



# BRANDON SCHOOL DIVISION

## Education and Community Relations Committee Minutes

Monday, September 17, 2018 – 3:00 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Acting Chair), P. Bowslaugh, K. Sumner  
M. Casavant

Guest: S. Bambridge (arrived at 3:13 p.m.)

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### 1. CALL TO ORDER

The Education and Community Relations Committee Meeting was called to order at 3:05 p.m. by Acting Committee Chair Trustee Bartlette.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 16, 2018 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Tipi Tour Legacy Project

Dr. Marc Casavant, Superintendent/CEO spoke on the role that Brandon School Division can play in regards to participating in this campaign. He indicated that the cost is approximately \$5,000 per Tipi. The Committee discussed placing Tipis at the three high schools and the powerful educational message that can be added to the Tipis. There can be a unique educational message in each structure with a perspective on the Division's relationship with the Indigenous community. Dr. Casavant added that people could be represented in the Tipis, along with The Seven Teachings. It was agreed that Kevin Tacan, the Division's Indigenous Elder, would be invited to the next Education and Community Relations Committee Meeting to discuss this matter further.

Trustees asked questions for clarification.

Dr. Casavant also spoke on the BUAPC Orange Shirt Day event, noting he is working with Mr. Jason Gobeil and looking at other community partners in an effort to make this a week-long event.

#### B) Parent Advisory Councils

Dr. Casavant spoke to this item and noted that the Parent Councils have requested 3 meetings with Senior Administration and the Board of Trustees this year. He suggested using part of a meeting, 45 minutes to an hour, to have a broader discussion with Parents Councils regarding the Continuous Improvement Plan (CIP). Dr. Casavant added that it would be beneficial to create

simple points in reference to the CIP that Trustees can speak about in public and that can be included in the Division's monthly newsletter.

The Committee discussed providing information to the Parent Councils prior to the meeting with Senior Administration and the Board, so that they have a chance to meet with their groups beforehand and discuss. Dr. Casavant will look at having information and questions sent out to the groups.

### **C) Committee Direction for 2018-2019**

Committee direction for 2018-2019 was discussed, with the following items being noted for Committee work this year:

- Tipi Tour Legacy Project
- Parent Advisory Councils
- Middle Years Program Review
- Meeting with MLA's to lobby the government for resources to support students in Tier II and Tier III learning

The Committee discussed a meeting with the MLA's to discuss the upcoming education review. It was agreed that a letter would be sent to the MLA's requesting a meeting, if possible, before the October 24, 2018 Municipal Election.

### **D) Sub-Committee Reports**

- Brandon Community Drug and Alcohol Education Coalition – NIL
- Brandon Urban Aboriginal People's Council – NIL
- Friends of Education Fund – May 9, 2018
- Parent/Guardian/Division Advisory – May 2, 2018

## **6. OPERATIONS INFORMATION**

### **A) Naming of Division Facilities/Rooms**

Trustee Bowslaugh spoke on being contacted regarding the naming of a facility or room after an individual. The Committee discussed this matter, noting that there is an Administrative Procedure that guides this process.

## **7. NEXT REGULAR MEETING: TBD**

The meeting adjourned at 3:49 p.m.

Respectfully submitted,

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P. Bartlette, Acting Chair

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P. Bowslaugh

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K. Sumner (Alternate)



# BRANDON SCHOOL DIVISION

## Friends of Education Fund Committee Minutes

Date: Wednesday, May 9, 2018  
4:00 p.m. – 5:00 p.m.

Location: Conference Room, Administration Office

Present: L. Ross (Chairperson), C. Rose, A. McGuire-Holder, P. Buehler, Ken Seekings, Dr. Marc D. Casavant and E. Jamora

Regrets: P. Bowslaugh, G. Buri, P. Buehler, B. Rystephanuk

Recording: M. Smoke-Budach

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### Call to Order

The Friends of Education Fund Committee meeting was called to order at 4:05 p.m. by Committee Chairperson, Trustee Ross.

### 1. Approval of Agenda

Chairperson Ross invited changes/additions to the agenda. No amendments were made to the agenda.

**Accepted.**

### 2. Approval of Previous Meeting Minutes

Chairperson Ross invited changes/additions to the minutes dated Tuesday, October 24, 2017. No amendments were made to the previous minutes.

**Accepted:** K. Seekings and A. McGuire-Holder

### 3. Financial Report Summary, 9 Months ending March 31, 2018 – E. Jamora

E. Jamora delivered a detailed overview of the Financial Report; she highlighted descriptions, contributions/withdrawals and ending balances. The Committee discussed the category of scholarships. E. Jamora advised a review is planned for July to ensure all scholarships are relevant. She also explained to the Committee there are 5 scholarships, noted at the end of the financial report, that require review.

The Committee also discussed the category of Principal's Discretion. The Committee unanimously agreed to the suggestion that Principals be informed of their school balances through the Divisional Leadership Meetings.

E. Jamora will report back on findings at the next meeting in October 16, 2018.

**Accepted:** A. McGuire-Holder and C. Rose

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#### **4. Committee Membership & Feedback – L. Ross**

L. Ross reviewed Administrative Procedure 3075 *Friends of Education Fund* with the Committee, the topic of existing membership, new membership and lost membership was discussed. The Committee agreed to move forward with the status quo, but would work to attain new membership in the areas of Public/Community member(s) and the Retired Teachers Association. A. McGuire-Holder agreed to contact the Retired Teachers Association and to work to regain representation for the Friends of Education Fund Committee. E. Jamora/M. Smoke-Budach to work at attaining Public/Community membership for the Friends of Education Fund Committee.

The Committee agreed it is important to increase the profile of the Friends of Education Fund Committee in the Community.

**Accepted:** K. Seekings and A. McGuire-Holder

#### **5. Next meeting date: October 16, 2018**

L. Ross informed the Committee of the Trustee Election, slated for October 24, 2018. The next meeting must be moved to the month of November to accommodate the process. The Committee will be advised of the new meeting date in November.

**Accepted:** A. McGuire-Holder and C. Rose

#### **Adjournment and Confirmation of Next Meeting:**

The meeting was adjourned at 4:39 p.m.

Next Meeting: November 2018  
4:00 p.m. – 5:00 p.m.  
Administration Office

Respectfully submitted,

L. Ross, Chairperson



# BRANDON SCHOOL DIVISION

## Parent/Guardian/Division Advisory Committee Minutes

Wednesday, May 2, 2018 @ 7:00 pm  
Boardroom, Administration Office

Present: P. Bowslaugh (Chair), P. Bartlette  
M. Casavant, D. Labossiere, B. Miller, A. McGuire-Holder  
Parent Council Representatives from: Alexander School, École  
Harrison, Kirkcaldy Heights School, Meadows School,  
Riverheights School, and Waverly Park School

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### 1. CALL TO ORDER

The Parent/Guardian/Division Advisory Committee Meeting was called to order at 7:00 pm by Committee Chair, Trustee P. Bowslaugh.

### 2. APPROVAL OF AGENDA

The agenda was approved as previously distributed, with an additional discussion regarding Administrative Procedure 2115: Accounting of Funds.

### 3. MEETING STRUCTURE OF PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE

Discussion took place regarding the purpose of the Parent/Guardian/Division Advisory Committee, and the difference between a "School (Parent) Council" and a "Parent Advisory Council".

The following definitions are outlined in Brandon School Division's [Administrative Procedure 1045 – School Councils](#):

**School (Parent) Councils** – This form of organization is characterized by a high level of citizen involvement in multiple functions such as organizing information evenings, supporting existing school programs, fundraising and food preparation. The purpose of this council is to provide support to the school without formally serving as an advisory group. An executive is elected on an annual basis with numbers appropriate to the particular needs of the school as identified by the School Leader and staff.

**School (Parent) Advisory Councils** – This form of school organization must be initiated if 10 or more community members request to formally serve as an advisory group to the school. Procedures for the establishment and operation of such a council are outlined in the Manitoba Education document entitled [School Partnerships – A Guide for Parents, Schools and Communities](#).

#### **4. ENGAGEMENT OF PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE WITH FULL BOARD OF TRUSTEES**

During our [Annual Planning Cycle](#), our Board of Trustees meet with various stakeholders within our community. One of those stakeholder groups is representatives from our School Parent Councils. An invitation will be extended to all Parent Council Representatives in the fall to meet with the entire Board of Trustees to discuss budgetary planning and concerns.

#### **5. ACCOUNTING OF FUNDS**

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to the changes to [Administrative Procedure 2115 – School Fees and Fundraising](#). Parent Council Representatives asked questions for clarification.

Mr. Labossiere indicated that the changes reflected in the revised Administrative Procedure fall in alignment with direction from Manitoba Education & Advanced Learning and is meant to provide accountability for our schools, students and community members when it comes to fundraising activities.

A discussion was held with regards to the difference fundraising for instructional supplies and curricular enhancing activities.

Instructional Supplies is referred to as anything that a teacher/school may need to carry out the regular instruction, such as technology and books.

Curricular enhancing activities is referred to as anything that can enhance the regular instruction in a classroom/school, such as an artist in the school program and field trips.

#### **Recommendation:**

The School Leader of each school must submit an Annual Fundraising Plan to the Office of the Superintendent/CEO for approval by November 1 ~~September 30~~ of the current school year.

All staff, students and parents who wish to carry out a fundraising activity must submit a proposal to the School Leader by October 31 ~~September 15~~ of each year, or prior to the first scheduled event.

#### **6. REVIEW OF MONTHLY SCHOOL REPORTS**

**École Harrison:** We recently celebrated Teacher Appreciation Week, providing food and gifts to our teachers to show our appreciation. Adding a few trees, benches and tables to our playground, and will be holding our AGM next week with a few changes in positions.

**Kirkcaldy Heights School:** On June 20<sup>th</sup>, we will host a “Meet the Teacher” Family BBQ; families are invited to attend the lunch, meet their child’s teacher and tour the classroom. The school will also be hosting their Welcome to Kindergarten Event soon.

**Riverheights School:** We are a new group of people on our council and transitioning in with a new Principals as well. We’re learning.

**Waverly Park School:** We recently hosted a teacher appreciation lunch and will also be hosting a community BBQ. The Munch-A-Lunch program has been very successful with our hot lunch program. Link: <https://munchalunch.com/>

**Meadows School:** We are winding down now, recently held our annual Milk Week and Artist in the School. Purchased ACF Films subscription for our school to host movie nights with a greater variety of films.

**Alexander School:** We will be hosting a free lunch at the end of June for our school community, and a community tea on June 7<sup>th</sup> with a performance by the school. We recently purchased some gym supplies for our school and our AGM will be held in June.

**7. ADDITIONAL ITEMS:**

- [New School 2020](#)
  - o Tenders will be out in the fall
  - o Naming Committee has been formed. We encourage the public to submit their recommendations online here: [Help Name Our New School](#)
- Election Year for Board of Trustees
- [BSD 2<sup>nd</sup> Annual Summer Fun Golf Tournament](#)
- Playground Replacement Schedule (as at November 2015) – Attached

**8. NEXT REGULAR MEETING:**

**Wednesday, October 10, 2018 at 7:00 pm – Division Office Boardroom**

The meeting adjourned at 8:00 pm

Respectfully submitted,

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P. Bowslaugh (Chair)

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P. Bartlette

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M. Casavant

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D. Labossiere

**Brandon School Division**  
**Playground Replacement Schedule**  
**November 2015**

School	Original Playground Review - July 2011					November 2015	
	Current Conditions	Meets Standards	Useful Life Remaining in Years	Total	Scheduled Replacement Year	Actual Replacement Year	Revised Scheduled Replacement Year
St. Augustine	7.0	8.0	13.0	28.0			2016
Earl Oxford	7.5	7.0	9.0	23.5	2017		2017
Betty Gibson	8.5	8.5	10.0	27.0	2016		2018
Linden Lanes	8.0	8.5	16.0	32.5			2019
Alexander	8.5	9.0	18.0	35.5			2020
Riverview	8.5	9.0	18.0	35.5			2021
JR Ried	9.0	9.0	18.0	36.0			2022
Kirkcaldy Heights	9.0	9.0	19.0	37.0		2006	2023
King George	8.0	8.0	16.0	32.0		2007	2024
New Era	EY	6.5	7.0	8.0	21.5		
	MY	8.5	9.0	19.0	36.5	2008	2025
Waverly	EY	9.0	9.0	20.0	38.0		
	MY	9.0	9.0	25.0	43.0	2010	2026
George Fitton	EY	8.0	8.0	15.0	31.0		
	MY			-		2011	2027
Harrison				-		2011	2028
O'Kelly	6.0	5.0	2.0	13.0	2012	2012	2029
Meadows	7.5	6.0	7.0	20.5	2012	2012	2030
Riverheights	6.5	6.0	4.5	17.0	2013	2013	2031
Green Acres	7.0	6.0	2.0	15.0	2014	2014	2032
Valleyview	6.0	6.0	3.5	15.5	2015	2015	2033