Minutes of the Support Labour Management Committee meetings held April 9, 2014 and December 4, 2014.

6. OPERATIONS INFORMATION

The Committee reviewed and received as information the following:

- MSBA Collective Bargaining Update

- November 26, 2014
- December 12, 2014

- MSBA – CPI, Unemployment rate, Regional Trends Update
- MSBA – Arbitration Bulletin – Flin Flon
- MSBA Salary Bulletins regarding:
 - Fort La Bosse School Division
 - Interlake School Division

Portage La Prairie – Correction

7. NEXT REGULAR COMMITTEE MEETING: Thursday, February 12, 2015, 10:00 a.m., Boardroom.

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

L. Ross, Chairperson

J. Murray

G. Kruck

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Tuesday, January 13, 2015 – 9:00 a.m.
Boardroom, Administration Office

Present: J. Murray (Chairperson), S. Bambridge, M. Sefton (Alternate),
D. Labossiere, G. Malazdrewicz, M. Clark, and R. Harkness.

Regrets: G. Buri

1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 9:03 a.m. by Committee Chairperson Jim Murray.

2. APPROVAL OF AGENDA

The Secretary-Treasurer added some items to the agenda in preparation of the 2015-2016 Budget.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 27, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) **Stop Arm Cameras**

The Supervisor of Transportation, Mr. Ron Harkness, gave an update on the School Bus Stop Arm camera pilot program we are currently running with Teknisult Enterprises, which is part of the Canadian BusSafe2Cross Student Bus Safety Program. Mr. Harkness met with the Brandon City Police Officer overseeing the project on January 12, 2015. There were 18 violations identified by the program over 2 weeks, and the BPS had reviewed 75% of them. This resulted in three (3) charges laid and three (3) warnings. There was some question whether charges can be laid in some of the instances. Constable Lockhart noted that there may be a press release by BPS that would include photos to make the public aware of this program.

B) **Request for Buses - YMCA**

This matter was discussed and it was noted that this is something that is approved every year for the YMCA. The Committee agreed to recommend the provision of a school bus to the YMCA for their Summer Camp program.

Recommendation:

That a school bus be provided to the YMCA for their YMCA Summer Days Camp from July 6, 2015 to August 21, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

C) Modular Classroom Request

Discussions were held regarding the need for modular classrooms. It was noted a modular classroom would be required for Betty Gibson School. Mr. Malazdrewicz, Associate Superintendent, provided information as to why the modular classroom was required at Betty Gibson, citing the province's requirement of a grooming room, which would remove a classroom. Trustees asked questions for clarification. The Committee agreed to recommend to the Board that the Division request one modular classroom.

Recommendation:

That the Brandon School Division request one (1) modular classroom unit for the 2015-2016 school year from the Public Schools Finance Board.

D) School Bus Request

The Secretary-Treasurer spoke to this matter, noting the advantages to purchasing through the Central Tender Process, including the per unit price savings based on bulk purchasing.

The Secretary-Treasurer also noted that in the past two years, Trustees reduced the purchase of buses from three (3) to two (2) buses during budget deliberations. There is also a need to increase the budgeted funds for buses to market value. To be within the 12 year bus replacement cycle, three (3) buses per year will be required until 2027 to return to the original planned replacement cycle.

Mr. Ron Harkness, Supervisor of Transportation, gave an update on how the propane buses that were purchased last year have been performing. He stated that the buses have been performing exemplary and have started every day. The propane buses are rarely in the shop and the ride and interior comfort are far superior to the diesel buses, which are also a struggle to keep on the road in the colder weather. Mr. Harkness noted that fuel savings is approximately \$5,000 per bus per year for the propane buses. Trustees asked questions for clarification regarding the engine and omissions and whether other school divisions are purchasing propane buses.

Recommendation:

That participation in the Central Tender Process for the 2015-2016 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

E) Budget Sustainability Requirements

Budget sustainability requirements for facilities and transportation were reviewed and included discussion on the following items:

- Johnson Controls – Energy Management Software
- Pneumatic controls for air handlers at Vincent Massey High School
- Spring Valley Colony network connectivity
- Transportation and Maintenance building – expand bus bays from one to three bays and increase parking at facility
- Office space for clinical services

6. OPERATIONS INFORMATION

The Director of Facilities and Transportation provided verbal updates on the following projects:

- Vincent Massey science lab renovation project is ready to start by the first week of June. MCM has minor design changes to make.
- Betty Gibson grooming room project – MCM Architects will have the design development ready by the end of January.
- Green Acres gym and O'Kelly elevator – the project leader from PSFB is coming Friday, January 23, 2015 to look at these sites.

Trustee Murray asked what the Division receives in “grant in lieu” when a property is rezoned? The Secretary-Treasurer responded that we receive \$283.53 to convert a single family lot to a two family lot and that the monies received goes into a school reserve.

8. **NEXT REGULAR MEETING: Tuesday, February 10, 2015, 9:00 a.m., Boardroom**

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

J. Murray, Chair

S. Bambridge

G. Buri

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Tuesday, January 13, 2015
Location: Conference Room, Administration Office
Present: J. Murray (Chairperson), K. Brigden, K. Kooistra, A. Johnston, A. McGuire-Holder, L. Nickel, and E. Jamora
Regrets: R. Oakden

1. **CALL TO ORDER**

The meeting was called to order at 11:30 a.m.

2. **APPROVAL OF AGENDA**

Chairperson Murray asked for any changes/additions to the agenda.

Two items added: Mobile Education Unit and BISMA Instruments, moved by A. Johnston to accept.

Accepted

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

Chairperson Murray invited any changes/additions to the minutes dated March 5, 2014. No amendments were given, (Attachment #1).

Accepted

4. **FINANCIAL REPORT SUMMARY**

Copies of the Financial Report were walked in and distributed (Attachment #2). E. Jamora provided a brief overview of two financial reporting periods: July 1, 2013 to June 30, 2014 and July 1, 2014 to December 31, 2014. The contributions, withdrawals, interest earned and the final year-end balance were hi-lighted. A discussion regarding the account activity and the current account balances was had. It was clarified by E. Jamora that the "General" category is where "Non-Specified Donations" are deposited. To date there have been no allocation requests from Individuals supported by a Division school or department.

Accepted

5. **Friends of Education Fund Committee, Policy & Procedures 3027**

Chairperson Murray reviewed the Friends of Education Fund Committee Policy and Procedure with the Committee. As per the Motion 127/2013; October 28, 2013 the amended Policy/Procedure 3027 was adopted. A discussion regarding the points; B) Membership and C) Term of Membership occurred. A. Johnson advised the Committee the requirements surrounding Membership, for Teachers, was not feasible given a daily teaching schedule and the scheduled meeting time of the Committee.

Accepted

6. **Mobile Education Unit**

E. Jamora read the minutes from March 5, 2014, Friends of Education.

The Committee requests further information and clarification on the status of the Mobile Education Unit. The topic had been discussed in previous minutes with other Brandon School Division Committees.

E. Jamora to report on the status Mobile Education Unit at the next Friends Education Meeting, March 12, 2015.

Agreed

7. **Brandon School Instrumental Music Association**

E. Jamora read the minutes from March 5, 2014, Friends of Education.

At the Board Meeting Monday, June 9, 2014 as per Motion 61/2014, Mr. Karnes – Mr. Snelling. That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same. Carried.

As per a conversation with the Secretary-Treasurer, it was clarified that when band equipment is needed it will be purchased new; no second-hand equipment will be accepted into the program.

Accepted.

8. **Brochures/Thank You Cards/Business Cards**

Currently the Friends of Education Fund Committee have printed Brochures, Thank You Cards, Business Cards and a page on the Brandon School Division website. However, the items are slightly out of date: style, color and address. The committee would like to invite Kelli Boklaschuk back to give a brief presentation on some possible updates for the material.

It is agreed that Kelli Boklaschuk is to be invited back to the next meeting to provide input and direction on the possibilities for new printed material.

A discussion around hosting an Open House at the end of June for Friends of Education Donors at the Administration Office and/or School occurs. Invitations would be produced and sent to each Donor. This discussion will be continued at the March 12, 2015 meeting.

Agreed.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 12:15 p.m.

Next Meeting: March 12, 2015
 Conference Room at the Administration Office

Respectfully submitted,

Jim Murray, Chairperson



BRANDON SCHOOL DIVISION

Education Committee Minutes

Wednesday, January 14, 2015 1:30 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Chairperson), S. Bambridge, G. Kruck, P. Bowslaugh (alternate), G. Malazdrewicz, Associate Superintendent.

Guest: Kelli Boklaschuk

Regrets: Dr. Michaels, Superintendent

1. CALL TO ORDER:

The Education Committee Meeting was called to order at 1:35 p.m. by Chairperson Trustee Bartlette.

2. APPROVAL OF AGENDA

Trustee Kruck added one item to the agenda regarding a suggestion for the BSD website.

The agenda was approved as amended.

The Committee addressed Trustee Kruck's suggestion for the BSD website immediately. Trustee Kruck noted that he has quite a few calls from parents with questions that he believes would be helpful to have on the website under a "FAQ" (frequently asked questions) tab. Kelli Boklaschuk demonstrated on the site where answers can be found, including the search area, and a spot to email a question to Communications. Trustee Kruck suggested a tab across the top of the page but Kelli noted it would have to be in the menu under the search area. She will contact School Bundle and check into making this addition.

Trustees also discussed changing the March 11, 2015 meeting to March 10, 2015 from 11:30 a.m. to 1:00 p.m. as Trustee Bartlette has a scheduling conflict.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Committee minutes from December 3, 2014, were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

Education Goals as per the Trustee Goal Setting Session – January 10, 2015

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Evaluate the effectiveness and success of programming for student engagement.
- 3) Review current specialist staffing fragmentation to achieve a better comprehensive continuity approach.
- 4) Focus on strengthening the connections between grades 7, 8, 9 and senior high programming to improve student engagement.

- 5) Implement Grades 7 and 8 electives research report within given spaces; review and restructure electives.
- 6) Enhance the development of cultural competency amongst students and staff.
- 7) Research the implementation of year-round schooling.

Presentation on Implementation of Policy 1001.2 – Equity – Kelli Boklaschuk

Ms. Boklaschuk noted that the new Policy aligns with the new goals for Education, and she read the Goals for the Committee.

The Equity Walk presentation follows the goals of the Board and Strategic Plan. Dr. Michaels wants the Committee to be aware of the roll-out of this Policy and what is happening in the schools. The video shows the criteria to be observed on the walk.

Trustee Bowslaugh spoke on the eradication of some special classes, and could not see any special needs students in the video. Associate Superintendent Malazdrewicz spoke on 'differently abled' students.

Trustee Bartlette asked about the term "intentionality is critical". Associate Superintendent Malazdrewicz explained that it's the intent – you identify an action or response and there is a path with work to be done. This equity walk sharpens our skills. Students engaged with peers engage better. There are different pathways available.

A lengthy discussion took place regarding the Life Skills Program.

Trustee Kruck asked what process a Trustee would follow to visit a classroom? Associate Superintendent Malazdrewicz responded that the school principal should be contacted to set up a visit.

6. OTHER COMMITTEE GOVERNANCE MATTERS

Trustee Kruck suggested having Education Committee Meetings every two weeks as there are quite a few topics to review that are not being covered. He asked that this item be added to the next Education Committee Meeting agenda.

7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION

No briefings included.

8. OPERATIONS INFORMATION

9. NEXT REGULAR MEETING: Wednesday, February 11, 2015, 1:30 p.m., Boardroom.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Kruck

S. Bambridge

P. Bowslaugh (Alternate)

Committee Minute Form

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

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>January 14, 2015</u> Date of next meeting: <u>March 11, 2015</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark George Buri Mark Sefton Craig Laluk Greg Malazdrewicz	Occupation Director Fac & Trans Trustee Trustee School Administrator Associate Superintendent	Present x x x x	Absent x
	Worker Members Alison Johnston Richard Derewianchuk Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	x x x x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	Minutes of October 15, 2014 • A. Johnston, Chair, called the meeting to order at 1:00 p.m.	- A. Johnston requested that the following two items be added to the agenda under New Business: the Variance Order and the Committee Structure. Carried. - A. Johnston reviewed the minutes and asked for any errors or omissions. The meeting minutes of October 15, 2014 were adopted as circulated. Moved by J. Rose – M. Clark	
B	Outstanding Issues: 1. De-escalation Training – Update – M. Clark	- M. Clark advised the Committee of the upcoming Conference, Build Your Teaching Experience (BYTE), February 27, 2015, Crocus Plains Regional Secondary High School. De-escalation training for substitute teachers (am) and support staff (pm) will be provided. G. Malazdrewicz informed the Committee, De-escalation training is typically conducted in the spring.	
	2. JLG Genie Lift Training – Update – D. Armstrong	- D. Armstrong advised the Committee of a JLG Genie Lift Training (October 9, 2014) which encompassed all Maintenance Staff and three High School Custodians. The K-8 Custodians would be trained as needed. Currently, the Brandon School Division has a Vertical lift and a Scissor lift in its Maintenance Equipment Inventory.	
	3. Asbestos Training – Update – D. Armstrong	- D. Armstrong reported to the Committee the Asbestos Training (November 6, 2014) was conducted by Pinchin Environmental. Attendance included 12 Maintenance Staff, Jamie Rose and Alison Johnston. The session presented Type 1 and Type 2 training for Asbestos Removal. A thank you was given to the Brandon School Division for the opportunity to attend on behalf of the Brandon Teachers Association and CUPE Local 737.	

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

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

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

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

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Alison Johnston

Signature _____ Signature _____

Committee Minute Form

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	4. Hearing Conservation – Update – D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong reported Hearing Innovators Inc. came out twice from Winnipeg, MB to conduct hearing assessments for Brandon School Division Staff. As per the handout 131 staff members were tested, total invited were 192. Lastly, a letter from Hearing Innovators Inc. commending the Brandon School Division's commitment to the industrial hearing conservation program was shared. The letter from Hearing Innovators Inc. was Received and Filed. - A discussion regarding the process and the storing of testing information took place. The testing information should be recorded in each employee's file each year. - D. Armstrong will work with B. Switzer/Human Resources to develop a recording procedure using Employee Connect. The timeline for this undertaking is the next school year (2015-16). 	D. Armstrong – Update – March 11, 2015
	5. Refusal to Work – Update – D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong referred to Attachment #3 "Work Refusal Flow Chart" and advised of a Violent Incident whereby a teacher invoked a right to refuse work. A. Johnston and D. Armstrong attended to the investigation and used form #7004 "Violent Incident". The form was woefully inadequate. G. Malazdrewicz agreed the report was not a resolution; however the use of a flowchart is a valuable resource to assist in the process. - D. Armstrong, J. Rose and A. Johnston will work to develop a Work Refusal Flow Chart. The final draft will be presented to the Committee and Senior Administration. 	D. Armstrong, J. Rose and A. Johnston – Update – March 11, 2015
C	<u>Correspondence:</u> 1. Improvement Order, Valleyview School – M. Clark (A#3)	<ul style="list-style-type: none"> - M. Clark informed the Committee that in 2013 Valleyview School underwent a heating refit, whereby the floor registers were changed. The floor registers did not correctly fit and trip/cut hazards were identified. The contractors were contacted and all registers were changed out. In the course of the summer (2014) due to settling, the registers in the gym lifted. An accident report was filed whereby a student slid into the register and required 13 stitches. Big Sky Enterprises was contracted to address the hazard. The registers were recessed and rubber/vinyl material was used to build up the edges. The Library and Music room still need to be completed (3rd week of January). The Improvement Order for Valleyview School is Received and Filed. - The Chair, A. Johnston agreed to follow up with the Principal on the status of the student/family and report back to the Committee. 	M. Clark - Update Improvement Order – March 11, 2015 A. Johnston – Update on the Student/Family – March 11, 2015
D	<u>New Business:</u> 1. Incident Report, Oct. 8 to Dec. 31, 2014 – D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong reviewed the Incident Report with the Committee. A discussion regarding a more detailed breakdown of the incident numbers took place. D. Armstrong reiterated that all reports are reviewed and noted for any patterns or areas of concern. The Committee agreed the Incident Report should show a distinction between K-8 Schools and High Schools, without specific school identification. 	D. Armstrong – Update – March 11, 2015

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(x) Print Name of Worker Co-Chair Alison Johnston

Signature _____

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Workplace Safety & Health Division

	2. Variance Order - A. Johnston	<ul style="list-style-type: none"> - A. Johnston reported that currently the Brandon School Division is operating without a variance. A discussion regarding the expiry date of the variance and the dates of the support letters from the BTA and CUPE occurred. M. Clark referred to and shared with the Committee a letter from the Province, dated November 18, 2011 whereby a 3 year Variance was granted. Letter, Received and Filed. - It is agreed that all parties must work towards the renewal of the variance, ASAP. It is also noted that a variance must be discussed over the life of the variance. The Committee agreed that an official letter must be forwarded to the BTA and CUPE from the Brandon School Division requesting a one year continuance of the existing variance. 	<p>Brandon School Division - forward letters to BTA & CUPE – continuance of the Variance</p>
	3. Committee Structure – A. Johnston	<ul style="list-style-type: none"> - A. Johnston reported that currently the Central Committee consists of a representative from Senior Administration, The Director of Facilities and Transportation, a Trustee, a BTA Executive and two CUPE reps. in comparison, the High School Committees are much smaller in their make-up and are without input and guidance. - A re-examination of the current reporting structure is requested prior to applying for the WPS&H variance in the new school year (2015-16). - Currently the WPS&H Minutes of the Central Committee are shared with the Board of Trustees. The Committee agreed to include the High School minutes with the WPS&H Agenda for information purposes. 	<p>WPS&H High School Minutes - included in the Agenda of the Central Committee</p>

Other Business: Confirmation of Next Meeting: January 14, 2015

Adjournment: C. Laluk – H. Kryshewsky – That the meeting is adjourned at 2.45 p.m. Carried.

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

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

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

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

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

(x) Print Name of Worker Co-Chair Alison Johnston

Signature _____ Signature _____



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, January 15, 2015, 10:00 a.m.
Boardroom, Administration Office

Present: M. Sefton, P. Bartlette, L. Ross; K. Sumner, Dr. D. Michaels, D. Labossiere, E. Jamora, G. Malazdrewicz.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:15 a.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

Trustee Sumner added one item to the agenda.

The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held December 18, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2015-2016 Budget Process

The Secretary-Treasurer reviewed the Trustee requests and the Senior Administration Sustainability requirements for Business, Facilities and Human Resources. There was discussion on options for projects such as debentures and leases, and also discussion on the need for reserves.

The Secretary-Treasurer reviewed a letter from Peter Bjornson, Minister of Education and Advanced Learning, in regards to Accumulated Surplus in excess of 4% of operating expenditures. The Secretary-Treasurer reviewed the calculations used by PSFB and the difference between the calculations used by BSD. He noted that the PSFB calculations are not documented in FRAME nor in any previous publications. If the Division had known the calculations used by PSFB we would have recommended transferring funds into reserves from the Accumulated Surplus that are needed for long-term sustainability.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) BDO Canada LLP – Engagement Letter

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

Recommendation:

That the Auditor's Engagement Letter regarding the Audit of the December 31, 2014 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO

Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

B) **Confirm Payments of Account (December)**

Trustee Sefton asked questions for clarification regarding select vendor payments. The Secretary-Treasurer provided information in regards to the payments.

The payments of account for the month of December were accepted as circulated.

C) **Review Monthly Reports (December)**

The reports for the month of December were accepted as circulated.

6. **OPERATIONS INFORMATION**

The Secretary-Treasurer spoke in-camera regarding an operations matter.

7. **NEXT REGULAR MEETING: Thursday, February 19, 2015, 10:30 a.m., Boardroom.**

The meeting adjourned at 11:36 a.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 26, 2015

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“Accepting the Challenge”

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

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

A. Business Arising for Board Action

I. PRESENTATIONS

1. FROM SCHOOLS

Linden Lanes School
Riverheights School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

IV. SUPERINTENDENT OF SCHOOLS

1. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for eighteen (18) grades 9, 10, 11 and 12 choral students from École secondaire Neelin High School to make a trip to Ireland from June 29 to July 6, 2015.

Mr. Michael Adamski, Principal, École secondaire Neelin High School; Mr. Greg Malazdrewicz, Associate Superintendent; and Dr. Donna Michaels, Superintendent of Schools/Chief Executive Officer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving eighteen (18) grades 9, 10, 11 and 12 choral students from École secondaire Neelin High School to make a trip to Ireland from June 29 to July 6, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. SCHOOL VISITS (DECEMBER 19, 2014 TO JANUARY 19, 2015)

For Information D. Michaels

- January 5, 2015 - Principal Update Meeting with Sandy Harrison, Principal, Valleyview Centennial School
- January 12, 2015 - Principal Update Meeting with Mathew Gustafson, Principal, Crocus Plains Regional Secondary School
- January 13, 2015 - Principal Update Meeting with Craig Laluk, Principal, École Harrison
- January 15, 2015 - School Visit with Gail McDonald, Principal, George Fitton School

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

For Information D. Michaels

A. ACADEMIC PREPAREDNESS

IMPLEMENTATION OF STUDENTS ACHIEVE

Report prepared by Mr. Brent Ewasiuk, MIST Director and Ms. Marnie Wilson, Research and Evaluation Services Specialist

Brandon School Division is committed to data-informed decision-making in the service of continuously improving student success. The effective use of student achievement data demands both data integrity and longevity. When validity and consistency (integrity) as well as a tool for longitudinal tracking (longevity) are in place, all educational stakeholders benefit from the resulting information:

- the Board of School Trustees for accountability tracking and financial planning;
- Senior Administration for strategic planning, program tracking and staff development;

- School Administrators for school development planning and real-time progress monitoring;
- teachers for effective instructional adjustments and monitoring individual student growth; and finally,
- students and parents receive a valid and reliable picture of the student's achievement and growth.

BSD has researched and is currently piloting a software package, StudentsAchieve, which aligns with both BSD policy and the provincially mandated report card. StudentsAchieve includes an electronic outcome-based gradebook, a data entry point for Divisional Assessments, and a data warehouse. StudentsAchieve will become the tool used for longitudinal tracking of student achievement data. Three K-8 schools are piloting this software in terms 2 and 3 of this school year, and have already received technical training on gradebook use. The vision is to implement StudentsAchieve division-wide at the Grade 1-8 levels in September 2015, and at the high school levels by 2018.

With the implementation of this powerful tool comes the need to examine and improve the validity and reliability of the student achievement data it will house and analyze. Quality student achievement data depends on well-defined information needs as well as effective assessment and grading practices. Factors such as a high turnover of teaching staff, a growing student and staff population, as well as external influences such as a provincially mandated report card have all led to a need for a reaffirmation of previously established quality assessment and grading practices. In short, since classroom assessment data is at the centre of the Division's data-informed decisions, high quality and consistently applied classroom assessment and evaluation practices are essential.

Continued assessment and grading pedagogical education is paramount in order to provide clear and consistent direction about assessment and grading practices that align with the provincial report card as well as BSD policy and data needs. As a first step, pedagogy education was provided this past fall to teachers piloting Students Achieve and to all administrators. Topics included in these sessions included:

- Formative versus summative assessment
- Triangulation of evidence
- Outcome-based assessment and evaluation
- Criterion-referenced assessment and evaluation
- Organization of curriculum components within the provincial report card
- Provincially mandated use of numerical grades
- Methods of determining subject category numerical grades
- Methods of determining percentages at the Grade 7 and 8 levels

It is imperative that all remaining Grade 1-8 teachers receive this pedagogy education prior to September 2015 Division-wide implementation of StudentsAchieve.

ACADEMIC PREPAREDNESS AT KING GEORGE SCHOOL

Report prepared by Ms. Barb Miller, Principal, King George School

As a part of our literacy plan, two of our middle years teachers are participating in year one of a three-year pilot project using the Reading Apprenticeship Framework as an instructional tool to talk about the reading process with their students. This approach to reading instruction helps middle years students develop the knowledge, strategies, and dispositions they need to become more powerful readers by making the reading process visible. This is done through engaging students in metacognitive conversations that enable them to work collaboratively to make sense of texts, while gaining insights into their own reading behaviours. It is through these conversations that students have the opportunity to think critically, problem-solve, and gain insights into their own thinking, as well as the thinking of others. As the students gain more experience with the framework they become reading coaches for each other while the teacher listens and provides prompts to help students deepen their understanding within the context of the dialogue that is occurring. The goal will be to use the Reading Apprenticeship Framework as a tool for literacy instruction from grades 5 to 8 by the end of our third year in this pilot project.

In our early years, we are using a literacy block model to push in professional support to address a balanced literacy approach through small group instruction and intervention within the classroom context. Students are grouped according to the learning needs that are identified by the ongoing progress monitoring of each student using running records and anecdotal notes to ensure that there is congruence between the intervention and continued growth. When a student is not making anticipated gains, there is an opportunity for a professional dialogue in order to adjust programming in an attempt to better meet the needs of each student. We have documented significant gains in literacy learning for students using this approach.

As a school team, we looked at the numeracy needs of our students and identified the development of mental math strategies and the quick and accurate recall of basic math facts as key areas of understanding. We know that it is essential to a student's learning to understand the concept of number and be able to apply that knowledge when working with numbers. Therefore, we have asked our numeracy specialist to come and work with our early years and middle years teachers to explore the best practices in numeracy instruction that support students' understanding. We have three half-day sessions scheduled over the next couple of months to help our teachers expand and refine their teaching practices to support students' understanding as they explore concepts concretely, pictorially, and abstractly. In our early years, teachers are exploring guided math with their students through a center-based approach to numeracy instruction. In our middle years,

teachers are using targeted small group instruction to address the specific needs of their students following whole group instruction.

The teachers and support staff at King George School are committed to working with students to explore their learning potential through quality teaching and learning opportunities that are targeted to their specific learning needs.

I would like to highlight the work of our students who created artwork that was used to create the King George Christmas card. Each class submitted artwork that was used to design a Christmas card that was sent to our families and several members of our community. A few of our YR students visited Rideau Park and Victoria Landing to deliver the cards and spend time with some of the residents. This was a valuable experience for all who were involved.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT ÉCOLE NEW ERA SCHOOL

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

Under the ultimate outcome of Global Citizenship, there are three separate events that were held in December 2014 that connect more specifically to ethical citizenship (i.e. a sense of community involvement and volunteerism).

M. Bessette's 5/6 French Immersion class decided to organize a bake sale event on December 16, 2014 called "Cakes for Cans" to raise awareness of Samaritan House. Rather charging students money for baked goods, they were encouraged to "purchase" cookies and cakes in exchange for canned goods and non-perishable food items. All students in M. Bessette's classroom were assigned tasks to help make this event a success. The following afternoon, a giant plastic tub of non-perishable food items was delivered directly to Samaritan House.

Another event involved Mrs. Alston's students from our Building Bridges program. One of the cornerstone beliefs in this program is that true authentic understanding of a culture cannot be learned from a book but must be experienced. For example, the concept of generosity cannot be taught without experiencing generosity as both as the giver and the receiver. With this in mind, the students participated in a day of preparation for Christmas as their way to give to their families and friends. This included baking and making some crafts. Students were also invited to attend a Christmas Giveaway on December 20, 2014 so that they could both receive and observe generosity as it is in the Dakota culture.

Our largest event was the Student Leadership Team's Christmas Store held on December 13, 2014. The Christmas Store concept encourages the spirit of generosity in that our families have access to Christmas gifts without having to spend any money. "Recycled" household items or new donations are accepted in exchange for "new" items. The event was organized and run by Student Leadership Team students (with guidance and direction from staff supervisors and assistance from

parent volunteers). All students (kindergarten to grade 8) from the school community who donated items were able to shop for their families. In addition, students in younger grades who may not have been able to bring “recycled” items originally were also given the opportunity to select gifts for their loved ones. All shoppers were allowed to take one gift for each member of their family living in their household. City organizations and businesses such as Samaritan House, Michaels, and McMunn & Yates donated to the event. Leftover items were shared with the Friendship Center and Earl Oxford School.

What’s particularly encouraging about the events described above is that there’s clearly a theme of “kids helping kids”.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT WAVERLY PARK SCHOOL

Report prepared by Mr. Bob Lee, Principal, Waverly Park School

Many initiatives in this area are components of our school calendar that we feel are “institutionalized” at Waverly Park School. They would include the following events/initiatives:

- Y Rev (involvement) – building student awareness of how they can make a difference;
- We Day participation – as above;
- Day of Pink – awareness and acceptance of differences;
- Environmental Initiatives – promoting the sustainability of our environment through our actions;
- Anti-smoking and bullying awareness campaigns that hi-lite the value of a healthy lifestyle (free from all types of bullying (physical, emotional) – regular involvement with local or national speakers / presentations on the topic of bullying;
- Social Emotional Outcomes through Health and Physical Education that emphasize positive behaviours;
- School Wide Theme of, “We are Active Community Members – at School, in the Community, in our Country and Globally”. Examples of our involvement include the Terry Fox Walk, International Walk to School Day, Scare Away Hunger, Christmas Cheer for local families and Hometown Hockey Assembly where we focused on our school community involvement in sport;
- Students are asked to set goals related to health and well-being and make efforts to realize these goals. A high percentage of Middle Years students are involved in all Middle Years sport opportunities; and
- Tell Them From Me Survey completed grade 4 to 8 to provide feedback and student input into topics related to health, well-being and bullying.

Specific Student Achievement

Grade 7 and 8 enrichment clusters completed just prior to Christmas break centered around student performance talents as a variety concert was created for the school community. Items included: Dancing through the Decades, Glee Club, Hand Clapping Skit, Poetry dramatization, Electric Dance Company, Fitness Drum Routine, Juggling, Skit.

The Middle Years Student Leadership Team has played a significant role in presenting and sharing their expertise in all of the initiatives listed above.

We have had individual students perform and present in the school and community at the local, provincial and national level, through sport including (figure skating, hockey, gymnastics, dance).

3. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. BOARD OF TRUSTEES ESTABLISHES GOVERNANCE GOALS FOR 2014 – 2018

On January 10, 2015 the Board of Trustees held a Governance Goals Session. The purpose of this session was to establish the Governance Goals of the Board for 2014 – 2018 of the recently elected Trustees. The Goals to be identified are to reflect the key roles and responsibilities of the Board of Trustees. It further provided an opportunity for Trustees to learn and work together as a Corporate Board and for Trustees and Senior Administration to work together as a team respectful of roles and responsibilities. The session involved consideration of the elements of:

- a) Effective School Board Governance;
- b) Current developments and realities in governance areas; and
- c) Decisions about the Goals for the Board's work for 2014 – 2018.

Following thoughtful small group and large group discussions, the Board of Trustees identified the following goals for the Brandon School Division for 2014-2018.

Finance:

- 1) Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- 2) Subject to Provincial funding support attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Facilities:

- 1) Continue to lobby vigorously for a new school in South Brandon.
- 2) Develop new and existing spaces to support current and future programming.

Education:

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Evaluate the effectiveness and success of programming for student engagement.
- 3) Review current specialist staffing fragmentation to achieve a better comprehensive continuity approach.
- 4) Focus on strengthening the connections between grades 7, 8, 9 and senior high programming to improve student engagement.
- 5) Implement Grades 7 and 8 electives research report within given spaces; review and restructure electives.
- 6) Enhance the development of cultural competency amongst students and staff.
- 7) Research the implementation of year-round schooling.

Community Relations:

- 1) Build relationships actively with existing and new stakeholder groups.

These goals are presented on January 26, 2015 to be formalized by motion at the Regular Board Meeting.

These Governance Goals now direct the Board's work for the term 2014-2018. These goals are being shared with community, division staff, parent councils and other public education stakeholders. Annually, it is the Board's intention to review the results of its work in implementing the goals.

4. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	7 total	1 – 5 day 6 – 5 day	Drug and Alcohol Policy Unacceptable Behaviour
Neelin	3 total	1 – 3 day 2 – 5 day	Unacceptable Behaviour Unacceptable Behaviour
Vincent Massey	1 total	1 – 5 day	Unacceptable Behaviour
Upper Deck	1 total	1 – 5 day	Unacceptable Behaviour

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / DECEMBER 31, 2014

The Brandon School Division Currently has 1338 English as an Additional Language (EAL) Students.

- 13 new registrations were received from December 1 - 31, 2014;
- 6 students left the Brandon School Division from December 1 - 31, 2014.

The number of new EAL registrations received to date for the 2014/2015 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2014	135
October 2014	13
November 2014	5
December 2014	13
Total	166

The current school totals for *continuing students* are as follows:

	Current Total	Students who have left the Division 2014/2015	Students who have left the Division 2013/2014	EAL Discontinued (Stage 5+) 2014/2015	EAL Discontinued (Stage 5+) 2013/2014
Alexander	0	1			
Betty Gibson	133	6	20		
Crocus Plains	181	21	27	47	
Earl Oxford	54	6	4		
George Fitton	99	8	4		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	33	2			
King George	107	4	6		
Kirkcaldy Heights	29	2			
Linden Lanes	25		2		
Meadows	91	10	15		
Neelin	34	2	5		
New Era	106	4	20		
O'Kelly	31	2	5		
Riverheights	89	1	6		
Riverview	41	2	6		
Spring Valley	31				
St. Augustine	51		6		
Valleyview Centennial	14				
Vincent Massey	119	7	10	23	36
Waverly Park	47		2		
Total	1338	79	139	70	36

The number of students who left Brandon School Division from December 1 - 31, 2014 is six (6). Of these students:

- one (1) moved out of the Division;
- four (4) moved out of the Province; and
- one (1) withdrew (over the age of 18).

Two (2) students changed catchment area from December 1 – 31, 2014.

5. CORRESPONDENCE

For Information..... D. Michaels

CORRESPONDENCE RECEIVED FROM AILEEN NAJDUCH, ASSISTANT DEPUTY MINISTER, MANITOBA EDUCATION AND ADVANCED LEARNING AND JEAN-VIANNEY AUCLAIR, ASSISTANT DEPUTY MINISTER, MANITOBA EDUCATION AND ADVANCED LEARNING

The following correspondence has been received from Aileen Najduch, Assistant Deputy Minister, Manitoba Education and Advanced Learning and Jean-Vianney Auclair, Assistant Deputy Minister, Manitoba Education and Advanced Learning:

In September 1998, provincial ministries and departments of education, as the Council of Ministers of Education, Canada (CMEC), agreed to participate in the Organization for Economic Cooperation and Development's (OECD) Programme for International Student Assessment (PISA). Canada is one of more than 70 countries and economies participating in PISA, an assessment of the competencies of 15-year-olds in mathematics, science, and reading. In Canada, this program is carried out as a collaborative effort of the CMEC and Employment and Social Development Canada (ESDC).

The PISA project helps those who administer education systems determine whether Canadian children are acquiring the necessary skills and knowledge to meet the challenges of the future. PISA also provides valuable international indicators that describe the standards being achieved by students in various countries. Such international indicators can provide direction, insights, and tools to improve the effectiveness of education for all involved.

The sixth cycle of PISA will be conducted from April 20 to May 29, 2015. Science will be the primary assessment domain. Approximately 20,000 students from over 900 schools across Canada will be participating.

Approximately 42 students will be randomly selected from each school to participate.

Given that the purpose of PISA is to assess Canadian students as one group only, no results will be published at the level of the school division, school, or individual student. Since the administration of this assessment in Manitoba has been mandated by the Minister of Education and Advanced Learning, selected schools are required to participate.

Schools selected in your school division for administration of PISA 2015:

- *Spring Valley Colony School*
- *King George School*
- *École secondaire Neelin High School*
- *Crocus Plains Regional Secondary School*
- *Vincent Massey High School*