



BRANDON SCHOOL DIVISION

June 3, 2015

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

TO BE HELD MONDAY, JUNE 8, 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, May 25, 2015.
Adopt.
- b) Special Board Meeting, May 27, 2015.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Workplace Safety and Health M. Sefton
- b) Policy Committee Meeting G. Buri

c) Other

- Brandon School Division Long Service Employee Recognition M. Sefton

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Barb Gribben, Secretary, CUPE Local 737, May 20, 2015, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent two days per week from his workplace starting September, 2015 to June, 2016. As President of CUPE Local 737, Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc. (Appendix 'A')
Refer Motions.
- b) Alison Johnston, President, Brandon Teachers' Association, May 29, 2015, addressed to Dr. D. Michaels, Superintendent, confirming that Alison Johnston has been acclaimed as the President of the Brandon Teachers' Association(BTA) for the term beginning July 1, 2015 to June 30, 2016. The BTA formally requests that Ms. Johnston be seconded full-time, with salary and benefits to be paid by the Association. (Appendix 'B')
Refer Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports - NIL
- b) Learning Support Services Report - NIL
- c) Items from Senior Administration Report
 - École secondaire Neelin High School Off-Site Activity Request (Vermillion, SD) – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request (Halifax, Nova Scotia) – Refer Motions.
 - École secondaire Neelin High School Off-Site Activity Request (Halifax, Nova Scotia) – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request (Halifax, Nova Scotia) – Refer Motions.
 - Assiniboine Community College Comprehensive Health Care Aide Program – Memorandum of Understanding – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 73/2015 That the request of CUPE Local 737, that the President of the Association for the 2015/2016 school year, Mr. Jamie Rose, be seconded from the Division for two days

per week starting September, 2015 to June 2016, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

- 74/2015 That the request of the Brandon Teachers' Association, that the President of the Association for the 2015/2016 school year, Ms. Alison Johnston, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Superintendent, the affected school principal, and Ms. Johnston, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

- 75/2015 That the trip involving sixteen grades 9-12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 10 - 13, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

- 76/2015 That the trip involving three grades 10 – 12 students, from Crocus Plains Regional Secondary School to make a trip to Halifax, Nova Scotia from September 21 – 27, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

- 77/2015 That the trip involving two grades 10 – 12 students, from École secondaire Neelin High School to make a trip to Halifax, Nova Scotia from September 20 – 27, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

- 78/2015 That the trip involving two grade 12 students, from Vincent Massey High School to make a trip to Halifax, Nova Scotia from September 22 – 27, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

- 79/2015 That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2015-2016 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.

2.08 Bylaws

Second Reading:

That By-law 5/2015 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2015 to June 30, 2016 having been first read on May 25, 2015.

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) Alison Johnston, President, Brandon Teachers' Association, May 27, 2015, addressed to Dr. Michaels, Superintendent, providing an updated listing of the officers of the Brandon Teachers' Association for the term beginning July 1, 2015 and continuing to June 30, 2016 as follows:

Alison Johnston	President
Glen Simard	Vice-President
Cale Dunbar	Treasurer
Peter Beuhler	Secretary
Tammy Tutkaluk	Member-at-Large

The Chairs of Standing Committees of the Association are also provided. (Appendix 'C')
Receive and file.

3.03 Announcements

- a) Personnel Committee Meeting – 10:00 a.m., Thursday, June 11, 2015, Boardroom.
- b) Education Committee Meeting – 1:30 p.m., Thursday, June 11, 2015, Boardroom.
- c) Board/BTA Teacher Liaison Committee Meeting – 4:15 p.m., Monday, June 15, 2015, Boardroom.
- d) Finance Committee Meeting – 10:30 a.m., Thursday, June 18, 2015, Boardroom.
- e) Friends of Education Fund Committee Meeting – 12:00 p.m., Thursday, June 18, 2015, Conference Room.
- a) Brandon School Division Long Service Retirement Dinner, 6:00 p.m., Thursday, June 18, 2015, Victoria Inn.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 22, 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, MAY 25, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray.

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

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

REGRETS:

Dr. L. Ross (by phone for In-Camera portion of meeting).

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance and those viewing the proceedings online.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

The Secretary-Treasurer noted he had one late motion regarding the Green Acres Gymnasium Addition and one item for In-Camera.

Trustee Sefton noted that Dr. Ross would be joining the meeting by phone during the In-Camera portion of the meeting and that she had two items to discuss.

Mr. Bartlette – Mr. Sumner
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held May 11, 2015 were circulated.
Mr. Buri – Ms. Bambridge
That the Minutes be approved.
Carried

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

Rashmini Shunmugam, an École secondaire Neelin High School Student, received recognition for receiving the Best of Fair Award at the 2015 Westman Manitoba Regional Science Fair, for her entry titled *"Curry, Spice and Everything Nice"*. Trustee Sefton noted that Rashmini received four other awards also, and recently attended the Canadian National Science Fair in Fredericton, New Brunswick. Trustee Sefton asked Rashmini about her science fair project and she noted that she tested 15 different spices at various concentrations to see which ones would stop the growth of E.coli bacteria. In developing countries E.coli related illnesses are the second leading causes of death. The 3 spices that worked the best were: Garlic, cloves and cinnamon. This was Rashmini's 3rd time to Nationals and she explained what she likes about science and research. Trustee Sefton asked what words of encouragement Rashmini would offer to other young women in the Brandon School Division who have an interest in science. Rashmini responded that they should look for their passion and what they like in science, do the research, take their own steps. Find the help they need and they should do what they love. Trustee Sefton thanked Rashmini for attending the meeting and for her words.

2.01 Reports of Committees**a) Divisional Futures and Community Relations Committee Meeting**

The written report of the Divisional Futures and Community Relations Committee meeting held on May 11, 2015 was circulated.

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

b) Finance Committee Meeting

The written report of the Finance Committee meeting held May 20, 2015 was circulated.

Trustees asked questions for clarification regarding the security project.

Trustee Bowslaugh asked questions for clarification regarding the refuse removal yearly rate increase – what amount is considered acceptable. Mr. Labossiere responded that the increase is within budget and that the yearly 5% increase is reasonable for this type of service.

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

2.02 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)
- From Report of Senior Administration

a) School Reports -

Alexander School:

Ms. Shelley Cords, Principal of Alexander School, provided a presentation to the Board of Trustees regarding their Goals. Highlights of this presentation included:

Goal #1:

- Math Blocks
- Interventions
- Collaboration Time
- Bi-Weekly RTI Meetings
- Class Profile Meetings
- Math Charts

Goal #2:

- Best Practices
- Balanced Literary Approach
- Interventions
- Bi-Weekly RTI Meetings
- Parent Nights
- Book Swap 'n Shop

Goal #3:

- Tell Them From Me Survey
- Infusing the arts program
- Students interviewing other students, writing stories and reporting on their projects.
- Composting, planning, recycling
- Sports programs
- Clubs
- Enrichment clusters
- Technology in learning cluster
- Choir
- UDL (Universal Design Learning)

Trustees asked questions for clarification regarding EAL students, space in the school and writing conventions. Trustee Kruck noted that in February's presentation from Senior Administration, the 2013 numbers regarding incidences of bullying were 31%, and now Alexander has reduced their number by 11%. He asked how the school has achieved this. Ms. Cords responded that there have been quite a few guest speakers come to the school and Youth Revolution plays a key role. There is now a student made pamphlet available, along with a lot of 'students empowering students' happening within the building.

Trustee Sefton thanked Ms. Cords for her presentation and for attending the Board meeting.

St. Augustine School

Mr. Chris Czarnecki, Principal of St. Augustine School, provided the School Student Achievement Report to the Board of Trustees, highlighting the following:

- **SDP Initiative #1 Literacy**
 - Words Their Way Study Program
 - Guided reading
 - Future Considerations
 - Reading Recovery – Grades 1 & 2
 - Empower Reading Program
 - Guided Reading
 - Writing
 - Future Considerations
- **SDP Initiative #2 Ethical Citizenship**
 - Tell Them From Me Results
 - Initiatives
- **SDP Initiative #3 – Physical Health**
 - Tell Them From Me Results
 - Physical Health Initiatives
- **Individual Student Achievements**
 - Gr 4 Student Abby Johnson –winner of the BSD Oratorical Competition
 - Festival of the Arts
 - Science Fair – 13 Medalists from St. Augustine School
 - Makerspace
 - Robotics/Makerspace Clubs for Grade 5/6 and 7/8
 - Genius Hour
 - Artist in the School
 - Musician with Music Teacher

Mr. Czarnecki brought some of the items that were purchased with the grant money and allowed the Board to pass them around and see how they work.

Trustee Bowslaugh asked Mr. Czarnecki to remind the Board of the Future Shop grant they received. Mr. Czarnecki responded that three (3) grants were received and the major one was a \$20,000 one through Future Shop. St. Augustine was the only school in Manitoba to receive this grant. Trustee Bowslaugh asked how the school plans to maintain the items purchased through this grant. Mr. Czarnecki responded that the items would be secured, but that one day they are hoping to be able to send them for home visits.

Trustee Sefton thanked Mr. Czarnecki for his report and for attending the meeting and for allowing the Trustees to 'play' with the items he brought.

Learning Support Services Presentation -

Multi-Age Education

Chad Cobbe, Principal, École New Era School, Sandy Harrison, Principal, Valleyview Centennial School, and Cory Neville, Literacy Specialist, gave a presentation to the Board of Trustees on Multi-Age Education.

Sandy Harrison spoke on the context of Multi-Level classrooms, which is different that a split class. Multi-level means a merging of the classroom and offers a more diverse group, which

fosters student learning instead of curriculum coverage. Students need to learn what is important to them. Multi-level science and social studies has been questioned in the past. As teachers teach for 2 years with multi-level, they can track with those students. Skills and strategies is the focus and interest drives learning. With the wider age group, the younger students look to their older peers for experience.

Cory Neville spoke on Multi-Age Education being student centred as opposed to curriculum centred. Students can be working where they are comfortable or just beyond, but not too far advanced to be comfortable. Initiatives are promoting these best practices. Technology in learning is promoting what we need teachers to think about in multi-age.

Chad Cobbe spoke on the realities of Multi-Age – it is a management tool to structure the school as there are more options for school leaders regarding classroom configurations.

Trustee Sumner noted that it is good to have this information out in the public so people understand the benefits of Multi-Age Education. Trustee Sumner asked the group if they see potential to move beyond this in the future? Mr. Cobbe responded that Multi-Age classrooms are a mirror to real life and there is a push for planning to work smarter, not harder.

Trustee Bambridge thanked the group for their work. Mr. Kruck noted he was inspired and impressed by what the group is doing, especially the student focus.

Trustee Bartlette asked how multi-Age Education will impact the national numbers? Ms. Harrison responded that the results will speak for themselves in interest and engagement. Ms. Neville stated the results will rise in time as more work is done with initiatives.

Dr. Michaels spoke to this item and noted we have everything we need in the Brandon School Division regarding schools that can develop 5 year olds to 18 years olds in one place or in satellite classrooms.

Trustee Sefton thanked the group and noted the Board's appreciation of their time and clarity of the presentation.

b) Items from Senior Administration Report –

- Kinette Club of Brandon Scholarship – Refer Motions.
- P.E.O. Chapter R Scholarship – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

62/2015 Mr. Kruck – Mr. Buri

That the Agreement for establishment of an award for a student graduating from the Neelin High School Off-Campus program to be known as the "Kinette Club of Brandon Award" in the amount of \$100.00 for the 2014-2015 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

63/2015 Mr. Buri – Mr. Kruck

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as "The P.E.O. Chapter R Scholarship" in the amount of \$275.00 for the 2014-2015 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

64/2015 Mr. Buri – Ms. Bambridge

That the Proposal from AAA Security in the total amount of \$990,037.61 (including taxes) for the Augmentation to Existing Security Management Systems be accepted.

Carried.

65/2015 Ms. Bambridge – Mr. Sumner

That the tender from Powerland Computers in the amount of \$238,560.00 (plus applicable taxes) for the supply of 400 Desktop Computers Funded from the Computer Replacement Budget be accepted.

Carried.

66/2015 Mr. Sumner – Mrs. Bowslaugh

That the Tender from Overland Waste, in accordance with the conditions and specifications, for Refuse Removal and Recycling Service at Brandon School Division schools, the Administration Office, and Maintenance/Transportation Building, in the following amounts be accepted:

<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>Total</u>
\$65,417.66	\$68,688.62	\$72,123.04	\$206,229.32

Carried.

67/2015 Mr. Murray – Mr. Kruck

That the tender for School Furniture for 2015-2016, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Accent Workplace Environments	\$ 47,841.05
Christie's Office Plus	\$ 846.00
Supreme Office Products Ltd.	\$ 4,068.66
School Specialty	\$ 2,141.59

Carried.

68/2015 Mrs. Bowslaugh – Mr. Sumner

That the Auditor Letter regarding the audit engagement for the March 31, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

69/2015 Mr. Sumner – Mrs. Bowslaugh

That the appointment of MCM Architects Inc. to design and tender the Green Acres School – Gymnasium Addition project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

2.08 Bylaws

Mr. Kruck - Mr. Buri

1st Reading

That By-law 5/2015 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2015 to June 30, 2016 be now read for a first time.

Carried.

THE BRANDON SCHOOL DIVISION**BYLAW NO. 5/2015**

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2015 to June 30, 2016.

WHEREAS the estimates of the said School Division for the above-mentioned fiscal period have been made and the budget of the Division for the fiscal year of July 1, 2015 to June 30, 2016 was the sum of **NINETY-THREE MILLION, EIGHT HUNDRED AND THIRTY-NINE THOUSAND, SEVEN HUNDRED (\$93,839.700) DOLLARS.**

AND WHEREAS the Board of Trustees of the said School Division have not yet received any moneys on account of School Taxes for the year 2015/2016 from Municipalities nor any moneys from the Provincial Government by way of grant for the year 2015/2016 SAVE THE SUM OF *nil* Dollars (\$ --) from MUNICIPALITIES and THE SUM OF *nil* Dollars (\$ --) from the PROVINCIAL GOVERNMENT.

AND WHEREAS no moneys have been previously borrowed to meet the expenditures of the 2015/2016 fiscal period SAVE AS SET OUT IN THE FOLLOWING SCHEDULE, THAT IS TO SAY: Nothing previously borrowed.

AND WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for July 1, 2015 to June 30, 2016 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **TWENTY MILLION (\$20,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for July 1, 2015 to June 30, 2016 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of July, 2015, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D. 2015.

SECOND READING: _____ day of _____ A.D. 2015.

THIRD READING: _____ day of _____ A.D. 2015.

Chairperson

Secretary-Treasurer

I, Denis Labossiere, Secretary-Treasurer of The Brandon School Division DO HEREBY CERTIFY the above to be a true copy of Bylaw No. 5/2015.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Kruck asked Dr. Michaels for an update as to what it would take to bring up test scores.

Dr. Michaels responded that to give Trustee Kruck's request justice, this is something that will have to be thought about and she will have something ready in September.

Trustee Sumner stated that he is disappointed in the amount of garbage left after soccer games on BSD school grounds. He asked if someone could open dialogue to look at the shared services agreement and costs of the damage. This request was addressed to the Secretary-Treasurer's Department. Trustee Sefton asked if this is the will of the Board? The Board agreed they would like Denis Labossiere, Secretary-Treasurer, to look into this matter and contact Brandon Youth Soccer League to discuss this matter with them.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Michaels, Superintendent of Schools, asked to defer her report until the June 8, 2015 Regular Meeting of the Board of Trustees. Trustee Sefton asked if it was the will of the Board that Dr. Michaels defer her report until the next Board Meeting and the Trustees agreed to this request.

3.02 Communications for Information

- a) Correspondence from James Allum, Minister of Education and Advanced Learning, May 12, 2015, announcing that funding the amount of \$57,821.68 has been approved to provide direct support to the Crocus Plains Regional Secondary School Culinary Arts Program. Mr. Allum encourages Brandon School Division to share program outcomes and experience with other interested educators, and expressed appreciation for Brandon School Division's cooperation and collaboration in working to enhance technical vocation education and provide young Manitobans with the knowledge and skills necessary for living, learning, and working in a competitive global economy.

Ordered filed.

Trustee Bowslaugh asked questions for clarification.

3.03 Announcements

- a) Facilities & Transportation Committee Meeting – 10:00 a.m., Monday, May 25, 2015, Boardroom.
- b) Policy Review Committee Meeting – 9:00 a.m., Tuesday, May 26, 2015, Boardroom.
- c) Brandon Community Drug and Alcohol Education Coalition – 9:00 a.m., Thursday, May 28, 2015, Boardroom.
- d) Brandon School Division Long Service Pin Recognition – 7:00 p.m., Thursday, May 28, 2015, Riverbank Discovery Centre.
- e) Divisional Futures & Community Relations – 10:00 a.m., Tuesday, June 2, 2015, Boardroom.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 8, 2015, Boardroom.

Mr. Murray – Mr. Buri

That the Board do now resolve into Committee of the Whole In Camera. (9:16 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**4.00 IN CAMERA DISCUSSION:****4.01 Student Issues**

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) Confidential #2 – Trustee Bambridge discussed the report and answered questions for clarification.
 - c) Confidential #3 – Trustee Bambridge discussed the report and answered questions for clarification.
 - d) Trustee Ross provided an update on two Personnel matters.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports**- Trustee Inquiries**

Mr. Murray - Ms. Bambridge

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

Carried.

70/2015 Mr. Murray – Mr. Kruck

The Confidential #2 and the recommendations therein be approved.

Carried.

71/2015 Mr. Kruck – Mr. Murray

The Confidential #3 and the recommendations therein be approved.

Carried.

5.00 ADJOURNMENT

Mr. Kruk – Mr. Buri

That the meeting does now adjourn (9:57 p.m.)

Carried.

Chairperson

Secretary-Treasurer



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 8:30 A.M., WEDNESDAY, MAY 27, 2015.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross (by phone).

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Eunice Jamora, Assistant Secretary-Treasurer.

REGRETS:

Mr. K. Sumner, Chairperson, Ms. S. Bambridge, Mrs. P. Bowslaugh, Ms. Becky Switzer, Director of Human Resources.

CALL:

The Chairperson called the meeting to order at 8:33 a.m. and referred to the Call.

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

- a) Approval of Collective Agreement between Brandon Teachers Association and Brandon School Division

Mr. Kruck – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The proposed Agreement-In-Committee reached by the negotiating committees of the Brandon School Division and the Brandon Teachers Association for changes to the Collective Agreement for the four year period July 1, 2014 to June 30, 2018 was reviewed and discussed.

Mr. Labossiere answered Trustee questions regarding the information provided.

Mr. Bartlette – Mr. Buri

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

Carried. (6-0)

IN BOARD

72/2015Mr. Murray – Mr. Kruck

That the Agreement-In-Committee reached by the negotiating committees of the Board and Brandon Teachers Association for changes to the Collective Agreement for the four (4) year period July 1, 2014 to June 30, 2018, be approved, and the Chairperson and Secretary-Treasurer be authorized to affix their signatures and the seal of the Division to the collective agreement between the parties reflecting said changes.

Mr. Murray – Mr. Buri

That the meeting do now adjourn (8:46 a.m.).

Chairperson

Secretary-Treasurer

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>May 12, 2015</u> Date of next meeting: <u>October 14, 2015</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Mark Sefton Craig Laluk Greg Malazdrewicz	Occupation Director Fac & Trans Trustee School Administrator Associate Superintendent	Present x x x x	Absent
	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	<u>Minutes of March 11, 2015</u> <ul style="list-style-type: none"> J. Rose, Chair, called the meeting to order at 1:05 p.m. 	<ul style="list-style-type: none"> J. Rose referred to the minutes and asked for any errors or omissions. The meeting minutes of March 11, 2015 were adopted as circulated. Moved by A. Johnston – H. Kryshewsky, Carried. A. Johnston requested to have "On the Job Injury" added to the Agenda under New Business. Accepted. 	
B	Outstanding Issues: 1. Refusal to Work – Update – G. Malazdrewicz	<ul style="list-style-type: none"> G. Malazdrewicz informed the Committee that the Refusal to Work Flowchart was checked against Brandon School Division Policy and found to be compliant. The Committee agreed that the appropriate place for the Flowchart and Checklist would be in the Brandon School Division Workplace Safety & Health Program as an appendix. The program serves as a reference package for all staff. G. Malazdrewicz advised the Committee, a realistic implementation date would be September 2015. The information could be introduced to Principals at the School Opening Meeting. The Program would be reviewed and a link to the portal would be provided. Lastly, G. Malazdrewicz informed the Committee the investigation form still required editing. Due to time constraints, A. Johnston, J. Rose & D. Armstrong will review and edit the investigation form. The updated version will be presented to G. Malazdrewicz for review and discussion. 	A. Johnston, J. Rose & D. Armstrong – update – review and edit the investigation form. Work with G. Malazdrewicz on the final form. G. Malazdrewicz – update - Information regarding The Refusal to Work Flowchart and Form are presented to all Principals at the School Opening.
	2. Incident Report – Update – G. Malazdrewicz	<ul style="list-style-type: none"> G. Malazdrewicz advised the Committee that all incident reports are reviewed by the Office of the Superintendent. It was evident that teachers have reported on the Western Financial site, however, there was some concern with the consistency of reporting. H. Kryshewsky informed the Committee an incident can be categorized as student/non-student on the input screen. 	D. Armstrong – Update – Western Financial reporting screen G. Malazdrewicz – Update – Importance of reporting all incidents by all staff.

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 Greg Malazdrewicz (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

Committee Minute Form

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

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	2. Incident Report – Update – G. Malazdrewicz, Cont'd	<ul style="list-style-type: none"> - D. Armstrong informed the Committee in the body of the report there is a descriptive box available for making additional notes. - D. Armstrong to follow up with Western Financial on options available for reporting (ie. pull down menus). - G. Malazdrewicz to follow up with Principals on the importance of reporting all incidents. 	
	3. Variance Order – Update – D. Armstrong	<ul style="list-style-type: none"> - D. Armstrong informed the Committee that the Variance Order application had been submitted. The possibility of having a variance order denied was briefly discussed. 	G. Malazdrewicz – Update – response from the Province
	4. WPS&H High School Minutes – Update – G. Malazdrewicz	<ul style="list-style-type: none"> - G. Malazdrewicz informed the Committee, every employee has access to all Committee information on the Portal. As per K. Spangler information is transparent in its reporting and is available on-line. 	
C	Correspondence: 1. None.	-	
D	New Business: 1. Incident Report, March 3 to May 4, 2015 – D. Armstrong (Attachment #1)	<ul style="list-style-type: none"> - D. Armstrong reviewed the Incident Report with the Committee and clarified the guidelines for reporting, ie. Minor, Moderate and Severe. 	
	2. Improvement Orders: Crocus Plains / Maintenance & Transportation – D. Armstrong (Attachment #2)	<ul style="list-style-type: none"> - D. Armstrong reviewed the Improvement Orders with the Committee. At both locations a Safe Work Procedure regarding dadoing had been provided. A discussion regarding a safe work procedure when using equipment took place. D. Armstrong circulated the Safe Work Procedure; Dado using a Dado Head. 	
	3. On the Job Injury – A. Johnston	<ul style="list-style-type: none"> - The Committee was informed by A. Johnston that three teachers had been injured while on the job. D. Armstrong advised incidents are investigated when criteria from the WPS&H Act are met or when deemed necessary by Dr. Michaels. A discussion regarding the onus of reporting and the culture of MTS/BTA took place. In conclusion, a report must be filed by the individual before further actions can take place. - H. Kryshewsky advised the Committee, at the beginning of every year a reminder letter was sent out to all BTA members regarding notices and changes. - M. Smoke-Budach, to make/distribute a reminder poster, "Report all Incidents, All Staff & Students". Moved by A. Johnston, R. Derewianchuk, Carried. 	M. Smoke-Budach – update - Poster
	4. Proposed Meeting Dates for 2015- 2016: October 14, 2015, January 13, 2016, March 16, 2016 and May 11, 2016	J. Rose read the proposed meeting dates for the 2015-2016 School Year. Accepted	

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

Adjournment: A. Johnston – R. Derewianchuk – That the meeting is adjourned at 2.05 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 Greg Malazdrewicz (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Tuesday, May 26, 2015, 9:00 a.m.
Boardroom, Administration Office

Present: P. Bartlette, P. Bowslaugh, S. Bambridge, (Alternate), G. Buri (Chairperson), Dr. D. Michaels.

Regrets: D. Labossiere.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 9:02 a.m. by Committee Chair George Buri.

3. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 17, 2015 were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

A) Sponsorship Policy and Procedures

Trustee Buri and Trustee Bambridge noted that they felt the information provided regarding the Vancouver School Board Sponsorship policy was the most precise and succinct. Trustees would like a policy that gives clarity and equity to sponsorship. Trustee Bartlette spoke on businesses receiving recognition for time and money given, and it was also noted that some do not wish to receive recognition for their donations. Sponsorship vs fundraising vs solicitation was discussed.

Trustees reviewed the Vancouver School Board Sponsorship Policy Guidelines. Trustee Buri suggested this document be reviewed and things be noted to keep/remove/edit.

Trustees reviewed the Vancouver School Board Sponsorship Goal. Dr. Michaels noted a few wording changes to show the Division is 'outward focused'. Dr. Michaels spoke of advocacy and Trustee Bartlette spoke on equity. The Committee agreed that the Board should advocate to the community for those things they believe to be inequitable. A staff member – possibly a Divisional Vice-Principal – delegated to this advocacy work in the future was discussed. This work would support the community and provide education meant to advocate and advance.

Dr. Michaels was asked to write up a draft Procedure for the Sponsorship Policy and bring this information back to the committee at the next Committee meeting.

6 OTHER COMMITTEE GOVERNANCE MATTERS

A) French Immersion Schools Registration

Registration at École Harrison was discussed. Trustee Buri noted that some parents are unable to take part in waiting in line, and additionally, the school Principal had to put in extra time. A lottery registration system was discussed, and it was noted that there would be no changes to the current process of automatically accepting siblings of students already attending École Harrison. Trustee Buri spoke on the need for a fair and equitable registration process, and felt that there cannot be a change in process without a consultation.

The Committee felt that there should be an evening Public Consultation in the Fall re: registration. Present the various options and listen to feedback. The Committee agreed that teachers who want school of choice for their child have to go through the same process as everyone else.

Policy 1021: Consultations was discussed by Dr. Michaels. There are three (3) choices with regards to holding a consultation:

- 1) Wide range community group
- 2) Smaller group
- 3) Advisory committee

Dr. Michaels recommended the Committee goes to a large community group. The Committee agreed to schedule a consultation in September and that the consultation is held at Riverheights School. The date of September 23 was discussed as a possibility for the consultation. Current process and registration period will be discussed.

7. GOVERNANCE INFORMATION

A) One way to Govern: Sociocracy

The One Way to Govern: Sociocracy article, written by John Buck of the Netherlands, was reviewed. Dr. Michaels noted that there are several aspects of Sociocracy that the Board is currently doing. The article covered a number of points:

- Why Organizations Exist
- Why Boards Exist
- What the Relationship Between Boards and Their Employees Should be Based Upon
- How Boards, Board Officers, and Their Staff Delegates Can Best Approach Their Jobs

There are three key practices underlying the sociocratic method: circles, double linking, and consent decision making.

Dr. Michaels spoke on the School Board's relationship with the community and noted that sociocracy has a number of component including an outward looking vision. Brandon School Division's Vision has not been reviewed since 1998 and needs to be re-done. Dr. Michaels stated that in a sociocracy the whole Board makes the decision – no one is ignored.

B) Other:

The Scent/Fragrance Free Policy 1023 was discussed. Procedures are required as there are no steps in place if someone breaks the scent policy. It was suggested that the RHA and City of Brandon policies/procedures be reviewed.

8. NEXT MEETING: Friday, June 15, 2015, 1:00 p.m., Boardroom

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

G. Buri, Chair

P. Bartlette

P. Bowslaugh

S. Bambridge (Alternate)

**LOCAL 737**1911 Park Avenue
Brandon MB R7B 4A7

MAY 21 2015

May 20, 2015

Appendix 'A'

Denis Labossiere, Secretary-Treasurer
Brandon School Division
1031-6th Street
Brandon, Manitoba R7A 4K5

Dear Mr. Labossiere:

We request permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent two days per week from his workplace starting September 8, 2015 to June 28, 2016. As President of CUPE Local 737 Jamie will be conducting union business on the days he is booked off. I have attached a calendar with the days noted we are requesting he be absent from his workplace to conduct union business.

As usual, CUPE local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc.

Yours truly,

Barb Gribben,
Secretary, CUPE Local 737

Enclosure

Cc: Becky Switzer, Director of Human Resources
Glenda Smith, CUPE National Rep

Jamie Rose
President

Kim Castle
Vice-President

Barb Gribben
Recording Secretary

Christine Rempel
Treasurer



BRANDON TEACHERS' ASSOCIATION

1031 - 6th St., Brandon, MB R7A 4K5

Ph: (204)729-3141

Email: Office@btateach.com

Website: www.btateach.com

RECEIVED

MAY 29 2015

Office of the Secretary Treasurer
Brandon School Division

Appendix 'B'

May 29, 2015

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

Dear Dr. Michaels:

This will confirm that Alison Johnston has been acclaimed as the President of the Brandon Teachers' Association for the term beginning July 1, 2015 to June 30, 2016.

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

Yours truly,

Alison Johnston
President
Brandon Teachers' Association

/sb

cc: Denis Labossiere, Secretary-Treasurer
Mark Sefton, Chair, Board of Trustees



BRANDON TEACHERS' ASSOCIATION

1031 - 6th St., Brandon, MB R7A 4K5

Ph: (204)729-3141

Email: Office@btateach.com

Website: www.btateach.com

Appendix 'C'

May 27, 2015

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

Dear Dr. Michaels:

The following is for your information:

The officers of the Brandon Teachers' Association for the term beginning July 1, 2015 and continuing to June 30, 2016 are:

Alison Johnston	- President
Glen Simard	- Vice President
Cale Dunbar	- Treasurer
Peter Buehler	- Secretary
Tammy Tutkaluk	- Member-at-Large

The Standing Committees of the Association will be chaired by:

BTA CoSL	- Kelly Braun
Budget Committee	- Cale Dunbar
Collective Bargaining	- Darren Hardy
Constitution Committee	- Glen Simard
Education Finance	- Mary Louise Davis
Employee Benefits	- Angela McGuire-Holder, Ron McPhail
Nominations	- Jodi Armour
Professional Development	- Marla Medwid
Public Relations	- Erik Been
Resolutions	- Peter Buehler & Tammy Tutkaluk
Thinking of You	- Angela McGuire-Holder
Workplace Safety & Health	- Richard Derewianchuk

Sincerely,

Alison Johnston
President

Brandon Teacher's Association

Copies: BSDO Secretary Treasurer's Office, Chair of the Board of Trustees

RECEIVED

MAY 27 2015

Office of the Superintendent/CEO
Brandon School Division



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 8, 2015

A. Business Arising for Board Action

I. Presentations

II. Human Resources

III. Secretary-Treasurer

1. Assiniboine Community College Comprehensive Health Care Aide Program –
Memorandum of Understanding 1

IV. Superintendent of Schools

1. École secondaire Neelin High School Off-Site Activity Request 1
2. Crocus Plains Regional Secondary School Off-Site Activity Request..... 2
3. École secondaire Neelin High School Off-Site Activity Request 2
4. Vincent Massey High School Off-Site Activity Request..... 3

V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

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II. Secretary-Treasurer

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“Accepting the Challenge”

III. Superintendent of Schools	
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B. Global Citizenship	
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A. Academic Preparedness	
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• Principal/Leadership Preparation Program – Session 19: Role of Elected Officials; Roles of the Superintendent of Schools, Associate Superintendent, Secretary-Treasurer and Director of Human Resources; and School Systems Operation / May 19, 2015	8
B. Health and Wellbeing	
• Brandon Healthy Families Team	9
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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

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. ASSINIBOINE COMMUNITY COLLEGE COMPREHENSIVE HEALTH CARE AIDE PROGRAM – MEMORANDUM OF UNDERSTANDING

For Action.....D. Labossiere

At the Regular Meeting of the Board of Trustees on January 12, 2015, the Board approved the Memorandum of Understanding (MOU) between the Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School for the 2014-2015 Academic/School Year.

An updated MOU has been received from ACC for approval of the delivery of this program for the 2015-2016 School/Academic Year.

RECOMMENDATION:

That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2015-2016 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.

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 sixteen grades 9-12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 10 - 13, 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 sixteen grades 9-12 football students, from École secondaire Neelin High School to make a trip to Vermillion, SD from July 10 - 13, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for three grades 10 – 12 students, from Crocus Plains Regional Secondary School to make a trip to Halifax, Nova Scotia from September 21 – 27, 2015.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary 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 three grades 10 – 12 students, from Crocus Plains Regional Secondary School to make a trip to Halifax, Nova Scotia from September 21 – 27, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

3. 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 C for Board of Trustees consideration) for two grades 10 – 12 students, from École secondaire Neelin High School to make a trip to Halifax, Nova Scotia from September 20 – 27, 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 two grades 10 – 12 students, from École secondaire Neelin High School to make a trip to Halifax, Nova Scotia from September 20 – 27, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

4. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for two grade 12 students, from Vincent Massey High School to make a trip to Halifax, Nova Scotia from September 22 – 27, 2015.

Mr. Bruce Shamray, Principal, Vincent Massey 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 two grade 12 students, from Vincent Massey High School to make a trip to Halifax, Nova Scotia from September 22 – 27, 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 (MAY 19 – 28, 2015)

For Information..... D. Michaels

- May 25 – School Update Meeting with Craig Laluk, Principal, École Harrison
- May 26 – School Update Meeting with Bruce Shamray, Principal, Vincent Massey High School

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

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT RIVERHEIGHTS SCHOOL

Report prepared by Mr. John Minshull, Principal, Riverheights School

The following is a review of the Riverheights Literacy Plan for the 2014 - 2015 school year:

- Students were assessed in October and May using the Fountas and Pinnell Assessment Kits. Each student has a tracking form that will show growth and development over grades 1 to 8.
- Phonemic Awareness small-group instruction involved grade 1 students that were in need of specific letter and sound recognition. These groups ended at the beginning of February.
- Guided reading took place in all classrooms. Middle Years classes also incorporated Literacy Circles in to their English as an Additional Language (ELA) time slots.
- Words their Way was implemented.
- The school-wide writing trait focus (Organization) was discussed, with ideas shared and support given, at each monthly Early Years meeting.
- The Early Years Literacy Support Teacher, Literacy Support EA and Resource Teacher pushed into the classrooms to support the writing portions of a few units.
- The Double-entry Journals and Power Paragraphs were reviewed with teachers and implemented into the classrooms.
- There was continued use and implementation of Inferring Strategies and Author's craft.

Specific Student Accomplishments

Of the twenty-one students in the Literacy Support Program at Riverheights for both the September and May Fountas and Pinnell assessments, ALL STUDENTS have shown growth. Some students have shown slight growth, while fourteen of the twenty-one students have shown growth of four or more levels. **Three students have improved by eight reading levels from September to May.**

We feel these positive outcomes can be attributed to strong classroom instruction, literacy support intervention, in some cases Reading Recovery, as well as other interventions provided as a result of being identified through the Response to Intervention (RTI) process.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT ALEXANDER SCHOOL

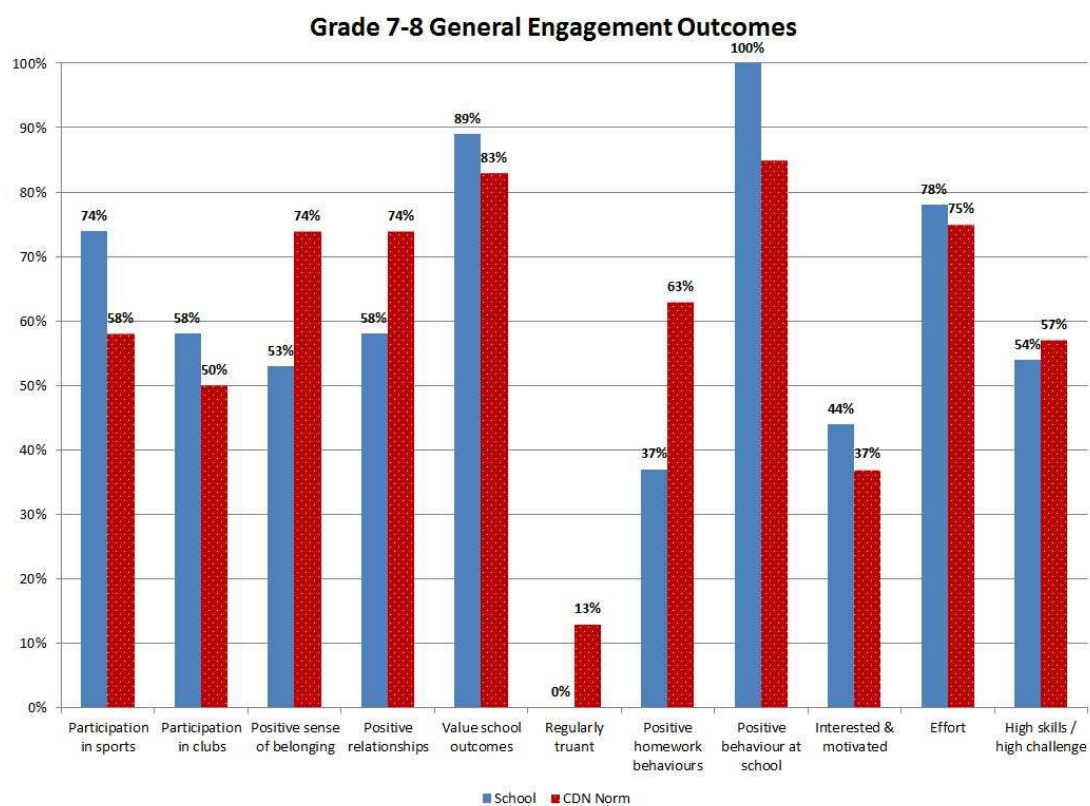
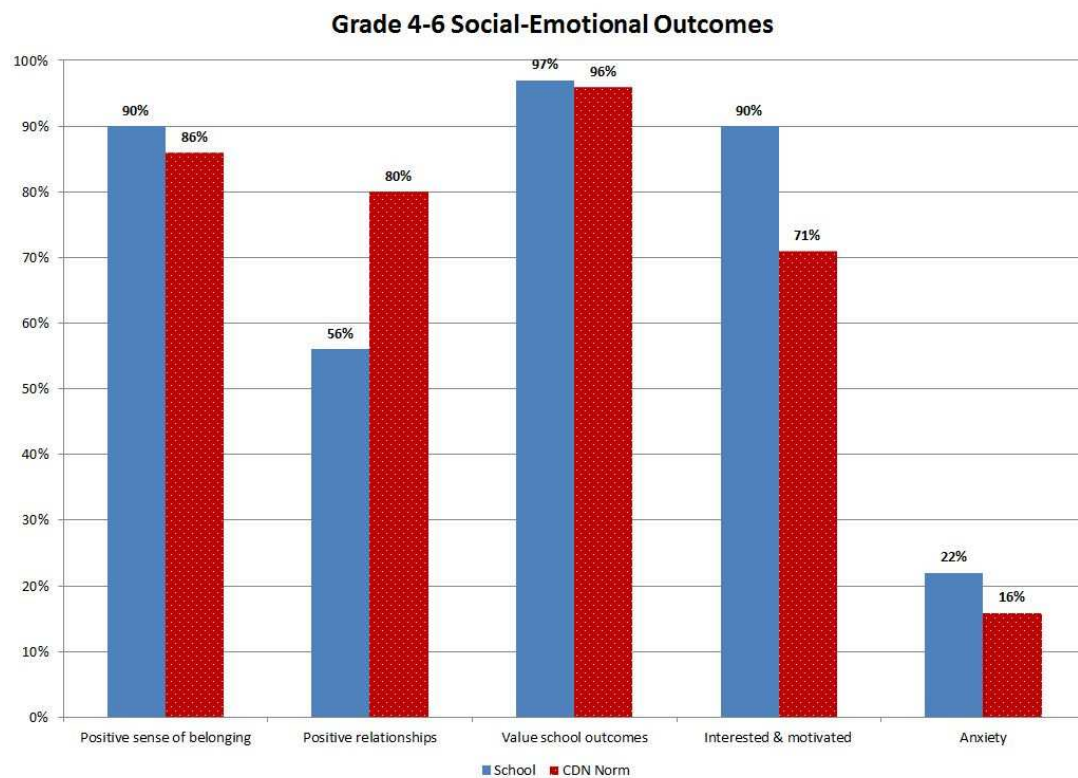
Report prepared by Ms. Shelley Cords, Principal, Alexander School

Alexander School is infusing art and technology across the curriculum, to a varying degree, to engage students and give them choices when demonstrating their learning. The teachers at Alexander School provide multiple learning opportunities and access to learning through differentiated instructional practices that include art and technology. All students are exposed to and expected to attempt tasks that extend their abilities.

Alexander School is one of the first three schools to be a part of the Technology and Learning Cluster Group for Brandon School Division. By being a part of this Cluster group we were able to bring in a specialist from Winnipeg. This specialist works with an organization called "FreezeFrame". FreezeFrame uses technology in the form of animation and film – making to demonstrate learning outcomes. Each of our classes had the opportunity to work with a professional film maker and create a film using some form of animation, green screen, and reporting techniques. The students created their films using clay, paper cut outs, and junkmation (toys, school supplies etc.), and live film. This project allowed us to infuse technology in with our arts programming.

When we bring specialists into our school, it creates unique learning opportunities for our students. Based on our results from the Tell Them From Me Survey, our students are interested, motivated, and intellectually engaged at school. Our students value school outcomes and put forth a good effort into their work. I have provided data from the Tell Them From Me Survey from our students in grades four to eight. The data helps support the infusion of the arts and technology and demonstrates the positive impact artists, specialists, and programs can have on students.

Alexander School – Tell Them From Me Survey Results



C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT KING GEORGE SCHOOL

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

Social-emotional programming is integrated into the daily teaching and learning opportunities that our students experience in their classrooms, on the playground, and in the community. The overall emphasis in our school is on respecting the diversity that exists within our community. Through our class profile meetings, we identify the needs that are presenting within each classroom community and then specific programming is implemented to address the needs through a co-planning/teaching approach with our guidance counsellor, social worker, resource teacher, and/or our divisional support personnel, and classroom teacher. It is essential that the skills taught to students are reinforced and practiced over the course of the school day. One example of a collaborative teaching/learning experience was the implementation of The Incredible Flexible You program, which is a social skills program. This program was selected and implemented based on a needs assessment in our grade 1 classroom by our student services team, which was comprised of the social worker, the speech language pathologist, the psychologist and the two classroom teachers. The key areas of focus were:

- Developing an awareness that we all have thoughts that are connected to our feelings (perspective)
- Developing an awareness that we function as a group, as well as individuals
- Developing an understanding of other people's thoughts and feeling by using their eyes to figure out what those thoughts and feelings may be
- Developing an awareness of physical space, proximity, and reading non-verbal messages
- Developing and using whole body listening to show others they are listening, interested, and part of the group

On the playground, students are taught to use the buddy bench as a supportive tool for inclusion. Our guidance counsellor has spent some time working with students to develop an understanding of empathy, tolerance, and acceptance using the buddy bench as one tool for students to use when they are outside and wanting to connect with a peer or an adult. Staff also support students in solving peer conflicts by facilitating conversations between peers using I messages to articulate how they feel when something happens.

In the community, our Youth Revolution group has been very active giving back to our local senior complexes in our neighbourhood through personal visits and the delivery of handmade cards. The grade 2/3 multi-level classrooms have adopted a few gardening plots in our community garden located across the street. The food grown in these gardens will be donated to the Samaritan House in the fall when it is harvested. Several of our cultural evening performers will share their gifts and talents with visitors from Australia in connection with the local Rotary Club at a luncheon hosted at our school in June.

Specific Student Accomplishments

- Katie Wilson and Rianna Shotbolt represented King George School at the Divisional Speech competition
- We had thirty-seven of our students perform during our cultural evening celebration that was held in March

3. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. ACADEMIC PREPAREDNESS

LOCAL MARKING TRAINING SESSION (SEMESTER 2, 2014/2015)

The following teachers of the Brandon School Division have been selected to participate in the Local Marking Training Sessions for Semester 2 (2014/2015) to take place in Winnipeg, MB:

- English Language Arts – June 5, 2015
 - Crocus Plains Regional Secondary School – Main Representative
 - Allyson Wronowski
- Applied Mathematics – June 12, 2015
 - Vincent Massey High School – Trainer
 - Sukhminder Bath
 - Crocus Plains Regional Secondary School – Main Representative
 - Jon Nairn
- Essential Mathematics – June 11, 2015
 - École secondaire Neelin High School – Main Representative
 - Dianne Fontaine
- Pre-Calculus Mathematics – June 10, 2015
 - Vincent Massey High School – Main Representative
 - Jim Hartle

PRINCIPAL/LEADERSHIP PREPARATION PROGRAM – SESSION 19: ROLE OF ELECTED OFFICIALS; ROLES OF THE SUPERINTENDENT OF SCHOOLS, ASSOCIATE SUPERINTENDENT, SECRETARY-TREASURER AND DIRECTOR OF HUMAN RESOURCES; AND SCHOOL SYSTEMS OPERATION / MAY 19, 2015

Report prepared by Mr. Blaine Aston, Vice-Principal, Waverly Park School and Co-Chair Principal Leadership Preparation Program

Presenters: Mr. Mark Sefton, Board Chair; Dr. Donna Michaels, Superintendent of Schools / Chief Executive Officer; and Mr. Denis Labossiere, Secretary-Treasurer

Mr. Sefton began the evening with The Role of an Elected Official. Elected officials establish the framework of policies by following the Public Schools Act to allow the

leaders within the Division to accomplish the right things to do and to also do the right things for the students. Individual Trustees do not have any power besides the ability to refer questions and points to the rest of the Board at meetings.

Mr. Labossiere then talked about the Role of the Secretary-Treasurer. The Secretary side of the position is responsible for recording notes from Board and committee meetings. The Treasurer side helps to establish the short, medium, and long term goals for the Division while maintaining and managing all of the financial accounts and records.

Dr. Michaels spoke to the Role of the Superintendent. The Superintendent strives to ensure that the students in the Division are being well-served with the resources supplied by the Board. This means that an appropriate education according to student abilities and needs is provided. Strategic plans are created over several years to engage all students actively in their learning through the provision of equitable, fair access to quality personalized learning opportunities. Senior Administration and the Board are all responsible for collaborating to create the best strategic plan possible.

B. HEALTH AND WELLBEING

BRANDON HEALTHY FAMILIES TEAM

Report prepared by Ms. Veronica Adams, Inter-Agency Articulation Specialist

Brandon Healthy Families Team (BHFT) is one of twenty-six Parent Child Coalitions that receive funding from Healthy Child Manitoba. Parent Child Coalitions bring together parents, early childhood educators, educators, health care professionals and other community organizations to plan and work collaboratively to support the healthy development of children aged 0 to 6 years.

The goals of Parent Child Coalitions:

- To support early child development through parent child activities that build upon and enrich existing programs or introduce new programs to address identified gaps in services or resources for families of children aged 0 to 6 years.
- To promote healthy outcomes for children and families through the priority activities of positive parenting, nutrition and physical health, learning and literacy, and community capacity building.
- To engage community partners in a shared vision to support healthy children, families and communities.
- To establish a working coalition of community stakeholders to share expertise, experience and resources and to identify and address community needs and priorities.
- To share local level Early Development Instrument (EDI) results with coalition partners to help communities make informed decisions about how to support the development of their children.

Parent Child Coalitions support existing community programs for families with young children and develop new initiatives that reflect each community's diversity and strengths. Coalition partners encourage a broad range of services and programming for young children and their families, based on the priorities of positive parenting, nutrition and physical health, literacy and learning, and community capacity. Membership on the BHFT includes representation from Child and Family Services Western, Dakota Ojibway Child and Family Services, Assiniboine Community College (Early Childhood Education Department), Southwest Manitoba Metis Federation Early Learning Centre, Child and Adolescent Treatment Center, YMCA, Children's disABILITY Services, Westman Immigrant Services, City of Brandon, Samaritan House, Shilo Military Family Resource Centre, Little Teaching Lodge, Prairie Mountain Health, Brandon School Division, Brandon Friendship Centre, Westman Women's Shelter, Society for Manitobans with Disabilities and the Elspeth Reid Family Resource Centre. The team has met four times this year, but has made a decision to meet five times during the 2015 - 2016 school year. Veronica Adams, LSS is present Chair of BHFT.

Recognizing that parents are the first, most important and most lasting teachers in a child's life, coalition activities create opportunities for parents and children to participate in quality programming together, and offer supports to families. Programs that have been funded by BHFT for 2014 - 2015 have included a professional development opportunity for Early Childhood Educators, Milestones Preschool Wellness Fair, Westaway Bay Project, Seedlings Program at Brandon Friendship Centre, Parent Programming at Little Teaching Lodge, Elspeth Reid Family Resource Centre and the Preschool Enrichment Program, National Family Week, Welcome Here and Childminding at Westman Immigrant Services, literacy programs at Westman Women's Shelter and Elspeth Reid Family Resource Centre. One of most recent projects has been hosting a meeting of community leaders to engage in discussion that will begin a foundation for collective impact to improve the developmental outcomes of our youngest citizens.

Healthy Child Manitoba provides additional support to the coalitions in regards to training of staff to deliver *Bookmates* (early literacy programs), *Nobody's Perfect* (a program that promotes positive parenting skills) and most recently *Handle with Care* (a program to help parents and caregivers to promote the mental health of young children birth to 6 years). As well Healthy Child Manitoba hosts three, 2-day events for two members of each coalition to participate in professional learning and sharing.

Reference: <http://www.gov.mb.ca/healthychild/parentchild/>

4. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	4 total	2 – 5 day 1 – 10 day 1 – 30 day	Assaultive Behaviour Cyberbullying Assaultive Behaviour
Earl Oxford	1 total	1 – 5 day	Unacceptable Behaviour
Neelin – Upper Deck	1 total	1 – 30 day	Unacceptable Behaviour
Riverheights	1 total	1 – 5 day	Assaultive Behaviour
Vincent Massey	4 total	4 – 5 day	Drug and Alcohol Policy