



# BRANDON SCHOOL DIVISION

October 5, 2016

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

TO BE HELD TUESDAY, OCTOBER 11, 2016  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## **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, September 26, 2016.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

#### **2.01 Presentations For Information**

#### **2.02 Reports of Committees**

- a) Personnel Committee Meeting L. Ross
- b) Finance Committee Meeting M. Sefton

**2.03 Delegations and Petitions**

**2.04 Communications for Action**

**2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA Matters**

- 1) MSBA Ebulletin – September 28, 2016. (Appendix 'A')
- 2) MSBA Committee Survey Results. (Appendix 'B')
- 3) MASS-MTS "Educating for ACTion Conference". (Appendix 'C')

**- From Report of Senior Administration**

- a) Items from Senior Administration Report:  
- NIL

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

- 118/2016 That the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting to be held in Brandon on October 24, 2016.
- 119/2016 That Policy 3023 – "MHSAA Activities" is hereby rescinded and replaced with updated Policy 3023 – "MHSAA Activities".
- 120/2016 That Policy/Procedures 4052 – "Assessment, Evaluation and Reporting of Student Learning and Achievement, Appendix A – Grade 5 to Grade 8, be rescinded.
- 121/2016 That the following guidelines be initiated for the 2017-2018 Preliminary Budget Preparation:
  - a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, school bus maintenance, taxes and utilities;
  - b) A 1.5% inflationary increase provided for controllable services and supplies;
  - c) A 1.5% inflationary increase on the school instructional supply budget;
  - d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
  - e) The 2017-2018 Budget provide for expected enrollment growth.
- 122/2016 That the Proposal from MTS Allstream Inc. in the amount of \$104,903.50 (plus applicable taxes) for the supply of Cisco Networking Equipment be funded from the Disaster Recovery System Reserve.

**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) Mr. Ian Wishart, Minister, Education and Training, September 8, 2016, sent to Board Chairs, School Divisions, with a reminder that *The Safe Schools Regulation, Manitoba Regulation 77/2005*, requires that :

- 1) School principals review the school emergency response plan before the end of October in each year.
- 2) Schools practice lockdown drills twice each year at minimum, at least once during each term or semester.
- 3) Superintendents report to the department immediately after any school lockdown, except drills.

Mr. Wishart adds that this protocol was implemented several years ago to facilitate the flow of information between divisions and the department when incidents of a serious nature occur at school. A revised **Serious Incident Report** document is attached for use by superintendents to report school lockdowns, hold-and-secure (lock-outs) incidents and other significant incidents. Form submission information and telephone contact information for serious incident reporting is also provided. (Appendix 'D')

Receive and file.

- b) Ms. Naomi Kruse, Executive Director, Manitoba Association of Parent Councils (MAPC), September 15, 2016, sent to Dr. Donna Michaels, former Superintendent, expressing appreciation to the Brandon School Division for it's 2016-2017 membership. Ms. Kruse indicates that by having schools join MAPC, they have access to the valuable support, skills and resources offered by their organization. Ms. Kruse adds that a letter of welcome will be sent to each school and invites members of parent councils to consider nominating an individual for the MAPC Board of Directors as they help strengthen parental involvement in Manitoba's education system. (Appendix 'E')

Receive and file.

- c) Mr. Jeff Elliott, Brandon's Community Sportsplex, September 26, 2016, sent to Mr. Denis Labossiere, Secretary-Treasurer, informing their community partners that due to unforeseen circumstances the Sportsplex track will not be available for use until approximately late spring/early summer. Mr. Elliott notes that if favourable weather conditions allow for the application of the rubber surface early, they will notify everyone as soon as possible. (Appendix 'F')

Receive and file

**3.03 Announcements**

- a) Friends of Education Fund Meeting – 10:00 a.m., Monday, October 17, 2016, Conference Room.
- b) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, October 17, 2016, Boardroom.
- c) Workplace Safety and Health Central Committee Meeting – 1:00 p.m., Monday, October 17, 2016, Conference Room.
- d) Finance Committee/Principals Stakeholder Meeting – 2:30 p.m., Tuesday, October 18, 2016, Boardroom.
- e) Education Committee Meeting – 12:00 p.m., Wednesday, October 19, 2016, Boardroom.
- f) Finance Committee/Parent Councils Stakeholder Meeting – 7:00 p.m., Wednesday, October 19, 2016, Boardroom.
- g) Divisional Futures & Community Relations Committee Luncheon at École Harrison – 11:45 a.m., Thursday, October 20, 2016.
- h) Finance Committee Meeting – 1:00 p.m., Thursday, October 20, 2016, Boardroom.
- i) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 24, 2016, 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, SEPTEMBER 26, 2016.

## **PRESENT:**

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

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

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

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

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Mr. Denis Labossiere, Secretary-Treasurer, noted he had two items under Board Operations for In-Camera.

Trustee Bowslaugh noted she had one item under Board Operations for In-Camera.

Trustee Sumner noted he had one item to add under Reports.

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

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held September 12, 2016 were circulated.

Mr. Bartlette - Mr. Kruck  
That the Minutes be approved.  
Carried.

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information****2.02 Reports of Committees**

## a) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on September 12, 2016 was circulated.

Mr. Kruck – Dr. Ross

That the Minutes be received and filed.

Carried.

## b) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations Committee meeting held on September 12, 2016 was circulated.

Trustee Ross asked questions for clarification. It was noted that meetings would be set with MLA's, not Members of Parliament as stated in the minutes. Trustee Bambridge indicated that she was marked as being present at this meeting but she was in fact absent. These items will be corrected in the minutes.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be received and filed.

Carried.

## c) Education Committee Meeting

The written report of the Education Committee meeting held on September 13, 2016 was circulated.

Mr. Bartlette – Mr. Sefton

That the Minutes be received and filed.

Carried.

## d) Policy Review Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on September 19, 2016 was circulated.

Ms. Bambridge – Mr. Buri

That the Minutes be received and filed.

Carried.

e) Trustee Sumner reported on the 25<sup>th</sup> Anniversary Celebration held at Waverly Park School on September 22, 2016. He noted that former students and teachers attended the event and that the school's Open House was held that afternoon also. Trustee Sumner spoke on the time capsule that was placed in the school at the time it was built and added that the school was considered the heart of the neighbourhood.

Mr. Sumner – Mr. Kruck

That the report be received.

Carried.

- f) Trustee Bowslaugh reported on the Board Communications initiated by Dr. Casavant and noted that it is ready to go for the beginning of next week. She added that the communication will be sent out at the beginning of each month hereafter.

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

### **2.05 Business Arising**

#### **- From Previous Delegation**

#### **- From Board Agenda**

#### **- MSBA Matters (last meeting of the month)**

- 1) Promising Practices and Models for Indigenous Education Survey.
- 2) Education Finance Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis.

Trustee Ross suggested that this item be referred to the Finance Committee and have a response come back to the Board before October 14, 2016.

- 3) Ebulletin – September 14, 2016.

Trustee Sumner noted that September 30 is Orange Shirt Day and hoped that everyone can find a way to honour this day.

- 4) Regional Meeting – October 24, 2016, Brandon, MB.

The following Trustees indicated they would like to attend this meeting:

- Bartlette
- Bowslaugh
- Sefton
- Sumner

#### **- From Report of Senior Administration**

- a) Items from Senior Administration Report:
  - Head Teachers – Refer Motions.
  - Recognitions of Trade Experience – Refer Motions.

Mr. Labossiere spoke on the upcoming Recognition of Trade Experience motions.

Dr. Casavant spoke on the recommendation that was submitted regarding the Head Teacher names provided by the school Principals.

### **2.06 Public Inquiries (max. 15 minutes)**

- a) Mr. Peter Buehler, President, Brandon Teachers' Association, asked if the Trustees are aware that on Friday, October 21, the Manitoba Teachers' Society will be holding a province-wide Professional Development Day. In Brandon, the BTA will be offering a whole host of sessions called LIFT and Mr. Buehler noted that the Trustees are all welcome to attend and have a look

at what things are done there on that day. He asked that the Trustees look at their calendars and find a way to make part of that day free and make their way to the registration desk at Crocus Plains Regional Secondary School and join them.

Trustee Bowslaugh asked if there are other sites besides Crocus Plains Regional Secondary School.

Mr. Buehler responded that there are quite a few other sites but did not know what those are and it would be best to go to Crocus Plains and find out from there. He added that additional information can be obtained by contacting Sheri Bailey, executive assistant at the BTA office.

## **2.07 Motions**

109/2016 Mr. Sefton – Mr. Bartlette

That the people recommended by the Principals of the schools for the position of Head Teachers for the 2016/2017 school year be approved as identified in the Report of the Senior Administration.

Carried.

110/2016 Mrs. Bowslaugh – Mr. Bartlette

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 1 (one) increment for the remaining years of experience, providing a total of 4 (four) increments for work related experience be recognized for Ms. Heather Bruederlin.

Carried.

111/2016 Mr. Kruck – Mr. Bartlette

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Mr. Bruce Bumstead.

Carried.

112/2016 Dr. Ross – Mr. Buri

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 5 (five) increments for the remaining years of experience, providing a total of 8 (eight) increments for work related experience be recognized for Mr. Quinton Derhak.

Carried.

113/2016 Mr. Buri – Ms. Bambridge

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Mr. Timothy Froese.

Carried.

114/2016 Mr. Murray – Ms. Bambridge



That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 5 (five) increments for the remaining years of experience, providing a total of 8 (eight) increments for work related experience be recognized for Mr. Craig Ratz.

Carried.

115/2016 Ms. Bambridge – Mr. Buri

That the Brandon School Division supports an easement agreement with the City of Brandon for the southern portion of the Crocus Plains Regional Secondary School property whereby the City of Brandon can develop a wider greenspace to accommodate a pedestrian walkway.

Carried.

116/2016 Mr. Sefton – Mr. Bartlette

That the amount of \$460,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacements and expansion of the School Bus Fleet.

Carried.

117/2016 Mr. Bartlette – Mr. Sefton

That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Evaluation meeting to be held on October 11, 2016 at the Brandon School Division Office.

Carried.

## **2.08 Bylaws**

## **2.09 Giving of Notice**

Mr. Bartlette

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 3023 – "MHSAA Activities" and replace same with updated Policy 3023 – "MHSAA Activities".

Mr. Bartlette

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy/Procedures 4052 – Assessment, Evaluation and Reporting of Student Learning and Achievement, Appendix A – Grade 5-Grade 8.

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the September 26, 2016 Report of Senior Administration:

- Celebrations
  - Isabela Onyshko, Canadian Olympian, recognizes Vincent Massy High School Staff for her success
- Community Connections – September 3, 2016 to September 20, 2016
- Manitoba Education and Training Correspondence

- Minister Proclamation on Peace Days: September 15-22, 2016
- Minister Proclamation on Media Literacy Week: October 31 – November 4, 2016
- Minister Correspondence Regarding French Second Language Revitalization Program 2016-2017
- Information for Discussion and Correspondence
  - Working with Brandon University on a Research Agenda

Mr. Greg Malazdrewicz, Assistant Superintendent, provided highlights on the following items:

- Information for Discussion and Correspondence
  - Small Class Size Compliance Forecast

Mr. Mathew Gustafson, Assistant Superintendent, provided highlights on the following items:

- Information for Discussion and Correspondence
  - Survey on Indigenous Education

Trustee Bowslaugh asked Mr. Gustafson to comment on the Languages program the Division initiated this fall, in regards to enrolment. Mr. Gustafson noted that Administration is currently going through the process of working with the students and families in the schools to solidify what the registrations for the courses are. Early indications are that there is very strong enrolment. He will provide an update at an upcoming Board meeting.

Dr. Ross – Mr. Buri

That the September 26, 2016 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Ms. Karen Peto, Executive Director, YWCA Brandon for the YWCA Brandon Board of Directors, September 1, 2016, sent to Mr. Denis Labossiere, Secretary-Treasurer and the Brandon School Division Board of Trustees, expressing interest in operating the daycare to be built with a new school in the south end of the city. Ms. Peto notes that the YWCA Brandon has provided services to the community of Brandon and the Westman area for 109 years in the capacities of transitional housing, women's support groups and advocacy, domestic violence services, couples counselling, girls programming and before and after school programs. Ms. Peto adds that the YWCA intends to continue to explore the necessary steps towards establishment of a daycare and would appreciate any information that can be provided pertaining to the operations of a daycare within a school setting.

Ordered filed.

### **3.03 Announcements**

- a) Personnel Committee Meeting – 11:30 a.m., Thursday, September 29, 2016, Boardroom.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, September 29, 2016, Boardroom.
- c) Education Committee Meeting – 12:00 p.m., Tuesday, October 11, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 11, 2016, Boardroom.

Mr. Buri – Dr. Ross

That the Board do now resolve into Committee of the Whole In-Camera. (7:47 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. Trustees asked questions for clarification.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
  - a) The Secretary-Treasurer provided information on a Property matter.
- Trustee Inquiries

**4.04 Board Operations**

- Reports
  - a) The Secretary-Treasurer provided information on a Board Operations matter.
  - b) Trustee Bowslaugh provided information on a Board Operations matter.
- Trustee Inquiries

Mrs. Bowslaugh - Mr. Sefton

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

Carried.

**5.00 ADJOURNMENT**

Dr. Ross – Mr. Buri

That the meeting does now adjourn (9:03 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Thursday, September 29, 2016 – 11:30 a.m.  
Boardroom, Administration Office

Present: S. Bambridge, J. Murray, L. Ross  
M. Casavant, D. Labossiere, B. Switzer

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### 1. ELECTION OF CHAIR.

The Personnel Committee Meeting was called to order at 11:30 a.m.

It was agreed that Trustee Linda Ross would serve as Committee Chairperson for 2016-2017.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

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

The Minutes of May 17, 2016 were received as information.

### 4. REVIEW GOVERNANCE GOALS & RESPONSIBILITIES

The Committee reviewed and discussed the Committee Governance Goals and Responsibilities.

### 5. SUMMARY REPORT AND WORK COMPLETED IN 2015-2016

The Committee reviewed the items from the 2015-2016 Summary Report for the Personnel Committee.

### 6. COMMITTEE DIRECTION FOR 2016-2017 IN RELATION TO THE COMMITTEE GOVERNANCE GOALS & RESPONSIBILITIES

For 2016-2017, the Committee's direction is to:

- Review the Job Evaluation System.
- Investigate alternate models for substitute staff
- Provide Indigenous cultural awareness education for staff

### 7. MEETING DATES FOR 2016-2017

It was further agreed that the Personnel Committee meetings would be held on the second Thursday of each month from 11:00 a.m. to 12:30 p.m., with one exception, as follows:

Thursday, October 27, 2016	11:00 a.m.
Thursday, November 10, 2016	11:00 a.m.
Thursday, December 8, 2016	11:00 a.m.
Thursday, January 12, 2017	11:00 a.m.
Thursday, February 9, 2017	11:00 a.m.

Thursday, March 9, 2017	11:00 a.m.
Thursday, April 13, 2017	11:00 a.m.
Thursday, May 11, 2017	11:00 a.m.
Thursday, June 8, 2017	11:00 a.m.

**8. COMMITTEE GOVERNANCE GOAL ITEMS**

**9. OTHER COMMITTEE GOVERNANCE MATTERS**

**A) Personnel Matter – In-Camera Discussions**

The Secretary-Treasurer and Director of Human Resources provided a verbal update on a personnel matter and answered Trustee questions.

**10. OPERATIONS INFORMATION**

**11. NEXT REGULAR MEETING: Thursday, October 27, 2016, 11:00 a.m., Boardroom**

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

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L. Ross (chair)

\_\_\_\_\_  
J. Murray

\_\_\_\_\_  
S. Bambridge

\_\_\_\_\_  
P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

## Finance Committee Minutes

Thursday, September 29, 2016 – 12:00 p.m.  
Boardroom, Administration Office

Present: L. Ross, M. Sefton, K. Sumner, J. Murray (Alternate)  
D. Labossiere, E. Jamora

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### 1. ELECTION OF CHAIR.

The Finance Committee Meeting was called to order at 12:13 p.m.

It was agreed that Trustee Mark Sefton would serve as Committee Chairperson for 2016-2017.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

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

The Minutes of June 24, 2016 were received as information.

### 4. REVIEW GOVERNANCE GOALS & RESPONSIBILITIES

The Committee reviewed and discussed the Committee Governance Goal and Responsibilities.

### 5. SUMMARY REPORT AND WORK COMPLETED IN 2015-2016

The Committee reviewed the items from the 2015-2016 Summary Report for the Finance Committee.

### 6. COMMITTEE DIRECTION FOR 2016-2017 IN RELATION TO THE COMMITTEE GOVERNANCE GOALS & RESPONSIBILITIES

For 2016-2017, the Committee's direction is to continue providing for and optimizing the use of resources necessary to meet the 21<sup>st</sup> Century needs of our students.

### 7. MEETING DATES FOR 2016-2017

It was agreed that the Finance Committee meetings would be held on the third Thursday of each month from 12:00 p.m. to 1:30 p.m., with exceptions, as follows:

Thursday, October 20, 2016	1:00 p.m.
Thursday, November 24, 2016	12:00 p.m.
Thursday, December 15, 2016	12:00 p.m.
Thursday, January 19, 2017	12:00 p.m.
Thursday, February 16, 2017	12:00 p.m.

Thursday, March 23, 2017	12:00 p.m.
Thursday, April 20, 2017	12:00 p.m.
Thursday, May 18, 2017	12:00 p.m.
Thursday, June 15, 2017	12:00 p.m.

## **8. COMMITTEE GOVERNANCE GOAL ITEMS**

### **A. 2017-2018 Budget Preparations**

#### 2017-2018 Budget Schedule

The Secretary-Treasurer reviewed the 2017-2018 Budget Schedule and Policy 3001 – “Budget Deadlines and Schedules”. Mr. Labossiere noted that this policy requires an update to reflect the Capital and Maintenance Budget timelines.

#### Winnipeg Free Press Article – Minister may delay release of public education grants

The Committee reviewed and discussed the September 17, 2016 Winnipeg Free Press article, which indicated that Education Minister Ian Wishart is not ruling out releasing his annual provincial public education grants as late as February 15. It was noted that the Public Schools Act allows the Minister of Education until February 15 to make public the provincial education funding announcement. The Committee discussed the implications and impact of a late funding announcement on the Division’s budget process. The Committee agreed (with the support of the Board) to write to the Minister of Education and encourage the Department to announce the Education funding in early January or at the very latest at the end of January. It was also noted that this item should be discussed at the October 24, 2016 MSBA Regional Meeting.

#### Consumer Price Index

The Secretary-Treasurer reviewed the CPI from September 2015 to August 2016 and noted that the August CPI was 1.5% over this time.

#### Factors which will Impact the 2017-2018 Budget

The Secretary-Treasurer spoke to this item and reviewed the memo provided to the Committee. Mr. Labossiere noted revenue, expenses, and other factors which needed to be considered when developing the preliminary budget. Trustees asked questions for clarification as Mr. Labossiere reviewed the memorandum. Discussions were held regarding the Continuous Improvement Plan, the Accessibility for Manitobans Act, the Comprehensive Program review, and 21<sup>st</sup> Century Learning.

#### 2017-2018 Budget Preparation

The Secretary-Treasurer reviewed the 2017-2018 Budget Preparation memo provided to the Committee. Trustees asked questions for clarification.

The Committee agreed to the following recommendations for the 2017-2018 Preliminary Budget Preparation:

#### **Recommendation:**

That the following guidelines be initiated for the 2017-2018 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, school bus maintenance, taxes and utilities;
- b) A 1.5% inflationary increase provided for controllable services and supplies;
- c) A 1.5% inflationary increase on the school instructional supply budget;
- d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2017-2018 Budget provide for expected enrollment growth.

Trustee Request Form for the 2017-2018 Budget

The Secretary-Treasurer reviewed the Trustee Budget Request form for 2017-2018, which takes into consideration Motion 88/2016 passed on July 11, 2016. Trustee Budget Requests are due by noon on Monday, October 31, 2016, although it is recommended that the requests be submitted as early as possible.

**B. Establish Stakeholder Meetings and Dates:**

The Committee set the following Stakeholder meeting dates:

- School Principals – Tuesday, October 18, 2016 – 2:30 p.m.
- Employee Groups – Wednesday, October 19, 2016 – 4:30 p.m.
- Parent Councils – Wednesday, October 19, 2016 – 7:00 p.m.
- Chamber of Commerce – Thursday, November 3, 2016 – 12:00 p.m.
- 

The Committee agreed to provide the following questions to stakeholders prior to their meeting with the Finance Committee:

- 1) Do you have any questions regarding the Brandon School Division budgeting process?
- 2) What areas of concern should Brandon School Division be focusing on in the upcoming budget deliberations?
- 3) Are there additions that you would recommend the Brandon School Division consider in this budget?
  - Indicate timelines for addition(s):
- 4) Are there reductions that you would recommend the Brandon School Division consider in this budget?
  - Indicate timelines for reduction(s):

**C. Education Finance Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis – MSBA**

The Committee discussed this survey from the Manitoba School Boards' Association and agreed to the following responses:

**Strengths:**

- FRAME – Standardized reporting
- Taxing Authority
- Teacher pension costs and the majority of capital costs are covered by the province

**Weaknesses:**

- Need less categorical funding, more block funding
- Short term planning – lack of multi-year funding commitments
- Unpredictability of funding announcement date
- During years of enrolment growth, funding does not appear until the following year

**Opportunities:**

- To lobby for multi-year funding commitments
- There would be a benefit from a simplified and transparent funding formula

**Threats:**

- Response to calls for end of local taxation
- Lack of opportunity for long-term planning



**9. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. Cisco Networking Equipment – Proposal**

Mr. Labossiere reviewed the Cisco Networking Equipment Proposal memo and the Cost and Specification Analysis. Trustees asked questions for clarification. The Committee approved the recommendation as submitted.

**Recommendation**

That the Proposal from MTS Allstream Inc. in the amount of \$104,903.50 (plus applicable taxes) for the supply of Cisco Networking Equipment be funded from the Disaster Recovery System Reserve.

**B. Confirm Payments of Account (July, August)**

The payments of account for the month of July and August were provided for information. The reports were accepted as circulated.

**10. OPERATIONS INFORMATION**

- Letter from PSFB – July 26, 2016 – reviewed
- Letter from PSFB – September 16, 2016 – reviewed
- In-Camera Discussion – The Secretary-Treasurer provided information on an Operations matter and answered Trustee questions.

**11. NEXT REGULAR MEETING: Thursday, October 20, 2016, 1:00 p.m., Boardroom**

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

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M. Sefton (Chair)

\_\_\_\_\_  
L. Ross

\_\_\_\_\_  
K. Sumner

\_\_\_\_\_  
J. Murray (Alternate)



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

October 11, 2016

### A. Administrative Information

#### I. CELEBRATIONS

1. ORANGE SHIRT DAY – SEPTEMBER 30, 2016
2. BSD MATTERS – ISSUE ONE

#### II. COMMUNITY CONNECTIONS

##### 1. COMMUNITY CONNECTIONS – SEPTEMBER 21, 2016 TO SEPTEMBER 30, 2016

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from September 21, 2016 to September 30, 2016

- September 22, 2016 – meeting with Bramwell Strain, Deputy Minister of Education
- September 22, 2016 – meeting with Trevor Maguire, Chair, Board of Directors, Youth Science Canada
- September 27, 2016 – telephone meeting with Brandon Police Chief Ian Grant
- September 27, 2016 – meeting with members of Brandon Urban Aboriginal Peoples' Council (BUAPC)
- September 29, 2016 – BTA Members' supper

*“Accepting the Challenge”*

### **III. SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	1 total	1 – 3 day	Unacceptable Behaviour
High Schools	8 total	3 – 3 day 1 – 5 day 3 – 5 day 1 – 15 day	Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour Cyberbullying

### **IV. PRESENTATIONS**

## **B. Business Arising for Board Action**

### **I. PRESENTATIONS**

#### **MONITORING REPORTS**

### **II. INFORMATION FOR DISCUSSION AND CORRESPONDENCE**

#### **1. PERSONNEL REPORT**

For Information ..... B. Switzer

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

#### **2. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE**

##### **MINISTER PROCLAMATION ON SCHOOL SUPPORT STAFF RECOGNITION WEEK – SEPTEMBER 26-30, 2016**

For Information ..... Dr. Casavant

Proclamation is intended to increase public awareness of the many services and contributions that school support staff make to students and schools. It provides an opportunity to recognize and acknowledge the valuable work being done by school support staff as they dedicate themselves to supporting the education of Kindergarten to Grade 12 students in our province.

## **MINISTER PROCLAMATION ON SCHOOL LIBRARY DAY – OCTOBER 24, 2016**

For Information .....Dr. Casavant

Proclamation of October 24, 2016 as Manitoba School Library Day. The theme of the day is “School Libraries: Where Creativity and Learning Begins”. Celebrating School Library Day provides an opportunity for teachers and students to acknowledge the important role school libraries play in the academic and cultural lives of students. In celebration of Manitoba School Library Day, schools are encouraged to participate in the “Drop Everything and Read” challenge sponsored by the Manitoba School Library Association.

## **THE 2016 GRADE 1 BOOK GIVEAWAY PROGRAM**

For Information .....Dr. Casavant

In cooperation with Departments/Ministries of Education across the country, the Canadian Children’s Book Centre (CCBC) has provided a free Canadian children’s book for every Grade 1 child in Canada, thanks to the sponsorship of TD Bank Group. This fall, Grade 1 children nation-wide will take home *Small Saul (Petit Paul)*, written and illustrated by Ashley Spires.

Manitoba Education and Training will be distributing the books again this year.

## **3. BRANDON SCHOOL DIVISION STRATEGIC CONTINUOUS IMPROVEMENT PLAN**

For Information .....Dr. Casavant

Three full-day strategic continuous improvement planning sessions are scheduled as follows: October 13, November 17, and December 8, 2016. Brandon School Division Principals, Vice-Principals, and Specialists have been invited to attend.

A strategic continuous improvement plan community engagement meeting has been scheduled for November 7, 2016. Invitations to key community partners/ stakeholders have been distributed.

## **4. LEAN AND PROJECT MANAGEMENT TRAINING**

For Information .....Dr. Casavant

LEAN thinking has become an enterprise-wide philosophy and a business improvement system that, when applied successfully, can tap into innovative thinking, break down barriers to resolve key issues and deliver extraordinary results.

The Superintendent of Schools/CEO and Secretary-Treasurer will attend a LEAN Government Conference training session on October 6 in Winnipeg. This session has

been organized by the Manitoba Government, and the Deputy Minister of Education and Training has extended an invitation for us to attend.

Project Management training provides information on how to successfully plan, manage and deliver projects. Brandon School Division senior administration will take a one-day training session on March 1, 2017.

## **5. 1968 AGREEMENT BETWEEN BRANDON SCHOOL DIVISION AND BRANDON CATHOLIC SCHOOL BOARD**

For Discussion.....Dr. Casavant

Article 6 in the agreement says that the Brandon School Division and Brandon Catholic School Board are to undertake a special committee of three members each to act jointly to any matters that are required.

## **6. BUS/VEHICLE ACCIDENT**

For Information .....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Friday, September 30, 2016. At approximately 3:12 p.m. Bus 40-40 collided with a parked vehicle while departing from Betty Gibson School. There was no apparent damage to the bus; however, the other vehicle sustained damages in excess of \$1,000. There were no students on the bus at the time of the accident and there were no injuries incurred by either party. The driver and the vehicle owner have exchanged information and our driver reported the incident to Manitoba Public Insurance. The accident did not meet criteria to report to the police. This is provided as information.

## **II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

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

**Dr. Marc D. Casavant  
Superintendent of Schools/  
Chief Executive Officer**

### GOOD GOVERNANCE

For the past year, much of the association's trustee education programming has focused on E<sup>2</sup>G, our [framework for effective and efficient school board governance](#). Many trustees have been introduced to the basics of this framework through the webinars and Division Dispatches that have been developed by the Education and Communication Services department. Those introductory [resources](#) are still available on our website, but in the upcoming months, we will be delving into some of the underlying concepts in greater depth.



Our fall trustee education event on November 25 with Stephen Hansen, past executive director of BCSTA, will focus on the human side of effective and efficient governance—you know, those sometimes messy bits of human interaction that aren't subject to policy, by-laws, or legislation. Program and registration information for this interactive session, which will explore the unwritten realities of board governance, will be posted and distributed next week. We are also in the early stages of planning our spring trustee education day (April 28 in Brandon), which will also focus on specific aspects of the framework.

### A HELPING HAND FROM HORATIO ALGER

The [Horatio Alger Association of Canada](#) is a charitable organization dedicated to the belief that hard work, honesty and determination can conquer all obstacles. Each year, it awards 130 scholarships, most for \$5,000, to full-time students in their terminal year of high school. Since 2012, it has distributed \$1.5 million in scholarships. Recipients are chosen on the basis of financial need (family income under \$65,000), demonstrated integrity and perseverance in overcoming adversity, a commitment to the pursuit of post-secondary education, a desire to contribute to society, and a good academic record. The deadline for receipt of [applications](#) is October 25, 2016.



follow us @MBSchoolBoards

### BACK TO BUSY

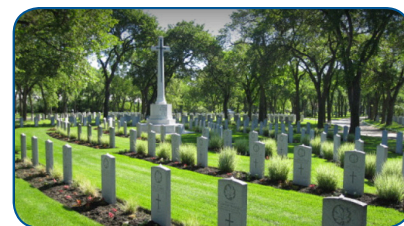
As always, fall is shaping up to be a very busy time in the world of schools and education. So, in case anything has fallen off your radar, here's a partial list of what's happening in the upcoming days and weeks.

- Transcultural literacies for inclusion and change in education—[MERN](#) Symposium and Book Series, September 30, Manitoba Teachers' Society, 191 Harcourt Street in Winnipeg
- [Orange Shirt Day](#), September 30
- Re-storying Education: Indigenous Knowledges in Motion, Session 1, Our Lands—[MERN](#) Indigenous Education Research Group Seminar, October 7, University of Winnipeg
- Manitoba School Boards Association Regional Meetings—details of dates and locations on the [association website](#); agendas to be distributed next week
- [See Us, Hear Us: Refugees, Immigrants and Newcomers in Manitoba Schools](#)—a forum for educational partners sponsored by the Social Justice Coalition of Manitoba being held October 27 and 28 at Hugh John Macdonald School and The Peaceful Village in Winnipeg
- [Fundamentals of Investigation](#)—a one-day training course on November 23 for Manitoba leaders and managers sponsored by the [Manitoba Association of School Business Officials](#) at the Victoria Inn in Winnipeg

## WHAT'S HAPPENING

### A WEEK TO REMEMBER

Once again this year, Brookside Military Cemetery in Winnipeg will be offering [school tours](#) in the days leading up to November 11 and Remembrance Day. School tours will operate twice daily from November 7 to 10. They will include a visit with surviving veterans, as well as a tour of one of the largest Field of Honour sites in Canada. Tours can be arranged by calling the cemetery administration office at 204-986-4348, or emailing [cemeteries@winnipeg.ca](mailto:cemeteries@winnipeg.ca).



## 2016 Committee Survey Results

### Child Nutrition Council of Manitoba

Wendy Bloomfield  
Seine River

#### On what dates did the committee meet?

June 19, Sept 15, Dec 10, 2015; Jan 28, Feb 11 Mar 16, 2016.

## Appendix 'B'

#### What were the significant issues discussed?

With the retirement of Viola Prowse as of June 30, a new Executive Director (Tammy Robinson) was hired as of August 1. In September 2015, the CNCM Board held an all day strategic planning session to update the current goals and objectives of the Council. The AGM and regular quarterly Council meeting were held jointly on Dec 10, 2015. At the AGM, the Board approved the audited financial statements to Aug 31, 2015 and appointed new board members. A decision to withdraw from Breakfast Clubs of Canada was made on January 28, 2016 and to terminate the Executive Director on February 11, 2016. CNCM also held another successful Stone Soup fundraising even on Mar 16, 2016.

#### What decisions/recommendations were approved?

The CNCM board approved a decision to withdraw from the Breakfast Clubs of Canada due to a change in BCC policy and expectations. The board requested and approved changes to how the financial reports to the Board are presented to make things easier to understand and capture more detailed information, including variances to budget. In January 2016 after extensive work trying to it became very apparent that things were not progressing as expected and the new Executive Director and in February she was terminated. The Board made a decision to move staff from a 'contract' to 'employment' status effective July 1, 2016. A new employment policy manual is in development. Application was made to Canada Revenue Agency and effective July 1, 2016 the Council will begin submitting required employment deductions. The Council is in the process of reviewing and streamlining the grant allocation process.

#### What items were identified for study in the coming year?

Major undertaking during the upcoming year will be the finalization of the Employment Policy Manual; hiring a new Executive Director; developing an effective ED appraisal process; and reviewing and revision the organization by-laws and board manual.

## FRAME

On what dates did the committee meet?

Committee did not meet due to the change in Government and the additional workload related to the transition.

Brenda Willey  
Garden Valley

What were the significant issues discussed?

What decisions/recommendations were approved?

What items were identified for study in the coming year?

## Interorganizational Curriculum Advisory (ICAC)

Lynne Champagne  
Sunrise

On what dates did the committee meet?

Dec 9, 2015; June 1, 2016

What were the significant issues discussed?

Department of Education website developed for parents and students

Diversity issues and Curriculum

First Nations, Metis and Inuit perspective

Mathematics Workshops for grade 7 to 9

Focus on the future - Career Development

Dual credits

Curriculum Framework for Francais and Immersion - ELA and Mathematics

Grade 12 Provincial tests

Grade 3/4 and Middle Years assessments

Report card Update

What decisions/recommendations were approved?

N/A Due to Provincial Elections being called and then change in Government

What items were identified for study in the coming year?

Development in the areas of Assessment Unit

Learning support and Technology Unit

Development Unit

Curriculum Development and implementation for French Immersion program and Francais Program



**Manitoba High Schools Athletic Association**

Fred Kelesnik  
Red River Valley

**On what dates did the committee meet?**

Sept 28, Nov 13, 2015; Feb 25, Apr 15, June 19, 20 & 21, 2016

**What were the significant issues discussed?**

Transfer Policy follow-up and appeals to MHSAA regarding this policy.  
Transgender Policy regarding adoption of, and accommodates of transgendered athletes. (There were 3 said athletes in 2015-16).  
Morris Glimcher retirement and his replacement (succession planning).  
Strategic Plan 2015-2017 & Provincial hosting.

**What decisions/recommendations were approved?**

Items in #2 were adopted and supported by the Board of Directors.  
Morris was replaced by Chad Falk.

**What items were identified for study in the coming year?**

Re-classification of schools (re: # of students) (A, AA, AAA and AAAA) as many schools are having fewer students, especially rural schools. There are concerns for excessive costs re: travel to inter-zone and provincials.

**Manitoba Rural Learning Consortium (mRLC) Board of**

Robyn Wiebe  
Western

**On what dates did the committee meet?**

June 1; Nov 23, 2015; Feb 22; Apr 21; May 20, 2016

**What were the significant issues discussed?**

Essential Learning Docs; End of Year Expectations Gr 1-8 Math; School Self-Review Development and 1 year implementation in 8 schools; 2016-17 Program of Services; 2016-17 Numeracy Project

**What decisions/recommendations were approved?**

I only received the Minutes of the Nov 23 meeting. I cannot accurately and fully tell you at this time.

**What items were identified for study in the coming year?**

Taking worthy educational initiatives to scale will be more a focus in the upcoming years. Strategies to build capacity within and across school divisions will be a focus. This will involve articulating roles and responsibilities of individuals such as, numeracy coaches, learning leaders, administration and other change agents. All will be with an aim to of supporting teachers practice from knowing to doing. Assessment that supports learning will be a key focus. Data conversations and observations will all be used to guide and inform decisions. Continue to explore technology to enhance services and access to mRLC services.

**Student Services/Inclusive  
Education Consultation**

Shelley Syrota  
Red River Valley

**On what dates did the committee meet?**

Oct 19; Nov 16, 2015; Feb 8; Apr 11, 2016

**What were the significant issues discussed?**

The priority for the committee this year was to review the Standards for Student Services document (a link to this document can be found in the minutes). The goal of the review/update was to ensure the document reflects current terminology, practice and legislation.

**What decisions/recommendations were approved?**

The committee made a number of recommendations for changes to the document, that will be reflected in the updated document.

**What items were identified for study in the coming year?**

Unsure at this time.

**Teacher Education and  
Certification Committee (TECC)**

Vaughn Wadelius  
Kelsey

**On what dates did the committee meet?**

January 26, 2016 - received the 2014-15 annual report

**What were the significant issues discussed?**

TECC serves as a valued advisory body to the Minister of Education on matters related to teacher education and teacher certification. An oath of confidentiality is required to serve, so details of discussions are not permitted.

**What decisions/recommendations were approved?**

The 2014-2015 annual report to the Minister of Education was subsequently posted on the Manitoba Education and Training website, the report addressed the following teacher education topics: Mathematics breadth and adequacy requirements, Mathematics course work, teacher candidate proficiency screening, a teachable proposal from Humanities and Sciences and access to teaching in Manitoba.

**What items were identified for study in the coming year?**

Issues are usually ongoing from year to year. Nothing specific has been identified for 2016-17.

**APRIL 20-21, 2017**

VICTORIA INN, WINNIPEG

Appendix 'C'



**EDUCATING FOR ACTION**

*Our*  
(**HUMAN  
RIGHTS**)

**1000 PARTICIPANTS**  
INCLUDING 200 STUDENTS

*Journey*

# SAVE THE DATE

## APRIL 20-21, 2017

### VICTORIA INN, WINNIPEG

**Keynote Speakers:** John Ralston Saul, Raheel Raza, Chief Wilton Littlechild, Dr. Cindy Blackstock

**Other well-known presenters include:** Kevin Chief, Dr. Jan Stewart, Diane Redsky, Shahina Siddiqui, Michael Champagne, Steve Bell, Dr. Alex Wilson, Dr. Marie Battiste, Rosemary Sadlier Brown, Kevin Lamoureux, Coleen Rajotte, et al

*Our*  
**HUMAN  
RIGHTS**  
*Journey*  
EDUCATING FOR ACTION

**Topics include:** Queering our Classrooms, Human Trafficking, Decolonizing Education, 60s Scoop, Youth Against Mental Health, Stress Management, Building Community, Teaching about Gender, Newcomers and Refugees, Religious Rights, Black History in Canada, Speak Truth to Power, Down's Syndrome, FASD, Autism and Aspergers, Children in Care, et al

***Don't miss this amazing opportunity!***

Manitoba School Divisions are being invited to identify their teams of participants by October 14<sup>th</sup>, 2016.

Registration will be available for all other interested MTS members on November 1st, 2016.

**Conference Registration: \$350**

More information to come at **[mbteach.org](http://mbteach.org)**

HOSTED BY



**The  
Manitoba  
Teachers'  
Society**



**MASS**  
MANITOBA ASSOCIATION OF  
SCHOOL SUPERINTENDENTS



**MINISTER  
OF EDUCATION AND TRAINING**

Room 168  
Legislative Building  
Winnipeg, Manitoba, Canada  
R3C 0V8

SEP 08 2016

To: Board Chairs, School Divisions

**Subject: Serious Incident Reporting**

I am writing to you as a reminder that *The Safe Schools Regulation, Manitoba Regulation 77/2005*, requires that:

- 1) School principals review the school emergency response plan before the end of October in each year.
- 2) Schools practice lockdown drills twice each year at minimum, at least once during each term or semester.
- 3) Superintendents report to the department immediately after any school lockdown, except drills.

As you know, Manitoba Education and Training implemented a protocol several years ago to facilitate the flow of information between divisions and the department when incidents of a serious nature occur at school. Notification of serious school incidents are to be provided to the department as soon as possible.

A revised **Serious Incident Report** document is attached for use by superintendents to report school lockdowns, hold-and-secure (lock-outs) incidents and other significant incidents. This information request is intended to capture only incidents which schools consider serious enough to bring to the attention of division administration and which, in turn, are deemed by administration as serious enough to be forwarded to the department.

The form can be submitted by fax to 204-948-2154 or electronically to <IncidentReporting@gov.mb.ca>. Some divisions have developed their own reporting forms, and they are free to choose to submit those forms instead of the attached.

The serious incident may also be reported by telephone by contacting David Yeo at 204-945-8664, Marcelo Speranza at 204-945-6174, or the general office line at 204-945-6899 where a staff member can receive your information.

Thank you for your ongoing support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Wishart". The signature is fluid and cursive, with a large initial "I" and a stylized "W".

Ian Wishart  
Minister  
Education and Training

Attachment

- c. Superintendents, School Divisions  
Manitoba School Boards Association  
Manitoba Association of School Superintendents  
Bramwell Strain, Deputy Minister, Education and Training  
David Yeo, Director, Education Administration Services



# Manitoba Education and Training Serious Incident Report



School Division \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Reported By \_\_\_\_\_

School \_\_\_\_\_

School \_\_\_\_\_

School \_\_\_\_\_

School \_\_\_\_\_

**Lockdown/Hold and Secure (select one if applicable)**

**Initiated By**

☐ Lockdown<sup>1</sup>

☐ Hold and Secure<sup>2</sup>

Start \_\_\_\_\_ End \_\_\_\_\_

☐ Law Enforcement

☐ School

**Serious Incident Category (select all that apply)**

☐ Bomb Threat

☐ Intruder

☐ Threatening Behaviour by Unknown / Known Individual

☐ Abduction/Attempted Abduction

☐ Weapon<sup>3</sup>

☐ Suspected Weapon

☐ Serious Assault

☐ Serious School Bus Accident

☐ Car/Pedestrian Accident

☐ Serious Injury/Medical Emergency

☐ Drug Trafficking

☐ Serious Vandalism

☐ Fire

☐ Chemical/Natural Gas Emergency

☐ Fatality - Suicide

☐ Fatality - Accidental

☐ Fatality - Natural Causes

☐ Threat in the Community

☐ Other \_\_\_\_\_

**Division/School Response to Incident (select all that apply)**

☐ Contacted Law Enforcement/Fire Department

☐ Medical Treatment/Intervention/EMS

☐ Evacuation

☐ Crisis Response Team Implemented

☐ No Response Required

**Individual(s) Involved in Incident**

☐ Student(s)

☐ Staff

☐ Other \_\_\_\_\_

Grades: ☐ Nursery ☐ Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4

☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

**Incident Classification**

☐ In-School Incident<sup>4</sup>

☐ External Incident<sup>5</sup>

**Summary of Incident**

Email Form

Print Form

## SERIOUS INCIDENT

Schools will almost certainly be required to respond to serious incidents over the course of the school year. Some of these incidents will include lockdown or hold and secure responses or precipitate law enforcement, fire department or EMS intervention. When incidents of a serious nature occur, it is important that Manitoba Education and Training be made aware as soon as reasonably possible. In order for the Department to have up-to-date information on such matters, and thus be in a better position to support division decision-making, a protocol was developed to facilitate the flow of information between divisions and the Department when serious incidents occur. The information request is intended to capture only incidents which schools consider serious enough to bring to the attention of division administration and which, in turn, are deemed by administration as serious enough to be forwarded to the Department.

## DEFINITIONS

- 1 School Lockdown** means the restriction of movement of students and staff due to a threat of violence within or in relation to the school. Types of events that trigger a school lockdown include, but are not limited to the following: dangerous intruder, active shooter, barricaded suspect.
- 2 Hold and Secure** is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally. Types of events that trigger Hold and Secure: Robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police near a school.
- 3 Weapon** is defined in section 2 of the *Criminal Code (Canada)* as any thing used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person and includes a firearm.
- 4 In-School Incidents** are incidents that occur on school premises, during school hours, school related activities (field trips, sporting events, etc.) or when students are travelling to and from school via school bus.
- 5 External Incidents** are incidents that occur off school premises that are reported by school divisions which impact the school environment (student or staff fatality, car accidents, incidents walking to and from school, etc.)

The Department should be notified of a serious incident as soon as possible by emailing a Serious Incident Report to [IncidentReporting@gov.mb.ca](mailto:IncidentReporting@gov.mb.ca), faxing the form to (204)948-2154 or by contacting Education Administration Services directly at (204)945-6899.





MANITOBA ASSOCIATION OF PARENT COUNCILS  
1005-401 YORK AVENUE  
WINNIPEG, MANITOBA R3C 0P8  
(204) 956-1770 TOLL FREE: 1-877-290-4702  
[www.mapc.mb.ca](http://www.mapc.mb.ca) [info@mapc.mb.ca](mailto:info@mapc.mb.ca)  
[www.facebook.com/mapcmb](https://www.facebook.com/mapcmb) [www.twitter.com/mapcmb](https://www.twitter.com/mapcmb)

RECEIVED

SEP 19 2016

Office of the Secretary Treasurer  
Brandon School Division

## Appendix 'E'

~ Celebrating 100 Years of Parental Involvement in Manitoba Schools! ~

September 15, 2016

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

Dear Dr. Michaels,

On behalf of the Manitoba Association of Parent Councils (MAPC), I would like to express our appreciation to your School Division for your 2016 - 2017 membership. By having your schools join MAPC, they will have access to the valuable support, skills, and resources offered by our organization. These include:

- A complimentary, electronic copy of the ***\*Empowering Parents: A Guide To Addressing Concerns in Manitoba Schools*** and the ***MAPC Resource Guide for Manitoba Parent Advisory Councils: Developing Best Practice for Parent Groups in Schools***
- Participation in our Annual General Meeting and Conference for a reduced rate
- Presentations and workshops
- Chairpersons' Breakfast in Winnipeg and Brandon
- Access to the MAPC Advocacy Project and other resources and supports to help strengthen the parent group

We will send a letter of welcome to each school you have supported outlining the above and invite members of your parent council to consider nominating an individual for the MAPC Board of Directors as we help strengthen parental involvement in Manitoba's education system.

\* You can access the *Empowering Parents* guide from the MAPC website at [www.mapc.mb.ca/resources\\_and\\_support](http://www.mapc.mb.ca/resources_and_support). The *Resource Guide for Manitoba Parent Advisory Councils* is sent electronically to school PACs once registration is complete. If you have any questions, please contact our office at (204) 956-1770. Thank you again for support.

Sincerely,

Naomi Kruse, Executive Director

Cc: Board of Trustees, Chair



Telephone (204) 956-1770

Fax (204) 956-7780

Toll Free 1-877-290-4702



Jeff Elliott  
Brandon's Community Sportsplex  
30 Knowlton Drive  
Brandon, MB  
R7A 6N7  
Phone: (204) 729-2472  
Email: j.elliott@brandon.ca

September 26, 2016

RECEIVED

SEP 30 2016

Office of the Secretary to Council  
Brandon School Division

Dear: Dennis Labossiere

RE: Sportsplex Track

We regretfully inform our community partners that due to unforeseen circumstances the track will not be available for use until approximately late spring/early summer.

Should favorable weather conditions allow for the application of the rubber surface early, we will notify you as soon as possible – so that you can determine whether you would like to retain your booking.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "JEFF ELLIOTT", with a long, sweeping horizontal line extending to the right.

Jeff Elliott