



# BRANDON SCHOOL DIVISION

January 7, 2015

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

TO BE HELD MONDAY, JANUARY 12, 2015  
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, December 8, 2014.  
Adopt.
- b) Special Board Meeting, December 16, 2014.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

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

- a) 5 Students from Crocus Plains F1 Team Aurora, receiving recognition for their trip to Abu Dhabi for the 2014 F1 in Schools World Finals.

**2.02 Reports of Committees**

- |   |              |
|---|--------------|
| a) Personnel Committee Meeting          | L. Ross      |
| b) Finance Committee Meeting            | K. Sumner    |
| c) Divisional Futures Committee Meeting | P. Bowslaugh |

**2.03 Delegations and Petitions**

**2.04 Communications for Action**

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

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

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

**2.07 Motions**

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

- 02/2015 That the trip involving forty five (45) grades 9, 10, 11 and 12 music students, from Vincent Massey High School to make a trip to Chicago, IL from April 21 to 25, 2015 be approved in principle and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 03/2015 That the trip involving thirty to thirty five (30 to 35) grades 10, 11 and 12 performing and fine arts students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from May 15 to 20, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 04/2015 That \$3.00 from the Capital and Maintenance per capita school allocation be reallocated to Divisional maintenance resulting in a per capita school allocation of \$17.00 per pupil and a Divisional maintenance allocation of \$8.00 per pupil.
- 05/2015 That the annual funding allotment to BSIMA for new instrument purchases be increased by 15% (\$3,600) to \$27,500 and that Senior Administration build this into the 2015/16 operating budget with inflationary increases as approved by the Board on an annual basis.
- 06/2015 That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the implementation of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2014-2015 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 07/2015 That the Lease Renewal Agreement between The Brandon School Division and Kelly Morris to rent the property commonly known as 118 – 10th Street Avenue for the period January 1, 2015 to June 30, 2017 at an annual rent of \$40,500 plus GST and utilities for operation of the Off-Campus and Upper Deck Programs be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 08/2015 That the following policies be rescinded:
  - Policy 5033 – “School Secretary Substitute”
  - Policy 5034 – “Substitute Educational Assistant”
  - Policy 5065 – “Casual Administration Office Employment”
  - Policy 5066 – “Casual Maintenance Employment”
- 09/2015 That Policy 5039 – “Permanent Support Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

## **2.08 Bylaws**

### **3<sup>rd</sup> Reading**

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

## **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, BTA (Brandon Teacher's Association), November 24, 2014, letter to Mark Sefton, Board Chair, regarding Learning Information for Teachers (LIFT) day on Friday, October 24, 2014, and the support received by members of the Brandon School Division. The LIFT Conference is organized by teachers for teachers where teachers choose professional development sessions specifically in their area of interest. The Conference offered 45 sessions to over 1,000 educators, and the Brandon Teachers' Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the BSD that they are able to continue to hold this quality professional development for educators.

Receive and File.

- b) Honourable Melanie Wight, Chair of the Healthy Child Committee of Cabinet Minister of Children and Youth Opportunities, and others representing the Healthy Child Manitoba Office (HCMO), December 2014, speaking on Early Development Instrument (EDI) and how it plays an important role in the Healthy Child Manitoba Strategy, as it informs their work in healthy childhood development and their collective decisions to best support our children and youth. There are four levels of EDI Reports: 1) provincial; 2) community; 3) school divisions; and 4) school. The letter noted the importance of sharing EDI data with community partners. HCMO will continue working closely with local EDI coordinators throughout the province and with Manitoba First Nations Education Resource Centre to support independent First Nations schools in the EDI process. Exciting news is that a new Report Template is underway, which will have built-in tutorials and reader's tips integrated throughout. HCMO is also gathering important feedback from key stakeholders prior to finalization. The new template will be launched in the upcoming 2012-13 round of reports. These reports (with the exception of the individual school-level reports) will soon be available on the Healthy Child Manitoba website.

Please visit: [http://www.gov.mb.ca/healthychild/edi/edi\\_reports.html](http://www.gov.mb.ca/healthychild/edi/edi_reports.html).

Receive and File.

- c) Brian Fransen, Vice-Chair, Western School Division, December 1, 2014, letter to all Manitoba School Division Chairs and Trustees, informing them of the unanimously endorsed candidacy of Trustee Robyn Wiebe for Vice-President of Boards Under 6000 for the MSBA for 2014-15. Robyn has demonstrated her commitment to trusteeship on numerous divisional, regional and Provincial committees, and is completing her third year as Region 2 Director for MSBA. He would like to encourage the Board's support of Robyn Wiebe at the upcoming MSBA Convention.

Receive and File.

- d) The Honourable Peter Bjornson, Minister, Education and Advanced Learning, December 9, 2014, letter to Board Chair Mr. Mark Sefton, announcing a grant of \$80,000 to support New Era School's continuing participation in Manitoba Education and Advanced Learning's Community Schools Program. This grant represents an increase of \$15,000



from the previous year's funding as a result of a recent grant adjustment. With the new grant structure, each participating K-6 school will continue to receive an annual grant of \$65,000, each middle or multi-year school will now receive an annual grant of \$80,000 and each high school will receive an annual grant of \$100,000. The Community Schools Program helps students and families contending with concentrated disadvantages take advantage of educational investments and opportunities. Community school offer the potential to extend the range of resources and supports that enrich learning experiences, promote engagement and help students attain a high school diploma. The newly created Community Schools Unit within Manitoba Education and Advanced learning's Aboriginal Education Directors is guiding this initiative.

Receive and File.

- e) Floyd Martens, President, Manitoba School Boards Association, December 11, 2014, letter to Board Chairs regarding the planning of the January 2015 regional meetings. Information packages will be emailed for distribution the first week of January. Board Chairs are asked to prepare a brief presentation to introduce their board members and their administrators during the meetings. The presentation of the finalized membership fee proposal and the accompanying by-law amendment to give effect to the new fee structure will be included on the regional meeting agenda. Board Chairs are asked to ensure there is discussion of this matter at their Board tables prior to the region meeting so that all trustees have a good understanding of the proposed change. It is important that the board take the time to review the fee structure issue and to determine the board's position regarding support of the by-law amendment.

Receive and File.

### **3.03 Announcements**

- a) Facilities/Transportation Committee Meeting – 9:00 a.m., Tuesday, January 13, 2015, Boardroom.
- b) Education Committee Meeting – 1:30 p.m., Wednesday, January 14, 2015, Boardroom.
- c) Finance Committee Meeting – 10:30 p.m., Thursday, January 15, 2015, Boardroom.
- d) Policy Review Committee Meeting – 11:30 a.m., Tuesday, January 20, 2015, Boardroom
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 26, 2015, Boardroom.
- f) Upcoming Budget Dates:
  - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 4, 2015, Boardroom.
  - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
  - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2014, 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, DECEMBER 8, 2014.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. K. Sumner, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Dr. L. Ross (arrived at 7:05 p.m.).

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

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

## **REGRETS:**

Ms. S. Bambridge.

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

## **AGENDA**

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

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

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

The Secretary-Treasurer noted he had one In-Camera Personnel matter.

Trustee Sefton noted he had one late item from the MSBA Resolutions Committee.

Mrs. Bowslaugh – Mr. Sumner

That the agenda be approved as amended.

Carried.

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

- a) The Minutes of the Regular Board Meeting held November 24, 2014 were circulated.

Mr. Bartlette – Mr. Murray

That the Minutes be approved as circulated.

Carried.

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

- a) Katie Wilson of King George School was recognized for her book drive last year and this year. Last year Katie collected 3,128 books and this year she has collected 3,400 books so far, with 2 weeks left.
- b) Chad Cobbe, Principal, and Blake Hamilton, Teacher from École New Era School, were recognized for their MPETA Golden Apple Award on October 23, 2014. The Golden Apple Award is given to a rural school who shows initiative in healthy living, healthy schools, and nutrition. Many people showed up at the grand opening of the Salad Bar and it was a great event. Mr. Hamilton spoke on the community garden across from New Era School; there was participation by classrooms, students and teachers after class and over the summer. A salad bar provided the end point to the activity and gave access for the staff and students to experience different foods and develop tastes for the healthy foods that are available to us. Different parts of the world were highlighted to celebrate the cultural diversity at the school.
- c) Amie Martin, Brandon School Division's Aboriginal Education Learning Specialist, was recognized for being awarded as the Aboriginal Educator of the month by Manitoba's Education and Advanced Learning – Aboriginal Directorate. Amie noted that being recognized for her work is the greatest incentive anyone can receive and that it is very powerful because it gives the person the feeling that their work is valued and appreciated.

**2.01 Reports of Committees****a) Personnel Committee Meeting**

The written report of the Personnel Committee meeting held on November 20, 2014 was circulated.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

**b) Facilities and Transportation Committee Meeting**

The written report of the Education Committee meeting held on November 27, 2014 was circulated.

Trustees asked questions for clarification regarding the cost of the bus stop arm cameras including processing and whether there were any charges generated by police. It was noted that this is a pilot project for 90 days. Follow-up will be provided to the Board once the Committee receives details regarding violations and whether any tickets have been issued.

Mr. Murray – Mr. Buri

That the Minutes be received and filed.

Carried.

(Trustee Bowslaugh left the meeting at 7:21 p.m. and returned at 7:22 p.m.)

c) MSBA Resolutions Committee Meeting

The verbal report of the MSBA Resolutions Committee meeting held on December 4, 2014 was given.

The following two resolutions are proposed:

- 1) That the Manitoba School Boards Association Executive lobby the Minister of Education to develop a revised funding formula that is less complex, includes less categorical funding, is more transparent and more easily understood by the citizens of Manitoba.
- 2) That the Manitoba School Boards Association Executive lobby the Minister of Education to ensure that decisions regarding the building of new schools be made on the basis of recent and projected student enrolment growth.

Dr. Ross – Mrs. Bowslaugh  
That the Minutes be received and filed.  
Carried.

## **2.03 Delegations and Petitions**

## **2.04 Communications for Action**

## **2.05 Business Arising**

### **- From Previous Delegation**

- a) Dean Munchinsky, Parent, and representatives of Neelin Choir Program, regarding the Neelin Choir Program and trip to Ireland. Dr. Michaels referenced the Report of Senior Administration, and responded to Mr. Munchinsky and his delegation.

Trustee Sefton suggested that the group submit an updated application within policy and Trustee Murray agreed with this suggestion. Trustee Kruck would like the group to return with more information. Trustee Sumner felt that this trip was organized too late and not enough preparation done or fundraising time left, and he would like them to move ahead outside the umbrella of the Brandon School Division. Trustee Bartlette noted that fundraising may have already begun for students planning on making this trip and he would like to see a resubmission. Trustee Ross asked questions for clarification on the dates of the trip and liability of those who are no longer BSD students. Dr. Michaels responded that if the Board sanctions this trip, the Board is liable for any damages or injury that may occur on the trip as we have an accredited teacher on the trip. They are responsible as employees of the Brandon School Division.

Trustee Sefton noted that the Board consensus is that the Neelin group is free to apply, and that the Board has deep reservations, but would suggest that the group consider the possibility as running it as a community event.

### **- From Board Agenda**

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

**- From Report of Senior Administration**

- a) School Reports –  
Angela McGuire-Holder, Community Drug and Alcohol Coalition Education Coordinator, presented on the Youth Revolution – Working for our Community. Ms. McGuire-Holder noted that the theme for this year is “Pay it Forward – Family, School and Community”. Ms. McGuire-Holder explained social justice and said that the kids are really interested in this, and noted the group’s working Mission Statement. The group made and delivered 140 Christmas Cards to senior’s homes and will also wrap gifts and decorate for them. The group is very involved in volunteering at Samaritan House and Helping Hands and with raising funds for various different charities and non-profit groups. The group’s experiences at We Day 2014 was discussed.

Trustee Kruck asked questions for clarification regarding buddy benches.

Trustee Sefton thanked Ms. McGuire-Holder for presenting to the Board.

- b) Learning Support Services Presentation – NIL  
c) Items from Senior Administration Report – NIL

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

Dean Munchinsky asked if there is a meeting scheduled to re-evaluate the application for the Neelin Choir Group’s Ireland trip?

Mr. Malazdrewicz, Associate Superintendent, responded that he is meeting with the teacher on December 9, 2014 at 2:00 p.m.

**2.07 Motions**

- 115/2014 Mr. Sumner – Mr. Bartlette  
That a school bus be provided to the Society of Manitobans with Disabilities for the Christmas Break for the days of December 22nd, 23rd, 29th and 30th, 2014 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.  
Carried.

**2.08 Bylaws**

2nd Reading

Mr. Kruck – Mr. Buri  
That By-law 6/2014 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 to make changes under “Regular Board Meeting Procedures” of Trustees to amend the statement regarding the number of times a Trustee can speak to a question or a motion, be now read for the second time, having first been read on November 24, 2014.

Carried.

## **2.09 Giving of Notice**

Mr. Sumner

I hereby give notice that at the next meeting, I or someone in my stead will introduce a motion to rescind the following policies and procedures:

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

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 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

## **2.10 Trustee Inquiries**

- a) Trustee Murray: “I request a cost comparison of the use of contract cleaners vs. staff positions for cleaning at Crocus Plains and Vincent Massey. Also the remaining time in each of those contracts. This comparison would break down ongoing staff costs as well as one time start-up costs i.e. equipment purchases.”
- b) Trustee Bowslaugh: “Given that the MB Education & Training has not responded to our apparent needs for classroom space through new school construction; given that we have situations in which space for classes are being created in non-traditional areas in buildings eg. part of libraries; given that the ACC proposal does not appear to be heading ahead at a rate to ultimately meet the space needs of BSD:  
\*Could we please be apprised of the number of situations in BSD where 1) space for “entire” classes is inadequate and 2) the number of spaces in which students and staff are required to work when the space is inadequate due to size/ventilation/and appropriate lighting.”

## **3.00 ADMINISTRATIVE INFORMATION:**

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

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

- Academic Preparedness at George Fitton School.
- Global Citizenship at Meadows School.
- Health and Wellbeing at Valleyview Centennial School.
- Divisional Initiatives: Strategic Leadership Council Meeting on November 18, 2014.
- Principal/Leadership Preparation Program – Session 13: Educational Law/Accountability.
- Accessibility for Manitoba Act Presentation.
- Welcome to Kindergarten Program.
- Suspensions.
- EAL Enrolment.
- Correspondence.

- Ireland delegation information.

Trustee Kruck asked that the Tell Them From Me report from Valleyview be sent to the Board. He asked if it is possible to take all the Tell Them From Me surveys and create a summary. Dr. Michaels responded that she would check with Marnie Wilson on whether this is possible.

Trustee Bowslaugh asked questions for clarification regarding the criteria used for assessment, and what is the source of the criteria. Dr. Michaels explained that the criteria used are the outcomes of the curriculum, and the teachers establish the critical competencies then prepare an assessment which is given to all 6<sup>th</sup> graders.

Mr. Sumner – Mr. Murray

That the December 8, 2014 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

### **3.03 Announcements**

- a) Personnel Committee Meeting – 11:30 a.m., Thursday, December 11, 2014, Boardroom.
- b) Finance Committee Meeting – 10:30 a.m., Thursday, December 18, 2014, Boardroom.
- c) Divisional Futures Committee Meeting – 10:00 a.m., Tuesday, January 6, 2015, Boardroom.
- d) Personnel Committee Meeting – 9:00 a.m., Thursday, January 8, 2015, Boardroom
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 12, 2015, Boardroom.
- f) Upcoming Budget Dates:
  - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 4, 2015, Boardroom.
  - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 11, 2015, George Fitton School Gymnasium.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 17, 2015, Boardroom.
  - Special Board Meeting – Public Presentations re: Proposed 2015-2016 Budget – 7:00 p.m., Monday, March 2, 2014, Boardroom.

Mr. Buri – Mr. Kruck

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

Carried.

### **IN COMMITTEE OF THE WHOLE IN CAMERA**

### **4.00 IN CAMERA DISCUSSION:**



**4.01 Student Issues**

**- Reports**

**- Trustee Inquiries**

**4.02 Personnel Matters**

**- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) Confidential #2 – The Superintendent provided an update on a Personnel matter.
- c) Confidential #3 – The Secretary-Treasurer provided an update on a Personnel matter and presented information to the Board. It was noted a motion would be brought forward at the end of the meeting.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

**- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

**- Trustee Inquiries**

Mr. Buri – Mr. Kruck

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

Carried.

116/2014 Mr. Murray – Mr. Kruck

That Confidential #3 and the recommendations therein be approved.

Carried.

**5.00 ADJOURNMENT**

That the meeting does now adjourn (9:30 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer

**THE BRANDON SCHOOL DIVISION**

**BYLAW NO. 6/2014**

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

WHEREAS it is deemed necessary to amend part IV (Section 4.23) of By-Law 3/2014 to make changes under "Regular Board Meeting Procedures" of Trustees to amend the statement regarding the number of times a Trustee can speak to a question or a motion;

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

- 4.23 No member, unless otherwise herein provided, shall speak to a question or motion for longer than five (5) minutes nor more than twice (except in Committee) on the same question without leave of the Chair. The Trustee who proposes the question is permitted to reply and thereby closes debate. A member may speak more than twice for clarification purposes only.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 24<sup>th</sup> day of November A.D. 2014.

SECOND READING: \_\_\_\_ day of \_\_\_\_ A.D. 2014

THIRD READING: \_\_\_\_ day of \_\_\_\_ A.D. 2014

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

I, \_\_\_\_\_, Secretary-Treasurer of The Brandon School Division, DO HEREBY CERTIFY THE ABOVE to be a true and correct copy of Bylaw No. 6/2014

\_\_\_\_\_  
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 12:00 P.M. TUESDAY, DECEMBER 16, 2014.

**PRESENT:**

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

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Mr. G. Malazdrewicz, Associate Superintendent, E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

**REGRETS:**

Ms. S. Bambridge, Dr. D. Michaels, Superintendent.

**CALL:**

The Chairperson called the meeting to order at 12:04 p.m.

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

- a) Personnel Matter

Mr. Bartlette – Dr. Ross

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

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA**

- a) Confidential #1, being a report from the School Administrator Selection Committee was circulated and reviewed. The Committee Chairperson spoke to the report. Discussions were held and Trustees asked questions for clarification.

Dr. Ross – Mr. Murray

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

Carried.

**IN BOARD**

117/2014 Mr. Murray – Mr. Kruck

That Confidential #1 and the recommendations therein be approved.

Carried.

118/2014 Mr. Kruck – Mr. Murray

That the Trustees participating on the School Administrator Selection Committee be paid the appropriate indemnity for all meetings of this Committee scheduled in the month of December, 2014.

Carried.

Mr. Buri – Mr. Murray

That the meeting do now adjourn (12:35 p.m.).

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Thursday, December 11, 2014 – 11:30 a.m.  
Boardroom, Administration Office

Present: L. Ross, Chair (exited at 1:15 p.m.), G. Kruck (exited at 1:15 p.m.), J. Murray,  
D. Labossiere, G. Malazdrewicz, Dr. Michaels, B. Switzer.

Regrets: K. Sumner (Alternate)

Guest: D. Swayze, Solicitor

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1. **CALL TO ORDER**

The Committee Chairperson called the meeting to order at 11:30 a.m.

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **REVIEW OF COMMITTEE MINUTES**

The Committee Minutes of November 20, 2014 were received as information.

4. **COMMITTEE GOVERNANCE GOAL ITEMS**

NIL

5. **OTHER COMMITTEE GOVERNANCE MATTERS**

A) **Personnel Matters – In-Camera**

Mr. David Swayze, Solicitor, Meighen Haddad, LLP, attended the meeting and made In-Camera presentations to the Committee. Discussions and questions ensued with the information presented.

6. **OPERATIONS INFORMATION**

7. **NEXT REGULAR COMMITTEE MEETING: Thursday, January 8, 2015, 9:00 a.m., Boardroom.**

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

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L. Ross, Chairperson

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J. Murray

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G. Kruck

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K. Sumner (Alternate)



# BRANDON SCHOOL DIVISION

## Finance Committee Minutes

Thursday, December 18, 2014, 10:30 a.m.  
Boardroom, Administration Office

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

### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:39 a.m. by Chair Kevan Sumner.

### 2. APPROVAL OF AGENDA

Secretary-Treasurer, Denis Labossiere, added two items to the agenda.

The Finance Committee Agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held November 13, 2014 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) 2015-2016 Budget Process

The Stakeholder meeting minutes were reviewed and discussed. The Stakeholder Feedback documents have been posted for Trustees on the Brandon School Division Portal.

#### Capital Maintenance Budget for 2015/16

Senior Administration reviewed the Capital Maintenance requests and identified that the \$5.00/student allocation for Divisional maintenance was not sufficient and resulted in large Principal choice amounts. Senior Administration requested a reallocation of \$3.00 from the school allocations to the Divisional maintenance allocation.

Allocation for Capital projects was discussed and the need to increase funding to address capital needs as indicated in the Ameresco Report.

#### Recommendation

That \$3.00 from the Capital and Maintenance per capita school allocation be reallocated to divisional maintenance resulting in a per capita school allocation of \$17.00 per pupil and a Divisional maintenance allocation of \$8.00 per pupil.

#### B) BSIMA 2015/16 Budget Request

The request from the BSIMA for an annual funding allotment increase of 15% (\$3,600) for new instrument purchases was discussed. It was noted that this request is the first increase in a number of years and is requested as a result of decreased revenue due to waived usage fees, increase costs of cleaning and repair, as well as an increased number of instruments needed to repair, and the need to replace aging instruments. Annual inflationary increases was discussed in regards to instrument purchases.

**Recommendation**

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

**C) MOU – Comprehensive Health Care Aide with ACC**

Although the program has been in existence for several years, there has been no Memorandum of Understanding (MOU) nor a budget line for the costs associated with this program. The program has a capacity of 22 students with an annual cost of \$26,000 to the Division. In the past, funds were directed from other programs to cover the Health Care Aide Program; in the future, this program needs to be properly budgeted for. The program is well attended with a high proportion of EAL and Aboriginal students. The MOU is for the current school year, with the intent of negotiating a long-term MOU with ACC in the spring.

**Recommendation**

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

**D) Off-Campus Lease**

A lease renewal was submitted by Kelly Morris in regards to the property for the Off-Campus and Upper Deck programs. The lease is for 30 months from January 1, 2015 to June 30, 2017, at an annual rent of \$40,500.00 plus GST and utilities. The new agreement is a 25% increase (\$8,100 before GST) over the previous lease agreement and works out to \$6.75 per square foot.

**Recommendation**

That the Lease Renewal Agreement between The Brandon School Division and Kelly Morris to rent the property commonly known as 118 – 10th Street Avenue for the period January 1, 2015 to June 30, 2017 at an annual rent of \$40,500.00 plus GST and utilities for operation of the Off-Campus and Upper Deck Programs be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

**5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS****A) Confirm Payments of Account (November)**

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

**B) Review Monthly Reports (November)**

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

**6. OPERATIONS INFORMATION**

The Secretary-Treasurer distributed a letter received from the Division Solicitor, regarding a 5.7% fee increase for 2015. Discussions were held regarding the history and specialized knowledge provided by the Division solicitor. It was noted by the Secretary-Treasurer that an increase happens yearly and the Division is charged less than private sector clients.

The Secretary-Treasurer distributed the T4A guidelines for the Division that are being implemented January 1, 2015. T4A's are issued to individuals not employed by BSD and who receive fee for services, honorariums and scholarships in an amount of \$500 or more in a calendar year.

7. **NEXT REGULAR MEETING: Thursday, January 15, 2015, 10:30 a.m., Boardroom.**

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

\_\_\_\_\_  
K. Sumner (Chairperson)

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

\_\_\_\_\_  
M. Sefton

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



# Comprehensive Health Care Aide (CHCA) program MOU between BSD and ACC

	<u>\$/student</u>		<u># of Students</u>		<u>\$ Total</u>
<b><u>Yearly Costs/Revenue</u></b>					
<b>BSD Costs for course:</b>					
Student Tuition (course fee)	1,361.91	x	22	=	29,962.02
Student Modules	50.14	x	22	=	1,103.08
Adult Abuse/Criminal Record check	100.00	x	22	=	2,200.00
	<u>1,512.05</u>				<u>33,265.10</u>
<b>Revenue:</b>					
FB115 - 6 courses @ \$55	(330.00)	x	22	=	(7,260.00)
<b>Net yearly cost for course</b>	<u><u>1,182.05</u></u>				<u><u>26,005.10</u></u>

## **Additional Costs every 3-4 years**

Textbooks	234.42	x	22	=	5,157.24
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## **Notes:**

- Maximum Student capacity is 22 students
- Non-Violent Crisis Intervention training is current provided through current resources
- Student immunizations is currently provide at no charge from Prairie Mountain Health
- Approximate cost to individual students is \$395.00

# **Memorandum of Understanding**

between

**Brandon School Division**

and

**Assiniboine Community College**

This Memorandum of Understanding (MOU) sets for the terms and conditions between Brandon School Division (BSD) 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 2014-2015 Academic/School year.

## **Purpose**

This MOU reflects the intention of BSD and ACC to facilitate and foster post-secondary educational opportunities and pathways to students in the BSD. BSD and ACC agree to work collaboratively and cooperatively to provide high quality programming and exceptional learning experiences to students enrolled in the CHCA program.

The above goals will be accomplished by undertaking the following activities:

- Delivery of one intake ACC's 33 credit (24 week) CHCA for the 2014-2015 Academic/School year.

## **Background**

ACC has a history of partnering with BSD and Prairie Mountain Health Region in providing post-secondary training programs. In 2010, the BSD, CPRSS and the Prairie Mountain Health Regional Health Authority identified a need for more vocational training programs within the school division, and approached ACC to provide the comprehensive health care aide training.

The Prairie Mountain Health region identified a strong need for trained health care aides in the region, and as a result an opportunity to provide post-secondary training was identified. CPRSS agreed, and was approved to host the program that would be open to other high school students in the BSD

## **Amending the MOU**

The MOU can be amended through mutual agreement of the parties.

## **Terms of the MOU**

*The BSD agrees to the following:*

1. Provide necessary space in-kind to accommodate the CHCA program. This includes:

- Classroom space for a maximum of 22 students
  - Classroom for the clinical lab
  - A minimum of four student computers in the classroom
  - A computer and data projector in classroom
2. Be responsible for student tuition costs including the completion of a sponsorship form for each student in the program which outlines costs related to:
- Student tuition (Appendix A)
  - Sponsorship form included as Appendix E

Failure to make payment on or before the dates noted above may result in a late fee of 1.5% per invoice, per month. All payments must be received on or before the Due Date, failing which the late fee will be assessed.

In the event that any payments are not made on or before the Due Date "ACC" reserves the right to suspend program delivery until such a time as all outstanding payments have been made.

Transcripts, certificates and/or diplomas will be awarded to students upon payment in full of the provision of training.

- Textbooks and student modules (Appendix B)
    - Text books will be the property the BSD and will be replaced on mutual agreement by ACC instructor and BSD/CPRSS appointed liaison or if the textbook/edition changes
    - Student modules are purchased on a yearly basis prior to the start of the September intake and are the property of the student
  - Student immunizations (Appendix C)
  - Non-Violent Crisis Intervention training, CPR-Health Care Provider level
  - Reimburse costs associated with Student Criminal Record Check with Vulnerable Person Section Act
3. Child Abuse Registry Check, and Adult Abuse Registry Check
  4. Identify program liaison person to provide support to program, assist with information and data collection, and ensure student sponsorship forms are completed and forwarded to ACCs finance department prior to the program start date
  5. Identify potential students and assist with student selection
  6. Payment of text books and modules to Follett Book Store. (Modules are a yearly cost and remain the property of the students. The text books are the property of BSD and will be replaced as required).
  7. To indemnify and save harmless ACC from any claims arising from any damages or losses suffered by BSD or any of the students, including claims arising from ACC suspending program delivery as a result of the failure of BSD to make payments in accordance with the payment schedule herein.

*The College agrees to the following:*

1. Lead the student selection process based on ACC's CHCA program entrance requirements
2. Be responsible for instructor recruitment, selection, and ongoing supervision
3. Be responsible for all instructional costs related to the program.
4. Be responsible for the instructional costs of the lab instructor (12 weeks)
5. Provide computer and office supplies for the CHCA instructor
6. Provide all equipment (capital) and consumables required for the clinical skills lab.
7. Invoice BSD for tuition based on student enrolment to a maximum of 22 students (Fee Payment Schedule (Appendix A).

*The students are responsible for the following:*

1. ACC program application fee of \$75 per student
2. Student uniforms and crests (approximately \$120.00)
3. White duty shoes (approximately \$80.00-100.00)
4. Watch with a second hand (approximately \$50.00)
5. Travel to and from practicum sites including parking fees
6. Supplies (pens, paper, binders, etc – approximately \$50.00)

This MOU will commence upon signing and continue in effect for the 2014-2015 Academic/School year. Further delivery of this program will be considered based on future discussion between ACC and the BSD.

*Signed on \_\_\_\_\_, 2015, in Brandon, Manitoba.*

\_\_\_\_\_  
Karen Hargreaves  
Dean, Assiniboine Community College

\_\_\_\_\_  
Mark Sefton  
Chairperson, Brandon School Division

\_\_\_\_\_  
Denis Labossiere  
Secretary-Treasurer, Brandon School Division

## APPENDIX A

Revised:  
May 13,  
14

School:  
Program Name:

Health & Human Services  
Comprehensive Health Care Aide - Rural Rotating  
2014-15 Program Costing Sheet: Tuition, Lab, Materials, SS & SA  
Fees

Location XDE

Course #	Course Name	Credits	Lab Usage	Materials Usage	Tuition Fees	Lab Fees	Materials Fees	Student Services Fee	SA Fees	Total
HLTH-0176	Daily Living Laboratory	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
HLTH-0175	Daily Living Theory	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
HLTH-0004	Gerontology	3	3	2	\$89.76	\$25.53	\$8.52	\$3.00	\$2.82	\$129.63
HLTH-0003	Growth and Development	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
HLTH-0005	Health Issues/Community Health	3	2	2	\$89.76	\$17.01	\$8.52	\$3.00	\$2.82	\$121.11
WRKP-0002	Health, Environment & Safety	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
COMM-0037	Human Relations/Communication	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
HLTH-0006	Mental Health	3	1	3	\$89.76	\$8.52	\$12.75	\$3.00	\$2.82	\$116.85
HLTH-0002	Nutrition	3	3	3	\$89.76	\$25.53	\$12.75	\$3.00	\$2.82	\$133.86
PRAC-0074	Practicum 1 - CHCA	3	0	0	\$89.76	\$0.00	\$0.00	\$3.00	\$2.82	\$95.58
PRAC-0040	Senior Practicum - CHCA	3	0	0	\$89.76	\$0.00	\$0.00	\$3.00	\$2.82	\$95.58
<b>Total Program Fees</b>		<b>33</b>			<b>\$987.36</b>	<b>\$204.24</b>	<b>\$106.29</b>	<b>\$33.00</b>	<b>\$31.02</b>	<b>\$1,361.91</b>

## APPENDIX B





## APPENDIX C



## IMMUNIZATION RECORD

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

TETANUS TOXOID and DIPHTHERIA TOXOID (Reinforcing doses every 10 years)	MOST RECENT BOOSTER DOSE GIVEN: Td or Tdap Date: _____		
POLIO VACCINE	MOST RECENT DOSE GIVEN: Date: _____		
RUBELLA	Rubella Vaccine: Date: _____	Rubella Antibody <sup>1</sup> : Date Tested: _____	immune <input type="checkbox"/> non-immune <input type="checkbox"/>
MEASLES: (Those born before 1970 are considered immune—please provide birth date above.)	Measles Vaccine: Date: _____	Measles Antibody <sup>1</sup> Date Tested: _____	immune <input type="checkbox"/> non-immune <input type="checkbox"/>
MUMPS: (Those born before 1970 are considered immune—please provide birth date above.)	Mumps Vaccine: Date: _____	Mumps Antibody <sup>1</sup> Date Tested: _____	immune <input type="checkbox"/> non-immune <input type="checkbox"/>
CHICKEN POX: See Reverse	Chicken Pox Antibody: Date Tested: _____	immune <input type="checkbox"/> non-immune <input type="checkbox"/>	
HEPATITIS B Vaccine: OR Antibody Titre <sup>1</sup> :	Dates: Dose 1: _____ Dose 2: _____ Dose 3: _____ Titre Date: _____	Result: immune <input type="checkbox"/> non-immune <input type="checkbox"/>	
TUBERCULOSIS CHEST X-RAY (within 1 year) if past history of Tuberculosis or 2-step (any date) —one step within one year prior to entering program	Date: (Chest X ray required for all positive TST within the last 2 years)	Result:	
	Step 1 Date: Results: (not to be read by student) Must be read within 48–72 hours	Step 2 Date: Results: (must be administered 7–21 days after step 1— not to be read by student) Must be read within 48–72 hours	If positive, follow-up:

Signature of Physician or Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

*(This document will not be accepted if signed by the student)*

Address: \_\_\_\_\_

**Note: Costs associated with form completion are the responsibility of the student.**

**Note: Students who cannot be immunized because of allergies, family planning/pregnancy or for other reasons must provide a physician's certificate to this effect.**

<sup>1</sup> If antibody is low or non-existent vaccine is required.



Immunization is a protection, both for yourself and the clients for whom you will be caring. This is to advise you of the regulations concerning immunization for all students in Health and Human Services offered at Assiniboine Community College:

- a) All students are responsible for keeping their own immunization records and updating their immunizations as needed. Please review your record annually to ascertain you are meeting the requirements.
- b) Students newly admitted to Health and Human Services must submit proof of immunization.
- c) Immunization records must be signed by a doctor or nurse; records completed by a parent or self will not be accepted. **Immunizations must be valid throughout the entire academic year.**
- d) All students enrolled in Health and Human Services are required to be immunized against the following diseases:
  - i) **Diphtheria and Tetanus**  
A primary series is necessary only if there is no history of prior immunization. Once primary immunization is complete, boosters are required every 10 years.

**Pertussis is recommended but not required**

- ii) **Polio**  
A primary series is necessary only if there is no history of prior immunization. Booster doses are no longer required in North America.  
Inactive polio vaccine is recommended. No patient contact for 3 to 4 weeks following administration of oral polio vaccine.
- iii) **Measles and Mumps**  
Persons born before 1970 may be considered immune. Prior immunization or a positive serological test is required to establish immunity for those born since 1970. Two doses of measles vaccine is recommended for those born since 1970 (can be given as MMR).
- iv) **Rubella**  
Prior immunization or a positive serological test is required to establish immunity.
- v) **Chicken Pox**  
Students require immune status verification. History of disease is not sufficient.  
If titre test is negative, individuals are at risk for shingles and adult chicken pox, which can pose serious health risks. Susceptible individuals should avoid situations which will expose them to the virus. If exposed, they should be excluded or reassigned from day 10-21 after exposure. Immunization (varivax) is recommended.
- vi) **Hepatitis B**  
This vaccination consists of a series of 3 doses at one month and six-month intervals, therefore takes 7 months to complete. Boosters are not required. Students must have the first two doses completed prior to entry to the program.  
It is advisable to have serologic testing of immunity upon completion of 3 dose series.
- vii) **Tuberculosis**
  - ◆ According to the Manitoba TB standards, it is not contraindicated to give a Mantoux test on individuals previously vaccinated at BCG. Refer to [www.hc-sc.gc.ca/pphb-dgspsp/pulicat/immguide](http://www.hc-sc.gc.ca/pphb-dgspsp/pulicat/immguide).
  - ◆ B.C.G vaccines are no longer given except in high risk areas such as isolated northern communities and some developing countries.
  - ◆ If the individual has had tuberculosis, a recent chest x-ray (within one year) is required. Documentation of history and treatment is required.
  - ◆ All individuals entering the program are required to have a 2-step TST (Mantoux) for baseline evaluation. This two step may have been completed at any date. Mantoux tests should not be given if there is a history of documented active Tuberculosis or treatment or documented history of a positive test. The second Mantoux test is given no less than 7 and no more than 21 days after the first and only if the first test is negative. Individuals previously vaccinated with BCG or who have had a previous positive tuberculin test can receive tuberculin testing. Refer to Manitoba Health Tuberculosis Protocol (December 2009)
  - ◆ If the Two-step Mantoux used for baseline evaluation was given more than 1 year from the start date of the nursing program, a one-step Mantoux is required as a condition of acceptance into the program.
  - ◆ Mantoux testing is mandatory regardless of BCG history.
- e) Immunization is available at provincial Public Health Units and doctors offices by appointment only. There may be a charge for services not covered by the Manitoba Health Services Commission at any of these facilities.
- f) Annual influenza vaccines are recommended for all health care providers.

Revised September 2010  
Program Revision Committee

## APPENDIX D

## CONTRACT FOR PROVISION OF TRAINING OR SERVICE

### Between: **Brandon School Division** and **ASSINIBOINE COMMUNITY COLLEGE**

The undersigned agree to the following terms of this contract:

The total cost of the project shown above will be payable by the Client according to the following payment schedule: Amounts listed in these payments include all applicable taxes and fees.)

Date	Course	Tuition	Total Students	Total Due	Due Date
September 9 – November 7, 2014	Heath, Environment/Safety	\$133.86	*16	16 @ \$133.86 \$2141.76	Due Immediately
November 10 – December 19, 2014	Nutrition	\$133.86	**15	15 @ \$133.86 \$2007.90	Due Immediately
February 2 – March 20, 2015	Daily Living Theory Daily Living Lab Human Relations & Communication Gerontology	\$133.86 \$133.86 \$133.86 \$129.63	17	17 @ \$531.21 \$9030.57	February 2, 2015
March 23 – May 1, 2015	Practicum 1	\$95.58	17	17 @ \$95.58 \$1624.86	February 2, 2015
May 4 – 29, 2015	Health Issues Community Health Mental Health Growth & Development	\$121.11 \$116.85 \$133.86	17	17 @ \$371.82 \$6320.94	February 2, 2015
June 1 – 26, 2015	Senior Practicum	\$95.58	17	17 @ \$95.58 1624.86	February 2, 2015

\*Enrolment does not include 2 students that are participating in the second term only.

\*\*Enrolment does not include 2 students that are participating in the second term only and 1 student who withdrew from program.

Failure to make payment on or before the dates noted above will result in a late fee of 1.5% per invoice, per month. All payment must be received on or before the due date, failing which the late fee will be assessed.

In the event that any payments are not made on or before the due date, "The College" reserves the right to suspend program delivery until such a time as all outstanding payments have been made.

Transcripts, certificates and/or diplomas will be awarded to students upon payment in full of the provision of training.

The client shall indemnify and save harmless the College from any claims arising from any damages of losses suffered by the Client or any of the students, including claims arising from the College suspending program delivery as a result of the failure of the Client to make payments in accordance with the payment schedule herein.

## APPENDIX E



# SPONSORSHIP AUTHORIZATION

Fax, email or mail completed form to  
Finance, Assiniboine Community College

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Tel: 204.725.8719 / 800.862.6307 ext 6625 Fax: 204.725.8740 Email: [sponsorship@assiniboine.net](mailto:sponsorship@assiniboine.net)

A student sponsorship is an agreement between Assiniboine Community College (ACC) and an individual or an organization (the sponsor) whereby the sponsor agrees to pay all or part of the cost(s) of a student to attend ACC.

**Note:** This form **must be signed by an authorized individual or organization representative**. Invoices, receipts and refunds will be issued in the sponsor's name.

## SPONSORING AGENCY INFORMATION

Name			
Address			
City	Province	Postal Code	
Contact	Title		
Phone	Fax	Email	

## AUTHORIZED SIGNATURE

I authorize the Total Sponsorship as indicated below.

Signature		Title	
Name		Date	

## STUDENT INFORMATION

Name			
Student #			
SIN #			
Birthdate	YYYY	MM	DD
Address			
City			
Province		Postal Code	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		

## PROGRAM/COURSE/TUITION SPONSORSHIP INFORMATION

Please check one of the following:

☐ Name of Program

If a **MAXIMUM** sponsorship amount is applicable, please indicate the dollar amount

☐ Name of Course(s)

Please check term(s) of sponsorship: ☐ Summer ☐ Fall ☐ Winter ☐ Spring

Date Range

Tuition will be invoiced by and is payable to Assiniboine Community College.

## TEXTBOOK/BOOKSTORE SPONSORSHIP INFORMATION

Please check one of the following:

☐ Name of Program

Please check sponsored costs:

All Program Required Books:

☐ Yes

☐ No

☐ Name of Course(s)

If a **MAXIMUM** sponsorship amount is applicable, please indicate the dollar amount

Please check term(s) of sponsorship: ☐ Summer ☐ Fall ☐ Winter ☐ Spring

Date Range

Textbooks and bookstore merchandise will be invoiced by and is payable to ACC Bookstore.

**\*The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Assiniboine Community College**

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the College**

The college collects personal information in the course of admission, registration, and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, and credential information will be provided to and maintained by College Advancement and External Relations, including the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. If you have any questions about the collection of this information contact the FIPPA/PHIA Coordinator's Office, 1430 Victoria Avenue East, Brandon, Manitoba, Canada, R7A 2A9 204.725.8700 ext 6199.

**Notice of Disclosure of Personal Information to Statistics Canada**

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: [www.statcan.ca](http://www.statcan.ca) or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6.



(4) AND to keep the security alarm system for the portion of the premises it occupies in working order.

- (5) AND to repair, PROVIDED that in case the premises hereby demised or any part thereof shall at any time during the term hereby granted to be destroyed or damaged by fire, lightning or tempest so as to render the same unfit for the purposes of the Lessee, then and so often as the same shall happen the rent hereby reserved or a proportionate part thereof according to the nature and extent of the injury sustained, and all remedies for recovering the same, shall be suspended and abated until the said premises have been rebuilt or made fit for the purposes of the Lessee, provided, however, that in the event of partial or total destruction of the premises from the aforesaid causes the Lessor may terminate the term hereby granted by mailing a notice to the effect addressed to the Lessee at **1031- 6<sup>th</sup> Street, Brandon, Manitoba**, postage prepaid; whereupon the rent shall be payable up to the time of such destruction and this lease shall thereupon be thereby cancelled and at an end; in no event shall the Lessee have the right to repair or rebuild the said demised premises, in the event of such destruction or consent of the Lessor.

AND that the Lessor may enter and view the state of repair.

- (6) AND that the Lessee will leave the premises in good repair.
- (7) AND that the Lessee will not assign or sublet without leave.
- (8) AND that the Lessee will not carry on in the said premises any business or occupation that shall be deemed a nuisance or which may be offensive or annoying to the Lessor or to any other tenant, or by which the insurance rates on said building shall be increased or injuriously affected, or that will conflict with the laws relating to fire or with any regulations of the fire department and/ or the Canadian Fire Underwriters' Association, or conflict with any of the by-laws and regulations of the municipal government having authority or with any government statute, and that the Lessee will occupy the same for educational instructional purposes and associated activities.
- (9) AND that the Lessee will not move, take out or otherwise interfere with the heating radiators in said premises.
- (10) AND that the Lessee will give the Lessor immediate written notice of any accident or defect in water pipes, gas pipes, heating apparatus, telephone, electric light and wiring.
- (11) AND that no fixtures, goods or chattels of any kind will, except in the ordinary course of business, be removed from the demised premises during the term hereby granted or at any time thereafter without the written consent of the Lessor being first had and obtained until all rent due or to become due under this lease shall have been fully paid, or the payment thereof secured to the satisfaction of the Lessor.
- (12) AND that the Lessee and his employees, servants and agents will comply with and conform to all reasonable rules and regulations that the Lessor may make and communicate to the Lessee for the safety, care and cleanliness of the building, or the safety, general welfare, comfort and convenience of his tenants, and the preservation of good order in the building; it being expressly understood and agreed that in case of a violation of these rules and regulations, or any of them, by the Lessee or his employees, servants or agents, the Lessor may forthwith terminate this lease and declare same at an

end, and enter upon the premises without any notice or demand and without prejudice to his rights to recover the rental to the date when the same is thus cancelled, and the damages resultant from such violation.

- (13) AND that the Lessee will not permit the washrooms, sinks and waste pipes provided for the use of the tenants in the said building to become stopped up by grease, paper, dirt or refuse of any kind, so far as use of the same by himself and his employees is concerned, and that in the event of such stoppage or damage to plumbing attributable to such usage, the Lessor may have the necessary repairs made and may add the cost thereof to the rent next accruing due and may distrain for and collect the same in the same manner as for rent hereby reserved.
- (14) AND that the Lessee will not in any way alter the partitions, doors, divisions, or fixtures or wiring in the demised premises and will not erect or place any fixtures therein or make any fresh divisions or telegraphic or telephonic connections, or otherwise alter the said premises without first obtaining the consent of the Lessor in writing, the Lessor directing the electricians as to where and how the wires will be permitted.
- (15) AND that the Lessor, his agents or employees shall at all times during the currency of the lease or any renewal thereof have access to the demised premises for the purpose of making repairs or alterations in any of the water, electrical, gas, sprinkler, plumbing, heating, or other services in the building.
- (16) AND that the Lessee will not allow any refuse, garbage or other loose or objectionable material to accumulate in or about the demised premises, or the halls and passageways of said building. And that he will at all times keep the said premises in a clean and wholesome condition; and that the Lessee will not permit any part of the plumbing, sinks and waste pipes in the demised premises to become stopped up or damaged from any cause whatever. In the event of such stoppage or damage to plumbing the Lessee will remedy such stoppage and repair and make good the damage forthwith, and in case of failure to do so immediately, the Lessor shall have the right to have the work done and to add the cost thereof to the rent next accruing due and to distrain for and collect the same as and for increased rent, or to take any other means necessary for the enforcement of the requirements of this clause or the recovery of said cost.
- (17) AND that the Lessee shall not place signs or lettering on or in the aforesaid building without the prior consent of the Lessor, except for flat lettering on the windows and doors of the offices occupied by the Lessee.
- (18) AND that if the Lessee shall abandon the said premises or leave them vacant for a period of seven days without the consent of the Lessor, excluding normal school breaks, such as Christmas break, Spring break and summer vacation, the same may be re-let by the Lessor for such rent and on such terms as the Lessor may see fit, and if a sufficient sum shall not be thus realized after paying the expenses of such re-letting and collecting to satisfy the rent hereby reserved, the Lessee agrees to satisfy and pay all deficiency, and these covenants are express conditions of this demise.

### 3. THE PARTIES HERETO COVENANT AND AGREE each with the other as follows:

- (1) THAT if default is made in payment of the rent hereby reserved, or if the term hereby granted or any of the goods or chattels on said premises shall be at any time seized or taken in execution or in attachment by any creditor of the Lessee, or shall be seized or distrained for taxes, or under a bill or sale or chattel mortgage, or if the Lessee shall make any assignment for the benefit of creditors or becoming bankrupt or insolvent shall take the benefit of any Act that may be in force for bankrupt or insolvent debtors, or shall not observe, perform and keep all and every of the covenants, provisions, stipulations and conditions herein contained for a period of thirty (30) days after having received

notice to comply with the lease, or if at any time during the tenancy hereby created, the said Lessee, or any other person, shall remove or attempt to remove any goods or chattels from off the said demised premises without the consent in writing of the said Lessor first had and obtained or in case said premises shall be used for any other purpose than as herein provided without the written consent of the Lessor, then the current's month rent together with rent for the three months then next ensuing shall immediately become due and payable and this lease shall at the option of the Lessor cease and be void, and the term hereby granted expire and be at an end, anything herein contained to the contrary notwithstanding; and the Lessor shall have the right to re-enter and re-lease said premises if he so desires, and the Lessor shall have the right to distrain for such rent; and the payment of such rent shall not give the Lessee the right to continued occupancy of the premises.

- (2) AND that if, at the expiration of the said term or any renewal therefor, the Lessee shall remain in occupation of the said demised premises such occupation shall not, in the absence of further and other agreement in writing between the parties hereto, or by the acceptance or non-acceptance of rent by the Lessor, constitute the lessee other than a tenant from month to month, terminable by said tenant on thirty days' notice, provided however, that the Lessor may on his part terminate said occupation at any time on thirty days' notice in writing; and upon such notice the Lessee shall forthwith deliver up possession of the premises to the Lessor in accordance therewith, and shall pay for the said time he is in occupation rent at the rate previously stated, or such rent as may have been stipulated by the Lessor prior to the expiration of the term hereby demised, or any renewal thereof; on demand, such rent shall immediately become due and payable, and the said lessor shall have the right to distrain for the same.
- (3) AND that the Lessor reserves to himself the right at any time during the term of this lease to enter the demised premises and place in and through the same pipes or equipment for heat, water, gas, compressed air, electricity, or for any other purpose, and to maintain same and repair such therein and the Lessee covenants with the Lessor that the Lessor shall have such right at any time with such action not to unduly affect the daily operations of the Lessee.
- (4) AND that whensoever the Lessor shall be entitled to re-enter on and re-take possession of the said demised premises he may do so.
- (5) AND the servants of the Lessee shall have the use, in common with other tenants of the said building, of the halls and other public passages.
- (6) AND that the Lessor shall have the right to place upon the said premises at any time within two months from the termination of the said lease, a notice that the said premises are to let, and the Lessee shall not remove such notice or permit the same to be removed. Provided further that during the last month of the term hereby created any stranger or strangers may inspect the said premises and all parts thereof on producing a written order to that effect signed by the Lessor or his agent.
- (7) AND the Lessor will at times as may be reasonably required during the said term keep the demised premises properly and sufficiently heated for the comfortable occupation thereof by the Lessee; provided, however, and it is hereby agreed that in case the heating apparatus and the pipes connected therewith is or are injured or destroyed by frost, accident, oversight or negligence or unskillfulness of servants of the Lessor, or any other person or persons, or from any other cause whatsoever (wear and tear included) the Lessor will repair or replace the same with reasonable despatch, having reference to the season in which such injury happens, other than where such damage is caused by the Lessee or his servants or agents as is hereby provided; but the Lessor will

not be responsible for any inconvenience or loss or damage in respect thereto sustained by the Lessee or any other person nor will the Lessor be responsible for any inconvenience, loss or damage sustained by the Lessee or any other person in the event of failure of the supply of water or electric current or gas for the use of the building or of the premises hereby demised, or by reason of the wiring or apparatus in the building becoming out of order, nor for any inconvenience, loss or damage sustained by the Lessee or any other person in the event of any injury to, or destruction of, or failure to work of any of the water, drainage or waste pipes in the building, nor for any inconvenience, loss or damage caused by water from the roof of the building of which the premises are a part, or caused by any act, matter or thing done or suffered to be done by any other tenant of the building or any servant, employee, agent, client, or customer of his.

- (8) AND that in the covenants to repair herein set forth is included any and all damage caused by unskillfulness of the Lessee or his servants to any part of the premises demised, or any part of the building in which such demised premises are situate.
- (9) AND that no motor or machinery of any nature shall be installed in the premises by the Lessee other than normal and usual office equipment and educational instructional equipment.
- (10) AND that the Lessor retains the right to prescribe the weight and position of exceptionally heavy articles, and that all damage done to the building by taking in and out of such articles shall be repaired by the Lessor and the cost charged to the Lessee, and the Lessee hereby covenants to pay the said costs of same.
- (11) AND that any notice herein provided or permitted to be given by either party to the other shall be deemed to have been effectively given if mailed by registered post, postage prepaid, addressed to such other party respectfully as follow:

**KELLY MORRIS**  
**702-1661 Portage Ave**  
**Winnipeg MB R3J 3T7**

And

**BRANDON SCHOOL DIVISION**  
**1031 6<sup>th</sup> Street**  
**Brandon MB R7A 4K5**

Any such notice mailed as aforesaid shall be conclusively deemed to have been given on the day on which the same is mailed.

- (12) AND that, notwithstanding anything hereinbefore contained, the Lessor's right or re- entry hereunder for non-payment of rent or non-performance of covenants shall become exercisable immediately upon such default being made.
- (13) AND that removal of existing current fixtures on the premises as of the date of this lease will be completed by the Lessor.

(14) AND the cosmetic leasehold improvements may be undertaken at the discretion and cost of the Lessee.

(15) AND the lessor reserves the right to renegotiate the terms of the lease, for the 2<sup>nd</sup> floor only, at any point during the lease.

4. PROVISIO for re-entry by the Lessor on non-payment of rent whether lawfully demanded or not or breach or non-performance of covenant or seizure or forfeiture of the said term for any of the causes herein mentioned.

5. THE said Lessor covenants with the Lessee for quiet enjoyment.

6. IT IS FUTHER AGREED that the covenants and agreements herein contained shall be binding upon and endure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns, that the term "Lessor" when applicable includes the agent of the Lessor, and that wherever the singular or masculine are used throughout this Lease the same shall be constructed as meaning the plural or the feminine or neuter where the context or the parties hereto so require.

IN WITNESS WHEREOF the Lessor has signed and Lessee has caused their corporate seal to be hereunto affixed attested by the hands of their proper officers in that behalf, the day and year first above written.

**KELLY MORRIS**

\_\_\_\_\_

**BRANDON SCHOOL DIVISION**

PER: \_\_\_\_\_

Chairperson

PER: \_\_\_\_\_

Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Wednesday, December 3, 2014 (12:00 p.m.)  
Boardroom, Administration Office Building

Present: P. Bowslaugh, Chairperson, M. Sefton, K. Sumner, D. Michaels,  
Superintendent/CEO.

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### 1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 12:22 p.m. by Trustee Pat Bowslaugh.

### 2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES

It was agreed that Mrs. Pat Bowslaugh would serve as Committee Chairperson for 2014-2015. It was further agreed that the Divisional Futures and Community Relations Committee meetings would be held on the first Tuesday of each month at 10:00 a.m. as follows:

Tuesday, January 6, 2015	10:00 a.m.
Tuesday, February 3, 2015	10:00 a.m.
Tuesday, March 3, 2015	10:00 a.m.
Tuesday, April 7, 2015	10:00 a.m.
Tuesday, May 7, 2015	10:00 a.m.
Tuesday, June 2, 2015	10:00 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

The agenda was approved as amended.

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

The Minutes of May 21, 2014 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

- a) Review of the Committee Policies took place. Liaison took place with several community groups in the past including:
  - Brandon Chamber
  - BU
  - ACC
  - Maple Leaf
  - City of Brandon
    - o Joint use
    - o Playground grants

Groups the committee has not met with: Municipalities – Cornwallis and Whitehead, Canadian Parents for French.

BNRC (Brandon Neighbourhood Renewal Corporation) – Trustee Buri thought this committee representation should be revisited at a Board Meeting. Trustee Sefton explained that Trustee Kruck was the representative last time and he said to eliminate as it was not necessary for the Division. Trustee Sumner didn't feel our schools wouldn't receive recognition because the Board didn't have representation on their Board.

b) 2014-2015 Meetings

Schools remaining for Trustee visitation:

- Riverview
- St. Augustine
- Valleyview

The Committee agreed they would like to continue to meet with students. Three or four students from each of Riverview, St. Augustine and Valleyview Schools would be invited to the Division office (or the meeting could be at one of their schools) for a lunch meeting with the Committee members. The Committee requested the meetings be arranged for January, February and March, 2015. Trustee Sumner noted that Youth Revolution could supply active students from each school. It was decided to first go to the schools the committee didn't get to, then ask three to four schools to send students. Twelve to twenty students would be requested and schools would choose the students and advise us.

c) Joint Task Force

Trustees agreed they would wait until after the New Year to discuss. Trustee Bowslaugh explained the purpose and function of the Ad-Hoc Joint Task Force Committee.

d) Canadian Parents for French

Trustee Bowslaugh spoke with Craig Laluk informally and he noted there is nothing formal regarding this group in his school. École Harrison person made strong demands regarding the sign-up for Kindergarten as Harrison, not enough room at Harrison. The parent council can meet with the Finance Committee at the Stakeholder Meeting. The French group me with the Committee in spring and they want a single track high school.

The full-time French Consultant is on maternity leave, now there is .5 time consultant – Eva Hebert, École New Era.

In response to the letter received from Terri-Lynne Hlady, Canadian Parents for French, the Committee will have an evening meeting with them in the New Year, which was set for Tuesday, January 27, 2014 at 7:30 p.m. Trustee Bowslaugh will contact Ms. Hlady regarding the meeting date.

e) Other

It was decided that École New Era French students would be invited to a lunch meeting on February 3, 2015.

**6. OPERATIONS INFORMATION**

NIL

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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M. Sefton

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K. Sumner

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G. Buri (Alternate)





# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

January 12, 2015

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#### III. Secretary-Treasurer

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*“Accepting the Challenge”*

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

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

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

### **I. PRESENTATIONS**

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

#### **1. GIVING OF NOTICE – RESCIND POLICY 5033 – “SCHOOL SECRETARY SUBSTITUTE”**

For Action.....D. Labossiere

At the Regular Board Meeting on December 8, 2014 a Giving of Notice to rescind Policy and Procedures 5033 – “School Secretary Substitute”, together with associated forms, was given. (Appendix A) A motion to rescind this policy is included in the agenda for Board consideration.

#### **2. GIVING OF NOTICE – RESCIND POLICY 5034 – “SUBSTITUTE EDUCATIONAL ASSISTANT”**

For Action.....D. Labossiere

At the Regular Board Meeting on December 8, 2014 a Giving of Notice to rescind Policy and Procedures 5034 – “Substitute Educational Assistant”, together with associated forms, was given. (Appendix B) A motion to rescind this policy is included in the agenda for Board consideration.

#### **3. POLICY 5039 – “PERMANENT SUPPORT STAFF LEAVES AND ABSENCES”**

For Action.....D. Labossiere

At the Regular Board Meeting on December 8, 2014 a Giving of Notice to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” (attached Appendix C ) and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences” was given. (Appendix D) A motion to rescind and replace this policy is included in the agenda for Board consideration.

#### **4. GIVING OF NOTICE – RESCIND POLICY 5065 – “CASUAL ADMINISTRATION OFFICE EMPLOYMENT”**

For Action.....D. Labossiere

At the Regular Board Meeting on December 8, 2014 a Giving of Notice to rescind Policy and Procedures 5065 – “Casual Administration Office Employment”, together with associated forms, was given. (Appendix E) A motion to rescind this policy is included in the agenda for Board consideration.

## **5. GIVING OF NOTICE – RESCIND POLICY 5066 – “CASUAL MAINTENANCE EMPLOYMENT”**

For Action.....D. Labossiere

At the Regular Board Meeting on December 8, 2014 a Giving of Notice to rescind Policy and Procedures 5066 – “Casual Maintenance Employment”, together with associated forms, was given. (Appendix F) A motion to rescind this policy is included in the agenda for Board consideration.

## **IV. SUPERINTENDENT OF SCHOOLS**

### **1. 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 G for Board of Trustees consideration) for grades 9, 10, 11 and 12 students, from Vincent Massey High School to make a trip to Spain, Italy and Greece from March 24 to April 8, 2017.

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 grades 9, 10, 11 and 12 students, from Vincent Massey High School to make a trip to Spain, Italy and Greece from March 24 to April 8, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

### **2. 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 H for Board of Trustees preliminary consideration) for forty five (45) grades 9, 10, 11 and 12 music students, from Vincent Massey High School to make a trip to Chicago, Il from April 21 to 25, 2015.

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 preliminary approval for this trip. Preliminary approval from the Board of Trustees is respectfully requested.

#### ***RECOMMENDATION:***

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

### **3. 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 I for Board of Trustees consideration) for thirty to thirty five (30 to 35) grades 10, 11 and 12 performing and fine arts students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from May 15 to 20, 2016.

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

## **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 (NOVEMBER 27, 2014 TO DECEMBER 19, 2014)**

For Information..... D. Michaels

- December 1, 2014 – meeting with Senior High Principals
- December 1, 2014 – School Update Meeting with Michael Adamski, Principal, École secondaire Neelin High School
- December 19, 2014 – School Update Meeting with Gail McDonald, Principal, George Fitton School

- December 19, 2014 – School Update Meeting with Mathew Gustafson, Principal, Crocus Plains Regional Secondary School

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

For Information..... D. Michaels

### **A. ACADEMIC PREPAREDNESS**

#### **ACADEMIC PREPAREDNESS AT ÉCOLE HARRISON**

*Report prepared by Mr. Craig Laluk, Principal, École Harrison*

École Harrison has one primary goal in the area of Academic Preparedness as it relates to the Brandon School Division Strategic Plan. We seek to increase the number of students at or above level in French reading to 80% meeting (or above) by June 2017 (June 2015 – 72%, June 2016 – 76%, June 2017 – 80%).

To achieve this goal the teachers at École Harrison monitor the results of students reading using the GB+ French Reading Assessment, a tool that we have used across the school to ensure that the students are making appropriate progress with respect to their reading fluency and comprehension. 2013/2014 results indicated that two specific grade levels required more specific attention to their French reading. This has been a focal point of the school's literacy planning.

The school-based literacy team met with the specific grade level teachers to determine appropriate levels of intervention according to Response to Intervention (RTI) guidelines. Specific resources were identified for these students to bolster these results along with specific and direct teaching by members of our school-based literacy team. Our Resource Teacher is working with a group of grade 5 students while our Literacy Support Teacher teaches specific strategies to groups of students in grades 2 and 3 to accelerate their reading achievement. Each specific session is a focused lesson on word work, fluency, expressions, vocabulary and most importantly comprehension.

Speech and Language development has also had a significant impact on overall student Literacy skills at École Harrison. Our Speech Language Pathologist has given specific training to one of our educational assistants to address some specific speech needs that our students have at our school.

#### Student Achievements:

A French language reward system called B.I.F. (Bureau d'instigation du français) has been tremendously successful at motivating our students to speak in French to one another at a greater rate in academic and social settings. Many of our students earned the maximum number of points in 2013/2014 by simply speaking in French to one another. In 2014/2015, these points can be applied to each student's particular House team (which are all Manitoban animals in French – les ours, les bisons, les castors, etc.) and this has been a remarkable success across the school as

the students show a lot of pride in the number of points earned. We would like to welcome you to come and see for yourselves!

## **B. GLOBAL CITIZENSHIP**

### **GLOBAL CITIZENSHIP AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL**

*Report prepared by Mr. Michael Adamski, Principal, École secondaire Neelin High School*

A whole school global citizenship activity, titled “Garbage is Forever” is planned for École secondaire Neelin High School in the spring of 2015 to encourage student engagement and school spirit by focusing students on their local school and community environment.

The specific goals of this initiative will be:

- Creativity and innovation
- Communication and collaboration
- Volunteerism
- Initiative and self-direction
- Community leadership and responsibility

The intent behind this whole school initiative is to bring attention to our local school – neighbourhood by strengthening our connection within our own backyard greenspace, with the idea that trash and garbage never goes away and that by throwing it away is simply creates an illusion. By using creative thinking skills and overall capacities with all students and staff, working together as a community we will provide solutions to hard problems. Students will use their own creative and critical thinking capacities to improve their environment.

A brief description of our May 2015 project will see staff and students carry out a neighbourhood trash pickup in the vicinity surrounding our school. All students and staff participating in the neighbourhood cleanup would also bring back information about the location and types of trash collected and build this data into a GIS map to analyze the amount of garbage collected per area.

Our school’s Eco club and Social Justice group will also plan to conduct a trash analysis to determine what types of trash was collected and will plan to make sure as close to one hundred percent (100%) of the trash gets used or recycled.

A partnership with Lindsay Hargreaves of the City of Brandon will see our student groups consult with city departments before, during and before the cleanup and to arrange storage and transportation of trash and possibly take the GIS data to inform the city of potential locations of new city collection bins.

Two additional projects with curricular connections will also be associated with this school endeavour.

Project 1: Global Warming Awareness Ice Sculpture: Using any containers collected that can hold liquid, students will fill and freeze them with water and then assemble the collected pieces into a sculpture which will then be allowed to melt in a public area to make a statement about global warming.

Project 2: Repurpose trash with labels that can be appropriated to make anti-litter posters/other artworks which we will then display at Neelin, and possibly other visible locations across the city i.e. Division Office, City Hall, Riverbank Discovery Centre.

Students will be asked to measure how much trash was collected from litter found within our school neighbourhood community, how much we were able to recycle, compost and reuse for the art project, and if we are able to use one hundred percent (100%) of the trash that was found. A map will be created by our GIS/Grade 11 Geography classes showing the amount of trash collected per area and suggested locations for the City of Brandon collection bins. Student reflections of their individual experiences will also be sought in relation to the amount of trash dealt with and how much in the end was able to be reused, recycled and composted.

#### Student Achievements:

Junior Varsity Boys AAA Provincial Volleyball Champions 2014 – November 2014  
Neelin boys defeated College Louis Riel from Winnipeg to claim the provincial title and banner.

École secondaire Neelin High School's Annual Musical Production "Catch Me If You Can" was a huge success with a number of students bringing forward their talents to the WMCA stage in December 2014.

Gr. 11 Neelin student Kendra Maxon travelled to Ottawa in October 2014 and was a student delegate from Brandon at Encounters Canada.

Neelin students once again traveled to Winnipeg and participated in the WE Day event held on October 29, 2014.

Thirteen First Nations students from Neelin travelled to Winnipeg on December 10 with two staff volunteers and participated in the Assembly of First Nations Conference and witnessed the selection of the Assembly of First Nations new Grand Chief – Mr. Perry Bellegarde. Students upon their return commented on what an amazing experience it was to witness this event.



## C. HEALTH AND WELLBEING

### HEALTH AND WELLBEING AT VINCENT MASSEY HIGH SCHOOL

*Report prepared by Mr. Bruce Shamray, Principal, Vincent Massey High School*

Vincent Massey High School Staff believe proactive measures are important in the reduction of bullying not only in school but society as well. Some highly effective programs have been anxiety and depression presentations and cyberbullying presentations. Our School Resource Officer, Constable Scott, has spoken to all of our students on the hazards of inappropriate on-line behaviour. Recent results from our Tell Them From Me Survey show over eighty percent (80%) of our students feel safe at, and going to and from, school with fourteen percent (14%) indicating a neutral position and just over five percent (5%) indicate they do not feel safe at school. Further analysis indicates students are usually excluded by others by appearance or by high or low grades. All of the information from the survey will be assessed to drive our planning and initiatives over the next three years regarding health and wellbeing.

Regarding student achievement we currently have two students who have completed courses at Brandon University (BU). The agreement between BU, the Brandon School Division and the province of Manitoba allows students to receive dual credits. One credit is granted at the high school level and the other at the university level. Andrew Fisher has completed a Computer Science credit this term at BU and is registered for another one next term. He is planning to attend Brandon University next fall so will already have a head start on his Computer Science degree. Amber Donnelly, who many of you already know, is taking a Linear Algebra course at BU as well. Both have excelled in their courses and are at or near the top of their respective classes at the university.

Our provincial exam results in the area of Math and English Language Arts indicate we are at or above the provincial average in both disciplines. This includes Math Essentials, Math Applied and we have shown a real strength in Pre-Calculus Math. These results are a result of the hard work and dedication of our students, staff and parents/guardians.

## 3. DIVISIONAL INITIATIVES

For Information..... D. Michaels

### A. ACADEMIC PREPAREDNESS

#### **SUPERINTENDENT / CHIEF EXECUTIVE OFFICER TO PARTICIPATE IN NEW C21 CANADA CEO ACADEMY**

Dr. Michaels has been selected to participate in a National Consortium of 21 educational leaders from across Canada.

David Roberts, President of C21 and Robert Martellacci, Vice President of C21 Canada stated in the invitation to participate:

*This invitation positions you with an inaugural group of 21 educational leaders from across Canada in forming a national consortium of by-invitation-only division/district CEO's committed to setting Canadian standards for 21<sup>st</sup> century learning, innovation and technology. The consortium will provide a forum for supportive, structured, and facilitated collaboration and articulation of current and targeted practice. This professional leadership community will become an influential national voice speaking from a position of shared common foundations while celebrating and modeling unique and innovative successes in 21<sup>st</sup> Century learning, reflecting these practices in a co-authored national Position Paper on 21<sup>st</sup> Century Learning, Innovation and Technology.*

*C21 Canada, Canadians for 21<sup>st</sup> Century Learning and Innovation is a national, not-for profit organization advocating for 21<sup>st</sup> Century models of learning in public education in Canada. It is a unique blend of national education associations, private sector companies and financial institutions united in the belief that 21<sup>st</sup> Century models of learning must be adopted in Canada's education systems to position Canadians for economic, social and personal success in the knowledge and digital era. As quoted by the Chair of CMEC, C21 Canada companies and organizations provide informed support and leadership to a national agenda for 21<sup>st</sup> century learning and innovation.*

*We are very excited about the prospect of bringing together the leading edge of 21<sup>st</sup> Century learning, technology and innovative minds across Canada to collectively lead on a national initiative for educational change and progress.*

January 6, 2015 will be the Inaugural 60 minute teleconference with Shifting Minds Academy membership.

## **RESPONSE TO INTERVENTION IN MATHEMATICS**

Attached as Appendix J is a report prepared by École secondaire Neelin High School mathematics teachers, Whitney Kreller-Lamont, Ryan Appel and Donnalea Popple, who attended the Response to Intervention in Mathematics conference facilitated by Solution Tree, in Boston, Massachusetts (November 20-21, 2014).

## **PRINCIPAL/LEADERSHIP PREPARATION PROGRAM – SESSION 14: DATA ANALYSIS/ DECEMBER 16, 2014**

***Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and Mr. Blaine Aston, Vice Principal, Waverly Park School***

Presenters: Marnie Wilson, Research and Evaluation Specialist; Teresa Vallotton, Numeracy Specialist; and Phil Vickers, Principal, Betty Gibson School

Marnie Wilson was the first presenter of the evening. She talked about the importance of being data informed. Participants were given the opportunity to

discuss data “as a hammer” vs “data as a flashlight”. Marnie then discussed the different provincial and divisional assessments completed in the Brandon School Division.

Using the Strategic Plan Monitoring Chart, participants evaluated data and then used a Notice and Wonder Protocol to discuss. Ms. Wilson, Mr. Vickers and Ms. Vallotton then provided participants with scenarios that allowed participants to critically analyze sample data from the Tell Them From Me Survey, Kindergarten Continuum results, and Phonological Awareness Screening.

#### **4. ADMINISTRATIVE AND STATISTICAL INFORMATION**

##### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	28 total	1 – 10 day 7 – 5 day 2 – 10 day 1 – 15 day 4 – 5 day 1 – 30 day 1 – 13 day 5 – 5 day 2 – 10 day 1 – 11 day 1 – 24 day 2 – 30 day	Weapons Drug and Alcohol Policy Drug and Alcohol Policy Drug and Alcohol Policy Assaultive Behaviour Assaultive Behaviour Cyberbullying Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour
Neelin	9 total	1 – 30 day 1 – 5 day 1 – 3 day 4 – 3 day 2 – 5 day	Weapons Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Unacceptable Behaviour
King George	3 total	2 – 3 day 1 – 4 day	Assaultive Behaviour Assaultive Behaviour
Vincent Massey	3 total	1 – 15 day 1 – 3 day 1 – 5 day	Weapons Unacceptable Behaviour Unacceptable Behaviour

##### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / NOVEMBER 30, 2014**

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

- 5 new registrations were received from November 1 - 30, 2014;
- 11 students left the Brandon School Division from November 1 - 30, 2014.

The number of new EAL registrations received to date for the 2013/2014 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2014	135
October 2014	13
November 2014	5
Total	153

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

	Current Total	Students who have left the Division 2014/2015	Students who have left the Division 2013/2014	EAL Discontinued (Stage 5+) 2014/2015	EAL Discontinued (Stage 5+) 2013/2014
Alexander	0	1			
Betty Gibson	135	5	20		
Crocus Plains	182	20	27	47	
Earl Oxford	54	6	4		
George Fitton	101	6	4		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	32	2			
King George	107	4	6		
Kirkcaldy Heights	30	2			
Linden Lanes	25		2		
Meadows	91	9	15		
Neelin	34	2	5		
New Era	106	4	20		
O'Kelly	31	2	5		
Riverheights	88	1	6		
Riverview	41	2	6		
Spring Valley	31				
St. Augustine	51		6		
Valleyview Centennial	13				
Vincent Massey	116	7	10	23	36
Waverly Park	47		2		
Total	1338	74	139	70	36

The number of students who left Brandon School Division from November 1 - 30, 2014 is eleven (11). Of these students:

- two (2) moved out of the Division;
- three (3) moved out of the Province;
- two (2) moved back to their home country; and
- four (4) did not have an exit path identified.

Six (6) students changed catchment area from November 1 - 30, 2014.

## **5. CORRESPONDENCE**

For Information..... D. Michaels

### **CORRESPONDENCE RECEIVED FROM PRESIDENT BARACK OBAMA, THE WHITE HOUSE, WASHINGTON**

The attached correspondence (Appendix K) has been received from President Barack Obama, The White House, Washington regarding the École New Era School Dual Language Book Project.

### **CORRESPONDENCE RECEIVED FROM JOHN HILL, COMMUNITY MEMBER, MONTREAL, QC**

The following correspondence has been received from John Hill, Community Member, Montreal, QC:

*I had the opportunity to chat with a couple of groups of your hockey players today in Montreal. I was volunteering ringing sleigh bells and collecting money for the Salvation Army as I have time since I retired.*

*First off, your students presented themselves well. They were unfailingly polite and well dressed as they explored St. Catherine Street. I was also taken by their Prairie values. Something I haven't seen much of since heading east to Montreal. They all made donations, something you don't see much with eastern urban youth. It shows that they have been taught values about taking responsibility for society.*

*Your team coach stopped by later to make a donation with his wife(?) and another gentlemen. I did compliment them on the young men.*

*Please pass on my compliments to the team members. Also please pass on my respects to your staff for doing such a fine job with these young men. I believe in giving credit where it is due. These young gentlemen are an excellent example of today's youth.*

**CORRESPONDENCE RECEIVED FROM DEANNE CROTHERS, MINISTER OF HEALTHY LIVING AND SENIORS; PETER BJORNSON, MINISTER OF EDUCATION AND ADVANCED LEARNING; AND MELANIE WIGHT, MINISTER OF CHILDREN AND YOUTH OPPORTUNITIES**

The following correspondence has been received from Deanne Crothers, Minister of Healthy Living and Seniors; Peter Bjornson, Minister of Education and Advanced Learning; and Melanie Wight, Minister of Children and Youth Opportunities:

*Healthy Schools is Manitoba's school health initiative that promotes the physical, emotional and social health of school communities. As a partnership of Manitoba Health, Healthy Living and Seniors, Manitoba Education and Advanced Learning, and Healthy Child Manitoba, Healthy Schools recognizes that good health is important for learning. We are committed to helping schools to positively influence the relationship between health and learning through a comprehensive school health approach.*

*We are pleased to provide your school division with \$22,157.74 in the 2014-2015 school year to support your division as you work in collaboration with community partners (including local regional health authorities) to deliver Healthy Schools programming. You will receive your Healthy Schools Grant in two installments via direct deposit:*

<i>Fall 2014</i>	<i>\$20,657.74</i>
<i>Spring 2015</i>	<i><u>\$1,500.00</u></i>
<i>Total:</i>	<i>\$22,157.74</i>

*Thank you for your ongoing commitment to the health and well-being of Manitoba's children.*

**CORRESPONDENCE RECEIVED FROM AZIM JIWA, EXECUTIVE DIRECTOR, THE MANITOBA HUMAN RIGHTS COMMISSION; SENT TO RHONDA LUSSIER, TEACHER, LINDEN LANES SCHOOL**

The following correspondence has been received from Azim Jiwa, Executive Director, The Manitoba Human Rights Commission; sent to Rhonda Lussier, Teacher, Linden Lanes School:

*Pat Daniels and Pam Roberts from the Brandon Human Rights Commission office told me about how your class participated in the Human Rights Day activities that were organized by the City of Brandon.*

*They told me what you learned while touring the Canadian Museum of Human Rights and that they were excited to have the opportunity to tell you about how your rights are protected under the Human Rights Code in Manitoba. I understand that all of your class took part in an important discussion about the protected characteristics and what discrimination and harassment means under*

*The Code. I hope you have kept the Protected Characteristics Cards as a reminder of both your rights and responsibilities in Manitoba.*

*Pat and Pam have shared pictures with me of the paintings that you created based on all that you learned about human rights in Manitoba and around the world. They are fabulous! We were so proud that they were hung alongside our Piece by Piece Banner for the open house that so many people attended.*

*Students, you are very lucky to have such a great teacher who recognizes the importance of teaching young people about human rights. Thank you Ms. Lussier.*

*Good luck with the rest of your school year. When I hear about students and teachers who put in so much energy into their work, like you did, it gives me great hope for the future.*



## BRANDON SCHOOL DIVISION POLICY

UNDER REVIEW

### POLICY 5033

#### SCHOOL SECRETARY SUBSTITUTE

*Adopted: Motion 130/88*

When a school secretary is off work on account of illness for more than three (3) consecutive working days, substitute secretarial assistance may be provided on the same employment basis as the regular employee from the fourth (4<sup>th</sup>) day until the regular employee returns to work, if so requested by the Principal. For a school having only one school secretary, in the event of illness of that secretary, substitute secretarial assistance may be provided after the first day of absence until the regular employee returns to work, if so requested by the Principal.

The salary rate for the substitute school secretary shall be in accordance with the first step of the salary scale established for the regular employee of that particular school, unless the substitute school secretary is already employed by the Division as a school secretary in which case the salary shall be at the substitute school secretary's present rate.





## BRANDON SCHOOL DIVISION POLICY

### **POLICY 5034**

#### **SUBSTITUTE EDUCATIONAL ASSISTANT**

*Adopted: 83.06.13*

*Amended: Motion 128/2009; June 22, 2009*

When an Educational Assistant for Life Skills and Alternate Class students is off work on account of illness or bereavement, a substitute Educational Assistant shall be provided on the same employment basis as the regular employee until the regular employee returns to work, if so requested by the Principal. The salary rate for the substitute Educational Assistant shall be in accordance with the first step of the salary scale established for the regular employee.



## BRANDON SCHOOL DIVISION POLICY

### POLICY 5039

#### PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

*Adopted: Motion 77/2014; July 7, 2014*

The Board of Trustees of the Brandon School Division, recognizing that circumstances will arise on occasion which will require permanent support staff to be absent from their assigned duties, has, through negotiation and policy development, adopted a number of policies regarding leaves of absence.

The Board has assumed a contractual obligation for leaves of absence for the following categories:

- sick leave (also covered by policy)
- maternity leave
- family bereavement leave (also covered by policy)

Details of definition of eligibility, extent of benefits, and rules of application are spelled out in various articles of the current collective agreement. Permanent support staff who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

#### A. SICK LEAVE

Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated collective agreement. The Board of Trustees requires that sickness be certified by a physician if the sick leave exceeds four (4) consecutive days.

#### B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

Leave of absence on account of illness, without pay, for permanent support staff may be provided when an individual's accumulated sick leave has been expended. This leave shall preferably be provided in conjunction with the regular school breaks.

Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one (1) school year. Requests for term leave shall contain the reason for the request and the anticipated date

of return. Requests for an extension of term certain leave must be made a minimum of two (2) weeks prior to the expiry date.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

### **C. COMPASSIONATE LEAVE**

Compassionate Leave shall mean a leave of absence granted to permanent support staff when unforeseen circumstances, involving a member of the family, create a situation as a result of which the employee is under such stress that he/she is unable to assume the duties of his/her position.

For the purpose of this section “family” shall be as defined under “Bereavement” in the Collective Agreement currently in force.

In the event of circumstances suggesting the need for compassionate leave, the Principal is required to receive approval on behalf of the employee for the leave from the Secretary-Treasurer or as delegated, the Director of Human Resources.

Upon approval of the leave, permanent support staff will be provided up to a maximum of three (3) days compassionate leave with full pay.

### **D. BEREAVEMENT TRAVEL LEAVE**

Requests for leave of absence, with pay, for the purpose of travel in excess of 300 miles one way to attend the funeral of a member of the employee's family may be granted at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources.

For the purpose of this section “family” shall be as defined under “Bereavement” in the Collective Agreement currently in force.

Such approved leave shall be in addition to that authorized in the Collective Agreements in force and shall not exceed two (2) days.

### **E. SPECIAL DISCRETIONARY**

Special Discretionary Personal Leave shall mean leave of absence to permanent support staff of up to two (2) days during each school year for such reasons as personal business, religious holy days, court appearances, paternity leave, compassionate reasons not otherwise provided for and medical appointments other than illness. Such leave shall not be used to extend the Christmas Break, Spring Break or beginning or end of the school year. Personal leave shall not be carried forward to the next school year.

The administration of this policy shall involve the following conditions:

1. The necessary information concerning each leave shall be conveyed to the Principal or appropriate Supervisor and submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources for approval.
2. Support personnel using this personal leave shall receive same at sixty-five percent (65%) of their regular pay for a normal day's work. If substitutes are required they shall be obtained in the usual way
3. At least five (5) working days written notice of leave requested is required except in an emergency, when possible.
4. The smallest unit of leave available under this policy shall be one-half (½) day.
5. For permanent part-time employees a day leave of absence shall be based upon the actual hours worked in the employee's normal work day.
6. Personal leave shall be allowed only when suitable substitutes are available and only when the number of staff on leave does not exceed two percent (2%) of the total support positions on any one working day.
7. Such leave shall only be considered where arrangements for same cannot be made outside of regular working hours.

#### **F. LEAVE WITHOUT PAY**

For support staff employed for ten (10) months, it is the Division's expectation that you are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks. The Secretary-Treasurer or as delegated, the Director of Human Resources is authorized to approve up to five (5) consecutive working days leave of absence without pay to any member of the support staff when, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, the leave is warranted due to unforeseeable circumstances of the employee making the request.

Leaves without pay may not exceed ten (10) working days within a school year.

For support staff employed for twelve (12) months, as vacation days are provided, leaves without pay under this section are not applicable.

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current Board policy or be subject to Board of Trustees approval.

## **G. EXTENSION OF HOLIDAY TIME**

Requests for leaves and absences, as identified within this Policy, to extend the Spring break, Christmas break or summer break shall not be allowed.

## **H. ADOPTIVE LEAVE**

Permanent support staff who have completed one year of employment with the Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Secretary-Treasurer or as delegated, the Director of Human Resources a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Secretary-Treasurer or as delegated, the Director of Human Resources of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.
3. The employee shall advise the Secretary-Treasurer or as delegated, the Director of Human Resources as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Secretary-Treasurer or as delegated, the Director of Human Resources but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Secretary-Treasurer or as delegated, the Director of Human Resources.
5. Where both spouses of an adopting family are employees of the Division, only one of those spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a "guaranteed return". For the purpose of this policy, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.

7. Failure to return from said leave on the date agreed upon by the employee and Secretary-Treasurer or as delegated, the Director of Human Resources shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

## **K. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE**

The following general policy statements shall apply to requests of leave for one year for the purposes of personal leave of absence.

1. Subject to the terms hereinafter stated, all permanent support staff shall be eligible for a One Year Personal Leave of Absence without pay.
2. Written applications, stating the type of leave requested, shall be submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources no later than April 1 preceding the school year for which the leave is desired. For one year personal leave of absence the purpose of the leave must be stated by the applicant in the letter of request.
3. Leaves of absence provided under this policy should not extend beyond twelve calendar months and only leaves running concurrent to the school year will be considered.
4. The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications.
5. Leaves of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, a suitable replacement is not available or if it is considered by the Secretary-Treasurer or as delegated, the Director of Human Resources that the leave would adversely affect the quality of education in the Division.
6. Staff who are on leave of absence shall provide the Secretary-Treasurer or as delegated, the Director of Human Resources with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A permanent support staff member not advising the Office of Human Resources of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the employee shall be at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources and subject to their being an appropriate vacancy available.
7. Accumulated sick leave of the employee taking leave of absence under this policy shall be maintained but shall not accumulate.

8. For an employee granted a personal leave, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the employee in accordance with the conditions of the insurance plans.
9. Employees receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

## **CONCLUSION**

Where a request for leave has not been granted, the Board of Trustees is prepared to listen to appeals for reconsideration. Such requests may be made individually by the employee or by the member of the CUPE Executive requested by the employee so to act, or by both jointly.



## BRANDON SCHOOL DIVISION POLICY

### POLICY 5039

#### PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

*Adopted: Motion 77/2014; July 7, 2014*

The Board of Trustees of the Brandon School Division, recognizing that circumstances will arise on occasion which will require permanent support staff to be absent from their assigned duties, has, both through negotiation of the collective bargaining agreement and policy development, adopted a number of policies regarding leaves of absence.

The Board has assumed a contractual obligation for leaves of absence through the collective bargaining agreement for the following categories:

- sick leave (also covered under this policy)
- personal leave of absence (also covered under this policy)
- maternity leave
- family bereavement leave (also covered under this policy)

Details of definition of eligibility, extent of benefits, and rules of application are spelled out in various articles of the current collective agreement. Permanent support staff who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

#### A. SICK LEAVE

Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated collective agreement. The Board of Trustees requires that sickness be certified by a physician if the sick leave exceeds four (4) consecutive days.

#### B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

Leave of absence on account of illness, without pay, for permanent support staff may be



provided when an individual's accumulated sick leave has been expended. This leave shall preferably be provided in conjunction with the regular school breaks.

Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one (1) school year. Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an extension of term certain leave must be made a minimum of two (2) weeks prior to the expiry date.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

### **C. COMPASSIONATE LEAVE**

Compassionate Leave shall mean a leave of absence granted to permanent support staff when unforeseen circumstances, involving a member of the family, create a situation as a result of which the employee is under such stress that he/she is unable to assume the duties of his/her position.

For the purpose of this section "family" shall be as defined under "Bereavement" in the Collective Agreement currently in force.

In the event of circumstances suggesting the need for compassionate leave, the Principal is required to receive approval on behalf of the employee for the leave from the Secretary-Treasurer or as delegated, the Director of Human Resources.

Upon approval of the leave, permanent support staff will be provided up to a maximum of three (3) days compassionate leave with full pay.

### **D. BEREAVEMENT TRAVEL LEAVE**

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Such approved leave shall be in addition to that authorized in the Collective Agreements in force and shall not exceed two (2) days.

### **E. SPECIAL DISCRETIONARY**

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religious holy days, court appearances, paternity leave, compassionate reasons not otherwise provided for and medical appointments other than illness. Such leave shall not be used to extend the Christmas Break, Spring Break or beginning or end of the school year. Personal leave shall not be carried forward to the next school year.

The administration of this policy shall involve the following conditions:

1. The necessary information concerning each leave shall be conveyed to the Principal or appropriate Supervisor and submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources for approval.
2. Support personnel using this personal leave shall receive same at sixty-five percent (65%) of their regular pay for a normal day's work. If substitutes are required they shall be obtained in the usual way
3. At least five (5) working days written notice of leave requested is required except in an emergency, when possible.
4. The smallest unit of leave available under this policy shall be one-half (½) day.
5. For permanent part-time employees a day leave of absence shall be based upon the actual hours worked in the employee's normal work day.
6. Personal leave shall be allowed only when suitable substitutes are available and only when the number of staff on leave does not exceed two percent (2%) of the total support positions on any one working day.
7. Such leave shall only be considered where arrangements for same cannot be made outside of regular working hours.

## **F. LEAVE WITHOUT PAY**

For permanent support staff, it is the Division's expectation that you are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks. The Secretary-Treasurer or as delegated, the Director of Human Resources is authorized to approve leave of absence without pay to any member of the support staff when, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, the leave is warranted due to good and sufficient reason and in the opinion of the Secretary-Treasurer does not unduly interfere with the operations of the Division.

Absent good and sufficient reason, leaves will not be granted for periods greater than ten (10) working days

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current Board policy or be subject to Board of Trustees approval.

## **G. EXTENSION OF HOLIDAY TIME**

Absent good and sufficient reason, requests for leaves and absences, as identified within this Policy, to extend the Spring break, Christmas break or summer break shall not be allowed.

## **H. ADOPTIVE LEAVE**

Permanent support staff who have completed one year of employment with the Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Secretary-Treasurer or as delegated, the Director of Human Resources a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Secretary-Treasurer or as delegated, the Director of Human Resources of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.
3. The employee shall advise the Secretary-Treasurer or as delegated, the Director of Human Resources as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Secretary-Treasurer or as delegated, the Director of Human Resources but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Secretary-Treasurer or as delegated, the Director of Human Resources.
5. Where both spouses of an adopting family are employees of the Division, only one of those spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a “guaranteed return”. For the purpose of this policy, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications and as similar as possible to the one

which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.

7. Failure to return from said leave on the date agreed upon by the employee and Secretary-Treasurer or as delegated, the Director of Human Resources shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

## **K. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE**

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1. Subject to the terms hereinafter stated, all permanent support staff shall be eligible for a One Year Personal Leave of Absence without pay.
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3. Leaves of absence provided under this policy should not extend beyond twelve calendar months and only leaves running concurrent to the school year will be considered.
4. The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications.
5. Leaves of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, a suitable replacement is not available or if it is considered by the Secretary-Treasurer or as delegated, the Director of Human Resources that the leave would adversely affect the quality of education in the Division.
6. Staff who are on leave of absence shall provide the Secretary-Treasurer or as delegated, the Director of Human Resources with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A permanent support staff member not advising the Office of Human Resources of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the employee shall

be at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources and subject to their being an appropriate vacancy available.

7. Accumulated sick leave of the employee taking leave of absence under this policy shall be maintained but shall not accumulate.
8. For an employee granted a personal leave, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the employee in accordance with the conditions of the insurance plans.
9. Employees receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

## **CONCLUSION**

Where a request for leave has not been granted, the Board of Trustees is prepared to listen to appeals for reconsideration. Such requests may be made individually by the employee or by the member of the CUPE Executive requested by the employee so to act, or by both jointly



## BRANDON SCHOOL DIVISION POLICY

### **POLICY 5065**

#### **CASUAL ADMINISTRATION OFFICE EMPLOYMENT**

*Adopted: Motion 211/91*

*Reaffirmed: Motion 126/2009; June 22, 2009*

The Secretary-Treasurer shall be authorized to employ casual office staff in the Administration Office as required when a regular employee is absent from working on account of illness or injury for more than three (3) consecutive working days. Casual staff may be employed from the fourth (4<sup>th</sup>) day of absence until the regular employee returns to work.



## BRANDON SCHOOL DIVISION POLICY

### **POLICY 5066**

#### **CASUAL MAINTENANCE EMPLOYMENT**

*Adopted: 69.01.13*

*Reaffirmed: Motion 126/2009; June 22, 2009*

The employment of casual staff by the Maintenance Department shall be at the discretion and with the approval of the Supervisor of Property, provided that total annual costs do not exceed the budget amount allotted for this purpose.

# Response to Intervention in Mathematics

## *Workshop Report*

Overall, the workshop was very useful to obtain a better idea of what RTI entails. Although we've had a few different presentations over the last year, spending 2 full days with math colleagues and our RTI specialist for the division allowed us to clarify misconceptions and discuss what this vision would look like at Neelin and in the Brandon School Division.

### **What we learned: an overview**

- We were able to develop a deep understanding of the basis of RTI and its overarching ideas.
- We were introduced to the beginning steps that need to take place to truly implement RTI in our schools.
- We came away from the conference with a greater understanding as to what the role of a mathematics teacher is in RTI, which is essential for our specific department to know in order to move forward with tier 1 and tier 2 interventions.
- We started exploring the different ways that a high school may begin scheduling specific time periods for tier 2 interventions to occur, which is often quite different from how an elementary or middle school may create a schedule. We were able to come up with some creative ways, with the help of our RTI specialist, for Neelin to avoid major disruptions to any specific blocks of the day.

In addition, we found having the conference in the United States provided additional insights as it allowed us to compare our educational system with first-hand information from actual American teachers, recognizing the strengths and weaknesses of them all.

### **Now what? The next steps in RTI**

- One of our roles will be to aid our administrators in creating the school culture that is not only desirable, but essential for RTI to be successful (focus on collaboration, cohesion, staying student-centered, and communication!).
- We hope to continue to develop our diversified instruction at the tier 1 level by implementing some of the strategies that were presented to us at the conference. The ultimate goal would be to reach all types of learners and keep students engaged to improve student's retention of information and essential skills.
- Lastly, we hope to work collaboratively with our school leaders to see where tier 2 interventions can be scheduled into Neelin's school day.

Several aspects of this initiative will take time and resources, but the beginning stages require teachers to implement their best teaching practices, while collaborating with colleagues, which are easy steps in the right direction.

Thank you.



THE WHITE HOUSE

WASHINGTON

November 25, 2014

The École New Era School Dual Language Book Project  
Brandon, Manitoba

Dear Students:

Thank you for your thoughtful gifts, and for taking the time to send me some information about your school's program. Please know I am touched by your warm gesture.

Today, we are in extraordinary times, with extraordinary opportunities, and more than ever, the futures of countries and peoples are intertwined. Hearing from thoughtful, engaged students like you gives me great hope for a brighter tomorrow.

Again, thank you for contacting me. As the future leaders of the global community, I know there are no limits to what you can accomplish if you continue to dream big and study hard.

Sincerely,

**original signed by**

**BARACK OBAMA**

**PRESIDENT – UNITED STATES OF AMERICA**



# BRANDON TEACHERS' ASSOCIATION

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

Ph: (204)729-3141

Email: [Office@btateach.com](mailto:Office@btateach.com)

Website: [www.btateach.com](http://www.btateach.com)

November 24, 2014

Mr. Mark Sefton  
Chairperson  
Board of Trustees  
1031 - 6<sup>th</sup> Street  
Brandon, MB R7A 4K5

Dear Mr. Sefton

The Brandon Teachers' Association, together with the support of the Brandon School Division, held the annual Learning Information For Teachers (LIFT) day on Friday, October 24, 2014.

The LIFT Conference is organized by teachers for teachers. It is the only day on the school calendar that is set aside for teachers to choose professional development specifically in their area of interest. By participating in LIFT, teachers are demonstrating their commitment to broadening their skills and knowledge as an educator.

LIFT Conference 2014 offered 45 sessions to over 1000 educators. While most of the sessions were held at Crocus Plains Regional Secondary School, a number of other schools in the Division also hosted sessions. These sessions could not take place in the various BSD facilities without the dedication and commitment of school principals and support staff located in each building. The Westman retired teachers, as well as the Crocus Plains Hockey Team, also worked with the LIFT Committee to help contribute to a well-run event. The Brandon Teachers' Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the Brandon School Division that they are able to continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Western Manitoba.

Yours truly,

Alison Johnston  
President  
Brandon Teachers' Association

/sb

c.c. Dr. D. Michaels, Superintendent/CEO

3<sup>rd</sup> Floor – 332 Bannatyne Avenue, Winnipeg, Manitoba, Canada R3A 0E2  
T 204-945-2266 F 204-948-2585 Toll-Free 1-888-848-0140  
www.manitoba.ca

To: Manitoba's Early Development Instrument (EDI) Coordinators

Greetings,

Over a decade ago, many of Manitoba's school divisions first volunteered to collect the EDI, and since that time as a province we have strengthened our commitment to the EDI, ensuring its use in evidence-based decision-making at both the community and government level. The EDI plays an important role in the Healthy Child Manitoba Strategy, as it informs our work in healthy childhood development and our collective decisions to best support our children and youth.

Manitoba's 2012/13 EDI reports represent our fifth wave of province-wide EDI data, providing year-over-year trends on how children are doing in Manitoba. These new EDI data reports can help all of us – government decision-makers, school boards and divisions, parent child coalitions, the child care community, and our community-based partners – in our respective work for Manitoba's children and youth.

There are four levels of EDI reports: 1) provincial; 2) community; 3) school division; and 4) school. The provincial and community level reports are (and will continue to remain) available on the HCMO website. Historically, however, it has been up to the discretion of each school division to share their EDI reports (both school division and school level). In order to better support families and children it is imperative that we keep moving forward in working collaboratively, and the importance of sharing EDI data with community partners is integral to this. This importance of sharing EDI data was reflected in the Manitoba School Boards Association's (MSBA) resolution SI-01-13 passed at their 2013 annual general meeting held March 15, 2013, which states:

*BE IT RESOLVED THAT Manitoba School Boards Association (MSBA) urge the Minister of Education to ensure that the Early Development Instrument (EDI) results be distributed simultaneously to both school divisions and child care centres in the same geographical area as soon as they are available.*

In support of the collaborative spirit found within the MSBA's SI-01-13 resolution, Healthy Child Manitoba Office (HCMO), the Department of Children and Youth Opportunities, the Department of Education and Advanced Learning, the Department of Family Services, the Manitoba School Boards Association (MSBA), the Manitoba Association of School Superintendents (MASS), the Manitoba Association of School Business Officials (MASBO), and the Manitoba Child Care Association (MCCA), have all agreed that any future EDI school division-level reports are to be made public / posted on-line beginning with the 2012/13 reports. (*Note: The school-level reports will continue to remain the discretion of each school division.*).

In addition to on-line access, HCMO will continue working closely with local EDI coordinators throughout the province (one representative from each school division and each parent-child coalition). HCMO will also continue to work closely with Manitoba First Nations Education Resource Centre (MFNERC) to support independent First Nations schools in the EDI process.

Other exciting news on the horizon is that a new Report Template is underway. In response to a request for help in interpreting EDI data, the new Report Template will have built-in tutorials and reader's tips integrated throughout. HCMO is also gathering important feedback from key stakeholders prior to finalisation. The new EDI Report Template will be launched in the upcoming 2012/13 round of reports. These reports (*with the exception of the individual school-level reports*) will soon be available on the Healthy Child Manitoba website. Please visit: [http://www.gov.mb.ca/healthychild/edi/edi\\_reports.html](http://www.gov.mb.ca/healthychild/edi/edi_reports.html).

Should you have any questions regarding your new EDI reports, please contact Tara Prakash, Acting Provincial EDI Coordinator, at [Tara.Prakash@gov.mb.ca](mailto:Tara.Prakash@gov.mb.ca) (204-945-7798).

In closing, we would like to express our sincere appreciation to you for both your commitment to the EDI and the work you do to support the best possible outcomes for Manitoba's children.

Sincerely,



Honourable Melanie Wight  
Chair of the Healthy Child Committee of Cabinet  
Minister of Children and Youth Opportunities



Honourable Peter Bjornson  
Minister of Education and Advanced Learning



Honourable Kerri Irvin-Ross  
Minister of Family Services  
Minister of Housing and Community Development



Ken Klassen, Executive Director  
Manitoba Association of School Superintendents



Carolyn Duhamel, Executive Director  
Manitoba School Boards Association



Roy Seidler, Executive Director  
Manitoba Association of School Business Officials



Pat Wege, Executive Director  
Manitoba Child Care Association



cc School Board Chairs  
School Division Superintendents  
Gerald Farthing  
Jan Sanderson  
Leanne Boyd  
Rob Santos  
Wenda Dickens  
Marilyn Robinson  
Joy Cramer  
Jennifer Rattray  
Margaret Ferniuk  
Teresa Mayer  
Tara Prakash



3e étage - 332 avenue Bannatyne, Winnipeg (Manitoba) Canada R3A 0E2  
Tél. : 204-954-2266 Téléc. : 204-948-2585 Sans frais : 1-888-848-0140  
www.manitoba.ca

Destinataires : Coordonnateurs de l'Instrument de mesure du développement de la petite enfance (IMDPE) au Manitoba

Mesdames, Messieurs,

Il y a plus de dix ans, de nombreuses divisions scolaires du Manitoba se sont portées volontaires pour recueillir des données au moyen de l'IMDPE. Nous avons depuis renforcé notre engagement à l'égard de cet instrument en tant que province, veillant à ce qu'il soit utilisé pour prendre des décisions fondées sur des données probantes tant à l'échelle communautaire que gouvernementale. L'IMDPE joue un rôle important dans la stratégie d'Enfants en santé Manitoba, influençant notre travail en faveur du développement sain de la petite enfance et nos décisions collectives sur les meilleurs moyens de soutenir les enfants et adolescents.

Les rapports 2012-2013 des résultats de l'IMDPE au Manitoba sont la cinquième série de données provinciales tirées de l'IMDPE montrant les tendances de la situation des enfants au Manitoba d'une année à l'autre. Ces nouveaux rapports sur les données de l'IMDPE peuvent nous aider tous – décideurs gouvernementaux, commissions et divisions scolaires, coalitions parents-enfants, le milieu des garderies et nos partenaires communautaires – dans notre travail respectif pour les enfants et les adolescents du Manitoba.

Il y a quatre types de rapports de l'IMDPE : 1) rapport provincial; 2) rapports communautaires; 3) rapports sur les divisions scolaires; et 4) rapports sur les écoles. Le rapport provincial et les rapports communautaires sont (et continueront d'être) affichés sur le site Web du Bureau d'Enfants en santé Manitoba. Jusqu'à maintenant, cependant, la publication des rapports de l'IMDPE sur les écoles et les divisions scolaires était à la discrétion de chaque division scolaire. Afin de mieux aider les familles et les enfants, il est impératif que nous continuions d'avancer dans notre collaboration et l'importance de communiquer les données de l'IMDPE à nos partenaires communautaires est un aspect fondamental de ce processus. L'Association des commissions scolaires du Manitoba (MSBA) a récemment reconnu l'importance de communiquer les données de l'IMDPE lors de son assemblée générale annuelle de 2013, tenue le 15 mars 2013, en adoptant la résolution SI-01-13, qui dit :

*IL EST RÉSOLU QUE l'Association des commissions scolaires du Manitoba (MSBA) exhorte le ministre de l'Éducation à faire en sorte que les résultats de l'Instrument de mesure du développement de la petite enfance (IMDPE) soient distribués simultanément aux divisions scolaires et aux garderies qui sont situées dans la même zone géographique dès qu'ils sont prêts.*

Afin d'appuyer l'esprit de collaboration qu'incarne la résolution SI-01-13 de la MSBA, le Bureau d'Enfants en santé Manitoba, le ministère des Enfants et des Perspectives pour la jeunesse, le ministère de l'Éducation et de l'Enseignement supérieur, le ministère des Services à la famille, l'Association des commissions scolaires du Manitoba (MSBA), la Manitoba Association of School Superintendents (MASS), la Manitoba Association of School Business Officials (MASBO) et la Manitoba Child Care Association (MCCA) ont tous convenu que tous les futurs rapports de l'IMDPE sur les divisions scolaires seraient rendus publics ou affichés en ligne, en commençant par les rapports de 2012-2013. (*Note : La communication des rapports sur les écoles continuera d'être à la discrétion de chaque division scolaire.*)

Outre l'accès en ligne, le Bureau d'Enfants en santé Manitoba continuera de travailler étroitement avec les coordonnateurs locaux de l'IMDPE partout dans la province (un représentant de chaque division scolaire et un représentant de chaque coalition parents-enfants). Le Bureau continuera aussi de travailler étroitement avec le Manitoba First Nations Education Resource Centre (MFNERC) en vue de soutenir les écoles indépendantes des Premières Nations dans le processus de l'IMDPE.

Une autre nouvelle excitante à l'horizon est qu'un nouveau modèle de rapport est en cours de préparation. En réponse à la demande d'aide pour l'interprétation des données de l'IMDPE, le nouveau modèle de rapport comprendra des tutoriels intégrés et conseils de lecteurs tout le long du rapport. Le Bureau rassemble d'importants commentaires d'intéressés clés avant sa finalisation. Le nouveau modèle de rapport sur les données de l'IMDPE sera inauguré dans la série prochaine de rapports pour 2012-2013. Ces rapports (à l'exception des rapports sur les écoles) seront bientôt affichés sur le site Web d'Enfants en santé Manitoba. Veuillez visiter: [http://www.gov.mb.ca/healthychild/edi/edi\\_reports.fr.html](http://www.gov.mb.ca/healthychild/edi/edi_reports.fr.html)

Si vous avez des questions au sujet des nouveaux rapports sur les résultats de l'IMDPE, veuillez communiquer avec Tara Prakash, coordonnatrice provinciale par intérim de l'IMDPE, à l'adresse [Tara.Prakash@gov.mb.ca](mailto:Tara.Prakash@gov.mb.ca) (204-945-7798).

En conclusion, nous tenons à vous exprimer notre sincère gratitude tant pour votre engagement à l'égard de l'IMDPE que pour le travail que vous faites pour assurer les meilleurs résultats possibles aux enfants du Manitoba.

Veuillez agréer, Mesdames, Messieurs, l'expression de nos meilleurs sentiments.

Bien à vous,



Melanie Wight  
Président du Comité ministériel pour Enfants en santé  
Ministre des Enfants et des Perspectives pour la jeunesse



Peter Bjornson  
Ministre de l'Éducation et de l'Enseignement  
supérieur



Kerri Irvin-Ross  
Ministre des Services à la famille  
Minister des Logement et Développement communautaire



Ken Klassen, directeur général Manitoba  
Association of School Superintendents



Carolyn Duhamel, directrice générale  
Association des commissions scolaires du Manitoba



Roy Seidler, directeur général Manitoba  
Association of School Business Officials



Pat Wege, Executive Director  
Manitoba Child Care Association



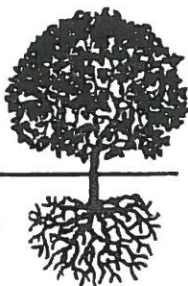
Pièces jointes

t.c. : School Board Chairs  
School Division Superintendents  
Gerald Farthing  
Jan Sanderson  
Leanne Boyd  
Rob Santos  
Wenda Dickens  
Marilyn Robinson  
Joy Cramer  
Jennifer Rattray  
Margaret Ferniuk  
Teresa Mayer  
Tara Prakash



**WESTERN**  
**School Division**  
Morden, Manitoba

*"Rooted In Caring:  
Committed to Learning"*



4 - 75 Thornhill Street  
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R6M 1P2

Phone (204) 822-4448

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E-mail: [divoff@westernsd.mb.ca](mailto:divoff@westernsd.mb.ca)

[www.westernsd.mb.ca](http://www.westernsd.mb.ca)

DEC 18 2014

December 1, 2014

All Manitoba School Division Chairs and Trustees

Dear Colleagues:

The Board of Trustees of the Western School Division is pleased to unanimously endorse the candidacy of Trustee **Robyn Wiebe** for **Vice-President** of Boards Under 6000 for the MSBA for 2014-15.

Robyn has always demonstrated her commitment to trusteeship at the Division level. Elected to the Western School Division in 2010, she has been active on numerous divisional, regional and Provincial committees, including currently serving as the Chair of the Board.

Robyn is completing her third year as Region 2 Director for MSBA advocating for the needs of all Boards in Region 2 while also serving as an active member of the Provincial Executive.

Robyn's experience as a Regional Director on MSBA has allowed her to acquire a real understanding of the complexities and challenges facing large and small schools in both rural and urban settings.

As a mother of three (3) children, Robyn is a dedicated advocate of the public education system who believes in providing the best education to the students throughout the province.

We encourage your support for Robyn Wiebe as MSBA Vice-President for Boards Under 6000 at the upcoming MSBA Convention.

Brian Fransen, Vice-Chair  
Western School Division

Board of Trustees: Brian Fransen, Steve Friesen, Steve Klassen, Barb Petkau, Robyn Wiebe

STEPHEN ROSS  
Superintendent /CEO

CARL PEDERSEN  
Secretary-Treasurer

CYNDY KUTZNER  
Assistant Superintendent

ALLAN TOEWS  
Operations



MINISTER  
OF EDUCATION AND ADVANCED LEARNING

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

DEC 09 2014

Mr. Mark Sefton  
Chair  
The Brandon School Division  
1031-6<sup>th</sup> Street  
Brandon MB R7A 4K5

Dear Mr. Sefton:

I am pleased to provide the Brandon School Division with a grant of \$80,000 to support New Era School's continuing participation in Manitoba Education and Advanced Learning's Community Schools Program. This grant represents an increase of \$15,000 from the previous year's funding as a result of a recent grant adjustment to community school funding. The school division received 70% of its funding in early November 2014. The remaining 30% will be allocated in spring 2015.

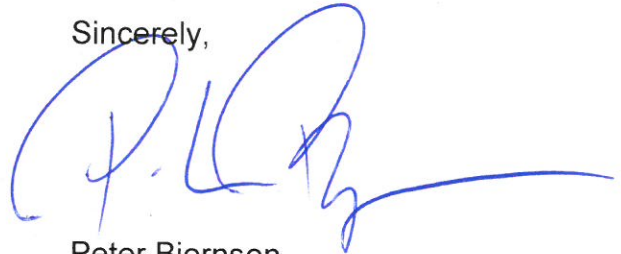
With the new grant structure, each participating K-6 school will continue to receive an annual grant of \$65,000, each middle or multi-year school (K-8, K-10, K-12) will now receive an annual grant of \$80,000 and each high school (9-12) will receive an annual grant of \$100,000. Approximately 70% to 80% of the designated funding for each school site should support the salary of a school's community connector or support worker. As outlined in *The Community Schools Act*, which received Royal Assent in December 2013, community connectors are an essential feature of the community school philosophy and approach. They develop partnerships and help to mobilize resources in ways that align with the documented needs of the community and support the school's educational programming.

The Community Schools Program helps students and families contending with concentrated disadvantages take advantage of educational investments and opportunities. As a hub of educational, social, cultural and recreational activities as well as interagency outreach services, community schools offer the potential to extend the range of resources and supports that enrich learning experiences, promote engagement and help students attain a high school diploma.

I am pleased to report that a Community Schools Unit has been created within Manitoba Education and Advanced Learning's Aboriginal Education Directorate to guide this initiative. Furthermore, a Deputy Ministers' Committee on Community Schools has been established and has started to work collaboratively in a cross-departmental manner to address issues related to community schools.

If you have any questions or require additional information about the Community Schools Program and the new grant structure, please contact Dino Altieri at the Aboriginal Education Directorate at 204-945-6181 or email [dino.altieri@gov.mb.ca](mailto:dino.altieri@gov.mb.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Bjornson', with a long horizontal flourish extending to the right.

Peter Bjornson  
Minister  
Education and Advanced Learning

c. Gerald Farthing  
Dino Altieri



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

December 11, 2014

Dear Board Chairs,

The planning for January 2015 regional meetings is well underway and full agenda packages will be emailed to your divisions for distribution to trustees and senior administrators in the first week of January. My purpose in writing to you at this time is to alert you about some important agenda items that will require your attention prior to the regional meeting in your area of the province.

This year, as in past municipal elections, we have significant turnover in school trustee ranks and the 2015 regional meetings will be the first opportunity for many of us to meet and to get acquainted with other trustees and other school boards in the province. As such, we are asking you as board chair, or your designate, to prepare a brief presentation to introduce your board members and your administrators and to share with meeting participants the major priorities and challenges which are the focus of your school division's work this year.

A second critical item on the regional meeting agenda will be the presentation of the finalized membership fee proposal and the accompanying by-law amendment to give effect to the new fee structure. With more than one hundred first time trustees not having been party to the conversations about this issue prior to their election in October, we are asking you as board chair to ensure that there is discussion of this matter at your board table prior to your region's meeting so that all trustees have a good understanding of the proposed change. I would remind you as well that voting on by-law amendments at the annual general meeting is by weighted board ballots and a two-thirds majority vote is required for ratification. As such, it will be hugely important that your board take the time when the annual general meeting information is distributed in February to review the fee structure issue and to determine your boards' position regarding support of the by-law amendment to be presented in this regard.

Thank you for your co-operation with regard to the actions requested of you in this letter. Please feel free to contact me or Executive Director Carolyn Duhamel at the MSBA office should you have questions or require further information about this request.

Best wishes to you and your board for the upcoming holiday season. I look forward to seeing you at the regional meeting in your area next month.

Sincerely,

A handwritten signature in dark ink, appearing to read "Floyd Martens".

Floyd Martens  
President

FM/ak

cc MSBA Provincial Executive  
Carolyn Duhamel, Executive Director