



# BRANDON SCHOOL DIVISION

March 18, 2015

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

TO BE HELD MONDAY, MARCH 23, 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, March 9, 2015.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

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

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

- a) Divisional Futures Committee Meeting
- b) Education Committee Meeting
- c) Workplace Safety and Health Committee Meeting
- d) Personnel Committee Meeting
- e) Friends of Education Committee Meeting

P. Bowslaugh  
P. Bartlette  
M. Sefton  
L. Ross  
J. Murray

**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
    - Trustee Indemnities – Collective Bargaining – Refer Motions
    - Recognition of Trade Experience – Refer Motions
    - Scholarship Committee Appointments – Refer Motions

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

**2.07 Motions**

- 36/2015 That the Procedures and Best Practices related to Policy 4059: *Numeracy*, be approved.
- 37/2015 That the Trustees on the Collective Bargaining Committee be paid the appropriate indemnity for attending all Collective Bargaining Meetings in 2015.
- 38/2015 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing him a total of five (five) increments for work related experience be recognized for Mr. Stephen A. Mitchell.
- 39/2015 That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2014/2015.
- 40/2015 That the Regular Meeting of the Board scheduled for July 13, 2015 be changed to July 6, 2015 in order to allow the Board to meet closer to the end of the 2014-2015 school year.

**2.08 Bylaws**

2nd Reading

That By-law 2/2015, being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 4/2014 to make changes under "Section 56(2) (b)" to amend the statement regarding approval of indemnities, be now read for the second time, having first been read on March 9, 2015.

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

**3.02 Communications for Information**

**3.03 Announcements**

- a) Facilities & Transportation Committee Meeting – 10:00 a.m., Monday, March 23, 2015, Boardroom.
- b) Divisional Futures & Community Relations Committee – Lunch with St. Augustine School Students - 12:00 p.m., Tuesday, March 24, 2015, St. Augustine School.
- c) Finance Committee Meeting – 10:30 a.m., Thursday, March 26, 2015, Boardroom.
- d) Divisional Futures & Community Relations Committee Meeting – 10:00 a.m., Tuesday, April 7, 2015, Conference Room.
- e) Education Committee Meeting – 12:00 p.m., Tuesday, April 7, 2015, Boardroom.
- f) Personnel Committee Meeting – 10:00 a.m., Thursday, April 9, 2015, Boardroom.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 13, 2015, Boardroom.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

**- Reports**

**- Trustee Inquiries**

**4.02 Personnel Matters**

**- Reports**

- a) Confidential #1 – Personnel Report.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

- Reports

- Trustee Inquiries

**4.04 Board Operations**

- Reports

- Trustee Inquiries

**5.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, MARCH 9, 2015.

## **PRESENT:**

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

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:**

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 Property item for In-Camera.

Trustee Kruck noted he had one late motion under By-laws.

Dr. Michaels noted she had one Personnel item for In-Camera.

Trustee Sefton noted he had three Board Operations items for In-Camera.

Trustee Sumner noted he had one additional motion.

Mr. Bartlette – Mr. Murray  
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 February 23, 2015 were circulated.

Mr. Sumner – Ms. Bambridge  
That the Minutes be approved.  
Carried.

- b) The Minutes of the Special Board Meeting held March 2, 2015 were circulated.

Ms. Bowslaugh – Mr. Buri  
That the Minutes be approved.  
Carried.

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

- a) Chris Czarnecki, Principal and Trina Hayter, Teacher, from St. Augustine School, received acknowledgement of achievement on their \$20,000 Future Shop – Best Buy Canada STEM Tech Lab Grant. Their winning video submission was viewed and Ms. Hayter spoke on the experience, highlighting the following:
- St. Augustine School was one of 13 schools to receive this grant
  - There were 300 applicants and St. Augustine School was one of only a few schools to receive the full grant amount
  - Libraries are changing – they are now becoming known as a ‘learning commons’
  - This grant money will be used to create a learning commons at St. Augustine School and will include the Brandon School Division’s first “Maker Space”, a place for students to experience hands-on learning, get inspired, and be involved in a team approach
  - STEM (Science, Technology, Engineering and Math) careers are quickly becoming the wave of the future. It is estimate that by 2018, 7 out of 10 of the highest paying jobs will be in STEM Careers, and there will be 3,000,000 unfilled STEM careers.

Trustees asked questions for clarification and thanked Ms. Hayter and Mr. Czarnecki for applying for this grant and for their presentation.

**2.01 Reports of Committees**

- a) Facilities and Transportation Committee Meeting

The written report of the Facilities and Transportation Committee meeting held on February 23, 2015 was circulated.

Trustee Sumner asked questions for clarification regarding Rubber Paving costs. Trustee Kruck suggested the use of thick rubber mats like the ones used in skating shacks.

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

b) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on February 24, 2015 was circulated.

Trustee Sumner corrected the statement recorded in the minutes that a staff member had been at École Harrison for Kindergarten registrations starting at 4:30 a.m. He stated that the Principal had opened the school at midnight so parents were able to wait inside the school. Trustees asked questions for clarification regarding how many applicants were turned away. Trustee Sefton suggested that the Committee ask for feedback from parents who were unable to wait in line.

Mr. Buri – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

c) Education Review Committee Meeting

The written report of the Policy Review Committee meeting held on February 25, 2015 was circulated.

The Board decided to have a presentation on Multi-Age Classrooms at an upcoming Board Meeting. Trustee Bowslaugh asked questions for clarification.

Mr. Bartlette – Mr. Kruck

That the Minutes be received and filed.

Carried.

(Trustee Kruck exited at 7:42 p.m. and returned at 7:43 p.m.)

## **2.02 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, nothing this year's Western Manitoba Science Fair is to be held on Tuesday, March 17, 2015 at the Keystone Center. Donations from the school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair. They are asking for the Division's continued support of this event.

Referred Motions.

### **2.05 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA issues (last meeting of the month)
- From Report of Senior Administration

- a) School Reports - NIL

- b) Learning Support Services Presentation - NIL
- c) Items from Senior Administration Report –
  - 2015-2016 Final Budget – Refer Motions
  - Trustee Indemnities – 2015 MSBA Convention – Refer Motions
  - Scholarship Agreement Changes for the 2014-2015 School Year – Refer Motions.
  - Nomination for Region 1 Director – Refer Motions.

The Secretary-Treasurer spoke to the motion regarding the 2015-2016 Budget. He also spoke to the motions for the school bus purchase and the revised scholarship agreements.

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

- a) Mr. Jamie Rose, President, CUPE Local 737, thanked the Board and Senior Administration for the Professional Development day on Friday, February 27, 2015. Mr. Rose thanked the Human Resources Department for all their hard work and noted he had received several emails expressing how much people enjoyed the event. Mr. Rose asked if it would be beneficial to start a joint committee to look at professional development for support staff. Trustee Sefton suggested that the Board refer this to Senior Administration to meet with CUPE to discuss this matter. It was decided this was the will of the Board.

## **2.07 Motions**

Mr. Bartlette – Ms. Bambridge

That the rules be suspended for this motion.

Carried.

25/2015 Mr. Sumner – Dr. Ross

That the Final Budget for 2015-2016 and the 2015 Special Levy be approved as follows:

Total Operating Expenditures	\$93,025,700
Total Capital Expenditures	<u>\$ 3,458,900</u>
Total Expenditures	<u>\$96,484,600</u>
2015-2016 Special Requirement	<u>\$44,421,834</u>
2015 Special Levy to be raised from Municipalities	<u>\$41,452,953</u>
	<u>Carried.</u>

## **AMENDMENT ONE:**

Mr. Kruck – Mr. Bartlette

That the motion include an additional \$40,000 for additional anti-bullying initiatives.

Trustee Bambridge spoke and noted she looked at the data and thought about the presentations made by the public. She stated that bullying happens mostly during unsupervised times and outside schools. She suggested money be spent for Vice-Principals and Home School Liaisons as these positions would add immensely to supervision.

Trustee Sumner stated he needs to see a connection between the problem and a solution and needs to personally see a targeted response to an identifiable need. He gave examples of



widespread effects of bullying from those who presented to the Board. He noted the new staff that was approved in the budget including social workers, BSSAP workers, etc, and sees a direct response with these positions.

Trustee Bowslaugh noted codes of conduct when it comes to bullying. She stated that during her visits to schools in the past four years it was evident that anti-bullying was at the forefront. She reviewed the activities at Crocus Plains Regional Secondary School that focus on anti-bullying. Trustee Bowslaugh suggested that, since the School Resource Officers in our schools have made such an immense impact for the positive, the Division look into cost-sharing with the City to provide one more Police Officer in the schools.

Trustee Bartlette stated that the request of \$40,000 without a plan of delivery is problematic for him. This amount will not reduce bullying over time if it is not sustainable but only a one-time thing.

Trustee Murray agreed that a plan needs to be in place for this money so the Board knows exactly what action will be going forward. He acknowledged that there are students being bullied in our schools and if there is a program out there that will assist with anti-bullying and show positive results he would be in favour of bringing that program to our schools.

Trustee Sefton stated that the Board is concerned about bullying and we need to address it in our schools, in our homes, in our workplaces and in our public places.

Trustee Kruck responded that he will do more research in regards to a plan and he will be bringing this matter to the Board again in the future.

Defeated 1-8 (Trustees Bambridge, Bartlette, Bowslaugh, Buri, Murray, Ross, Sefton and Sumner Opposed).

ORIGINAL MOTION:

That the Final Budget for 2015-2016 and the 2015 Special Levy be approved as amended:

Total Operating Expenditures	\$93,025,700
Total Capital Expenditures	<u>\$ 3,458,900</u>
Total Expenditures	<u>\$96,484,600</u>
2015-2016 Special Requirement	<u>\$44,421,834</u>
2015 Special Levy to be raised from Municipalities	<u>\$41,542,953</u>

Trustee Sefton noted an error in the amount listed as the 2015 Special Levy to be raised from Municipalities – the number was incorrect at \$41,452,953; the number should be \$41,542,953.

Trustee Sumner and Trustee Ross accepted this as an editorial change.

Carried.

Trustee Sefton congratulated the Board and noted that finalizing a budget is never an easy thing to do.

That a wheelchair school bus be provided to the Society for Manitobans with Disabilities for the March Break Program from March 30 to April 3, 2015 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

27/2015 Mr. Murray – Mr. Kruck

That two 2015 propane school buses (71-passenger) be purchased under the 2014-2015 contract agreement using funds from the bus reserve in the amount of \$208,600 plus taxes.

Carried.

Trustee Bowslaugh asked questions for clarification regarding the taxes the Division would pay for school buses. Secretary-Treasurer Denis Labossiere responded that the Division pays net taxes of 9.6% which includes the rebate.

28/2015 Mr. Buri – Mr. Kruck

That the appointment of MCM Architects to design and tender the Bus Bay Additions be approved.

Carried.

Trustees asked questions for clarification regarding timelines and choice of architect.

29/2015 Dr. Ross – Mr. Bartlette

That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$1,400.

Carried (8-0-1 Trustee Bowslaugh Abstained).

30/2015 Mr. Kruck – Mr. Buri

That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2015 Convention to be held March 19 to 21, 2015, at the Delta Inn, Winnipeg, Manitoba.

Carried.

31/2015 Ms. Bambridge – Mr. Buri

That the attached Scholarship Agreements be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

32/2015 Mr. Bartlette – Dr. Ross

That the nomination of Trustee Buri for the position of Director, Region 1, Manitoba School Boards Association is hereby approved.

Carried.

Trustee Murray suggested a letter be sent as soon as possible from Trustee Sefton to all Manitoba School Board Chairs regarding Trustee Buri's nomination for the position of Director, Region 1. Trustee Sefton will send a letter to the Board Chairs and ask them to share with their Board Members.

33/2015 Mr. Sumner – Dr. Ross

That Senior Administration be directed to not direct any additional resources towards further reducing Kindergarten through grade 3 class sizes for the 2015-16 School Year;

and not direct any resources towards such a class size reduction from grades 4 through 12.

Carried.

Superintendent, Dr. Michaels spoke to this motion. She stated that the intent of the motion is clear and asked if this applies to contingency staffing? There are 5 contingency staff. Trustee Sumner responded that any contingency staffing already in place will not change. Dr. Michaels went on to say that she understands why the Board needs to take this action and that Senior Administration will comply. What the Division is ultimately saying though, is that the Board, for various reasons, cannot put more money into our youngest students. She asked the question: Where is the accountability to the children on a Provincial level?

Trustee Sumner spoke on the four years since the mandate was announced, and stated that it is impossible to meet this mandate without getting the money from taxpayers and stripping other programs.

34/2015 Mrs. Bowslaugh - Mr. Bartlette

That this Board continue to negotiate vigorously with the City of Brandon to share financially the resources of one additional School Resource Officer for the K-3 areas with the work to focus on encouraging appropriate behaviour.

Carried (7-2 Ross, Murray Opposed)

## **2.08 Bylaws**

1<sup>st</sup> Reading:

Mr. Kruck – Mr. Murray

That By-law 2/2015 being a by-law of the Board of Trustees of the Brandon School Divisions for the purpose of amending by-law 4/2014, which authorizes payment of indemnities and mileage to trustees, as follows:

To amend section 56(2) (b) of By-law 4 by removing the word “previously”.

Carried.

### **THE BRANDON SCHOOL DIVISION**

#### **BYLAW NO. 2/2015**

BEING A BYLAW of The Brandon School Division to authorize payment of indemnities and mileage to Trustees and Bylaw No. 4/2010, October 25, 2010 (as amended by By-law 1/2012, June 11, 2012) shall be repealed.

WHEREAS The Brandon School Division is a school division as defined in The Public Schools Act;

AND WHEREAS The Public Schools Act, Chapter P250 of the Revised Statutes of Manitoba as amended, provides as follows:

"Section 56(1)

A school board may, by bylaw, provide for the payment of an annual indemnity to the chairman and to each trustee payable in such amount and at such times and under such conditions as provided in the bylaw.

Section 56(2)

In addition to the indemnity referred to in subsection (1), each member of the school board may be paid and may accept

- (a) such amount per mile as set by bylaw of the school board for each mile actually and necessarily travelled from his place of residence in the school division or school district to the place of meeting and return to his place of residence, allowable only once for each school board meeting;
- (b) such amount per hour as set by bylaw of the school board for each hour actually and necessarily spent by him under authority previously given by resolution of the school board in the performance of such duties, work or services as he is required or authorized under the resolution to perform, and;
- (c) such an amount per mile, as set out by bylaw of the school board, for each mile actually and necessarily travelled by him in the performance of the duties, work or services to which clause (b) applies;

but the remuneration or mileage mentioned in clauses (b) and (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

Section 56(3)

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine."

AND WHEREAS, pursuant to the provisions of The Public Schools Act and the amendments thereto, it is deemed expedient and advisable to provide for the payment of indemnities and mileage to the Chairperson of the Board and to each Trustee;

NOW, THEREFORE, the Trustees of The Brandon School Division, at a meeting duly called and held for the purpose, do hereby enact as follows:

1. That, the Chairperson and each member of the Board of Trustees be paid by equal monthly installments an annual indemnity of:

For a Trustee as Chairperson and Trustee	
- effective July 1, 2013	\$17,646.00

For a Trustee as Vice-Chairperson and Trustee	
- effective July 1, 2013	\$15,456.00

For each other Trustee  
- effective July 1, 2013

\$14,251.00

That the total annual indemnities for Chairperson, Vice-Chairperson and Trustees shall be adjusted each year effective July 1<sup>st</sup> by a percentage amount equal to the average percentage increase in wages and salaries for Brandon Teacher's Association and CUPE Local 737 for the immediately preceding twelve (12) months;

2. That absence from any regular meeting of the Board over six (6) in any one calendar year shall result in a loss of indemnity of One Hundred and Thirty Dollars (\$130.00) for each meeting beyond the said six (6) meetings, and further provided that, where any absence from a regular meeting of the Board, as indicated by motion authorizing the member to attend a conference or the like or to be absent, such absence shall constitute an authorized absence from meetings and does not apply against the six (6) meeting's absence as referred herein;

And That absence from a regular meeting of the Board by any Trustee by reason of said Trustee attending on the same day a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) as a member of same shall be deemed an "authorized absence" for the purpose of Section 37 of The Public Schools Act and Section 2 hereof;

And Further That it shall be the responsibility of the Trustee to furnish to the Secretary-Treasurer in a timely fashion proper verification of attendance at said MSBA meetings;

3. That it is hereby deemed that one-third (1/3) of the total indemnity, as provided for in the above-described sections, shall be deemed to be for expenses of and incidental to the discharge of the normal respective duties of the Chairperson, Vice-Chairperson, members of the Board of Trustees, and Chairperson of all designated Committees; such allotment shall not include out-of-the-ordinary expenses, which shall be approved by resolution of the Board in accordance with Section 56(3);
4. That the Chairperson and each member of the said Board shall be paid 40 cents per kilometer effective October 1, 2011 or such other amount as periodically approved by motion of the Board for each kilometer actually and necessarily travelled from his/her place of residence, when his/her place of residence is outside the boundaries of the City of Brandon, to the place of meetings and return for School Board and Committee meetings and other Board business authorized by resolution of the Board;
5. That, effective the 1st day of November, 2010, all Trustees shall be paid an additional indemnity, as provided by and in accordance with Section 56(2)(b), of thirteen (\$13.00) dollars per hour to a maximum of eight (8) hours per day each day plus travel and living expenses approved by the Board and necessarily incurred while acting on Board business and when authorized by resolution of the Board in accordance with Section 56(2) & (3) of The Public Schools Act;
6. That, effective November 1, 2010, a Trustee shall be entitled to receive an indemnity in addition to that set out in Article 1 herein at the rate of thirteen dollars (\$13.00) per hour to a maximum of eight (8) hours per day:
  - a) for each hour actually attended at a Special Board Meeting or a meeting of a Board Committee on which the Trustee is a member, provided such a meeting is of a minimum of three (3) hours duration; or

- b) for each hour actually attended at meetings as a member of the Committee of the Board charged with the responsibility of negotiating the terms and conditions of the collective agreements between the Division and the bargaining agents representing the employees of the Division with said meetings, for this purpose, being those attended at the Bargaining Table, Conciliation Meetings and Arbitration Hearings with the applicable bargaining agent.

7. That Bylaw No. 1/2010, passed October 25, 2010 as amended by Bylaw 1/2012, June 11, 2012 and the same is hereby repealed effective the date of passing this Bylaw.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba,

this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2014

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

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

\_\_\_\_\_  
Chairperson

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

Certified a true copy of Bylaw No. 4/2014 of the Board of Trustees of The Brandon School Division.

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

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

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

Dr. Michaels, Superintendent of Schools, thanked the Board for the budget they just passed and acknowledged that there must be a set of decisions made for services and the Board has provided the resources for those services.

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

- Academic Preparedness – Kirkcaldy Heights School
- Global Citizenship – Riverview School.
- Health and Wellbeing – Crocus Plains Regional Secondary School
- Principal/Leadership Prep Program
- Suspensions
- EAL Enrolment Update
- Community Connections – Meeting with Dr. Fearon, President, Brandon University
- Correspondence:
  - Brandon's Food for Thought
  - Aileen Najduch, Assistant Deputy Minister, School Programs and Jean-Vianney Auclair, Assistant Deputy Minister, Manitoba Education and Advanced Learning.

Trustee Sumner asked questions for clarification regarding future meetings with Dr. Fearon. Trustee Bowslaugh asked Angela McGuire-Holder, Community Drug & Alcohol Coalition Education Coordinator, to give a brief summary of upcoming anti-bullying performances on the Hateless Tour.

Mr. Sumner – Mrs. Bowslaugh

That the March 9, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

### **3.03 Announcements**

- a) Education Committee Meeting – 11:30 a.m., Tuesday, March 10, 2015, Boardroom.
- b) Workplace Safety and Health Committee Meeting – 1:00 pm., Wednesday, March 11, 2015, Conference Room.
- c) Personnel Committee Meeting – 10:00 a.m., Thursday, March 12, 2015, Boardroom.
- d) Friends of Education Committee Meeting – 11:30 a.m., Thursday, March 12, 2015, Conference Room.
- e) Policy Review Committee Meeting – 11:30 a.m., Tuesday, March 17, 2015, Boardroom.
- f) Facilities & Transportation Committee Meeting – 10:00 a.m., Monday, March 23, 2015, Boardroom.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, March 23, 2015, Boardroom.

Mr. Sumner – Mr. Buri

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) The Superintendent asked for Board input on a personnel matter.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
  - a) The Secretary-Treasurer spoke to a property matter.
- Trustee Inquiries

**4.04 Board Operations**

- Reports
  - a) Trustee Sefton spoke with the Board on three Board Operations matters.
- Trustee Inquiries

Mr. Buri – Mr. Sumner

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

Carried.

35/2015 Mr. Murray – Mr. Kruck

That the Trustees participating on the Assistant Superintendent Selection Committee be paid the appropriate indemnity for all meetings of this Committee to be scheduled in April 2015 and that the Committee be composed of: P. Bowslaugh, L. Ross, M. Sefton, and G. Buri.

Carried.

**5.00 ADJOURNMENT**

Mr. Bartlette – Ms. Bambridge

That the meeting does now adjourn (10:18 p.m.)

Carried.





# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Tuesday, March 3, 2015 11:00 a.m.  
Boardroom, Administration Office Building

Present: P. Bowslaugh (Chair), M. Sefton, K. Sumner, D. Michaels,  
Superintendent.

Regrets: G. Buri (Alternate)

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### 1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 11:01 a.m. by Chair Pat Bowslaugh.

### 2. APPROVAL OF AGENDA

Trustee Bowslaugh added one item to the agenda.

The agenda was approved as amended.

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

The Minutes of February 3, 2015 were received as information.

The upcoming visit to Spring Valley School was also discussed and confirmed.

At the previous meeting, the school visits were discussed and it was decided that the Committee would meet at St. Augustine School on Friday, February 20, 2015 to have lunch with some of the students. The Committee was later advised by the school that there was an away from school event planned for the grades 7 & 8 students on this day. The date of Tuesday, March 24, 2015 was then chosen for the Committee's visit to St. Augustine School. B. Sangster will contact Chris Czarnecki, Principal, St. Augustine School, to schedule this lunch.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### a) **Meeting with Assiniboine Community College re: Programming Partnerships**

The funding announcement from the Minister of Education on March 3, 2015 was discussed.

Trustee Bowslaugh asked about the Aboriginal students in the Comprehensive Health Care Aide program at Crocus Plains Regional Secondary School. Dr. Michaels responded that the class is about ½ Aboriginal students.

A meeting with ACC was suggested, with President Mark Frison or other representatives from the College (School Deans or Chairs). Dr. Michaels and Ms. Sangster will schedule a meeting date.

Trustee Bowslaugh noted that Dr. Fearon, President of BU, was very verbal at the last Brandon Urban Aboriginal People's Council meeting and he indicated that he would like to meet with the Division. Dr. Michaels stated that work is currently ongoing between the Division and Dr. Fearon and his group. There will be a report in an upcoming Board agenda.

## **5. OTHER COMMITTEE GOVERNANCE MATTERS**

### **a) BSD – City Joint Task Force Ad-Hoc Committee Meeting- March 3, 2015**

Trustee Bowslaugh reviewed the agenda items for this upcoming meeting:

- Playgrounds
- Shared Facilities
- New housing in the Green Acres area and the impact on Green Acres School
- Aboriginal work being done in the Division
- Land in terms of low income housing and Division land
- School policing
- Maryland Community Gardens
- Dates and times to be set for future meetings

### **b) Letter from the Canadian Parents for French**

The Committee received a letter from the Canadian Parents for French – Brandon Chapter, thanking the Committee for meeting with them on January 27, 2015. Some of the points in the letter are as follows:

- Enrolment caps and French immersion population growth;
- They are working at advocating, communicating, building community partnerships, and collaborating on extending the offerings available to French Immersion students through high school;
- “What is your plan to address the growing French Immersion demands at the high school level” and “How can we be included in the planning and development of those solutions?”;
- They agree with the suggestion that Parent Councils should lobby the Province for a new school, but are unsure how building a K-8 English school bears on French Immersion programming at École Neelin High School;
- Difficulties in staffing French Immersion Programming and creative solutions to address this;
- The possibility of working with the French Language Staff Liaison.

### **c) Miscellaneous topics discussed:**

- Special Needs funding – meeting with the Minister of Education
- Communications from parents regarding the school startup date for fall 2015

## **6. OPERATIONS INFORMATION**

NIL

The meeting adjourned at 11:55 a.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

## Education Committee Minutes

Tuesday, March 10, 2015 11:30 a.m.

Boardroom, Administration Office

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

Guests: Teresa Vallotton

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### 1. CALL TO ORDER:

The Education Committee Meeting was called to order at 11:32 a.m. by Committee Chair Peter Bartlette.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

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

The Committee minutes from February 25, 2015, were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Presentation: Policy 4059: Numeracy - Teresa Vallotton, Numeracy Specialist

Some of the highlights of the presentation are as follows:

- Procedures related to Policy 4059: Numeracy. The Brandon School Division has six Foundational Principles of Equity, established in Procedure 1001.1: *Equity*, which provides the basis of our practice and strategic direction for the future:

#### 1. **Appropriate Learning Opportunities**

*Central to delivering fair and equitable learning opportunities for all students is the close examination and evaluation of the appropriateness of the programs and services, both within the classroom setting and in the broad organizational processes of planning and implementation.*

#### 2. **Effectiveness of Learning**

*Delivering fair and equitable learning opportunities for all students requires ongoing assessment of the effectiveness of programs and services to help students succeed.*

#### 3. **Identification and Removal of Systemic Barriers**

*Delivering fair and equitable learning opportunities for all students requires a close examination and evaluation of the relation of systemic processes to student academic progress.*

#### 4. **Utilization of Data**

*The effective use of data to support an evidence-based approach to measure and evaluate both student achievement and program progress is necessary to ensure the fair and equitable access to learning opportunities for all students.*

**5. Funding and resources**

*Funding and resourcing represent a central and concrete expression of support for student achievement. As such, funding and resourcing of both the Division and school sites must reflect fair and equitable, student-focused principles which optimize achievement.*

**6. Rights of the Child**

*Central to a policy on Equity are the rights and responsibilities of the child within the school system. To be fair and equitable to all students, the rights and responsibilities of the child should be clearly articulated and in concert with provincial, national and international legislation, as applicable.*

- The *Best Practices for Teachers* document outlines model daily behaviours required for, and associated with, the implementation of Policy 4059: *Numeracy*. The *Numeracy Best Practices for Teachers* focus on four areas of Numeracy education:

1. **Scaffolded exposure to mathematical curriculum**
2. **Balanced focus on conceptual development and procedural skills**
3. **Integration of technology to consolidate learning**
4. **Connections to context as a means of engagement and citizenship**

Trustees asked questions for clarification regarding multi-age teaching as it relates to Numeracy. Ms. Vallotton explained the problem solving rubric at different grade levels. Ms. Vallotton noted that sometimes the connection to context is far away from the curriculum and there is a bigger, long-term scheme with things down the road. Trustees asked questions for clarification regarding the context in curriculum and whether it's there. Ms. Vallotton explained that it is there, but the issue is that the understanding of the curriculum can be wrong.

**Decision/Recommendation:**

That the Procedures and Best Practices related to Policy 4059: *Numeracy*, be put before the Board of Trustees for approval.

**5. OTHER COMMITTEE GOVERNANCE MATTERS****6. STRATEGIC PROFESSIONAL LEARNING****7. BRIEFINGS ON DEVELOPMENTS IN EDUCATION**

No briefings included.

**8. OPERATIONS INFORMATION****9. NEXT REGULAR MEETING: Tuesday, April 7, 2015, 12:00 p.m., Boardroom.**

The meeting adjourned at 1:01 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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G. Kruck

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S. Bambridge

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P. Bowslaugh (Alternate)

### ***Best Practices for Teachers as related to Policy 4059: Numeracy***

This *Best Practices for Teachers* document outlines model daily behaviours required for, and associated with, the implementation of Policy 4059: *Numeracy*. These *Best Practices for Teachers* are based upon current research in the area of Numeracy in the 21<sup>st</sup> century and exemplary Numeracy practice in the Brandon School Division. To emphasize the commitment to the Brandon School Division Instructional Cycle<sup>1</sup> and to the Principals of Equity<sup>2</sup> the *Best Practices for Teachers* further define these fundamental beliefs as they align with Numeracy instruction. A sampling of classroom examples are provided at Early Years (EY), Middle Years (MY) and Senior Years (SY) to offer clarity and direction while respecting teacher's professional ability to implement the four principals outlined in this document. The Numeracy Specialist will facilitate the transfer of information up, down and across the organization as it pertains to *Best Practices* in curriculum development and effective content delivery techniques in alignment with these fundamental beliefs and in support of the Numeracy *Best Practices for Teachers* that follow.

The Numeracy *Best Practices for Teachers* focus on four areas of Numeracy education:

- scaffolded exposure to mathematical curriculum
- balanced focus on conceptual development and procedural skills
- integration of technology to consolidate learning
- connections to context as a means of engagement and citizenship

#### ***Scaffolded exposure to Mathematical curriculum***

The development of fundamental mathematical concepts (one-to-one correspondence, cardinality, ordinality, part-to-whole, relative size) is essential to the development of mathematical thinkers and to the inclination to see quantitative situations arising in life. In order to facilitate strong conceptual understanding of these, and other, fundamental mathematical concepts they should be introduced using manipulatives and gradually developed from the concrete to the pictorial to the symbolic. Students in all stages of Numeracy education benefit from this scaffolded approach to increasing abstraction. In daily practice this includes, but is not limited to:

- Concrete/pictorial/symbolic sequence: mastery of each of the representations individually, and later the ability to move between representations while explaining the mathematical connections, demonstrates robust content ownership

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<sup>1</sup> Policy 4052: *Assessment, Evaluation and Reporting of Student Learning and Achievement*

<sup>2</sup> Policy 1001.1 *Equity*

- Concrete: acting out a situation with props, physically building a model, proportional (digi-blocks, algebra tiles) and non-proportional (coins) models
- Pictorial: externally generated or student generated representational pictures, externally generated or student generated symbolic pictures, virtual (electronic) manipulatives
- Symbolic: written recordings, application of written algorithms, calculator technology, computer technology
- Cyclic presentation of content (spiraling): integration of mathematical concepts promotes consolidation of learning and emphasizes the interrelated nature of various mathematical content areas
- Meaningful conversations: consistent use of mathematical language and probing questioning allows students deepen their understanding and move fluidly between various concepts and representations. The ability to demonstrate one concept with multiple representations and to demonstrate multiple concepts with one type of representation are both important.
- Guided math groups: fluid and strategic groupings allow teachers to most effectively differentiate based on learning styles, content readiness and mastery and application interests.

### ***Conceptual Development and Procedural Skill***

Numerate individuals have the ability to recognize mathematical demands of a situation, have the skills to solve authentic problems and have the confidence to accurately apply the skills to meet the demands of current, and future, circumstances. In order to foster the development of such individuals, instruction needs to balance conceptual understanding, procedural thinking and problem solving. In other words, numerate individuals:

- use their conceptual understanding to see the potential to apply mathematics:
  - to provide clarity or direction in answering a question
  - to guide the selection of an action
- use their procedural thinking to flexibly, efficiently and accurately apply mathematical techniques to answer their question
- use their problem solving skills to determine the most reasonable course of action based on their mathematical answer and the context of the situation

The acquisition of Numeracy skills and the development of Numeracy concepts occurs at all stages of learning and does not occur in a linear and sequential manner. Students need not master basic skills before participating in high level discussions, reflecting on complex problems or demonstrating critical thinking. Instruction that facilitates the development of efficient and

accurate procedural skill must begin with conceptual understanding. As students work towards mastery of procedures (standard or personalized) they are able to demonstrate the three traits of numerate individuals, as outlined above. In daily practice this includes, but is not limited to:

- Development of and discussion about individual strategies
- Exploration of mathematical representations common in other cultures
- Discussion about the connections of conventional procedures to mathematical concepts (MY: connections between place value and the multiplication algorithm)

### ***Integration of Technology to Consolidate Learning***

Technology can be used to provide powerful insights into mathematical phenomena by extrapolating patterns, more easily exploring “what if” scenarios, illustrating fluid relationships, providing visualization of 3D objects, and connecting multiple representations. These examples highlight implementation of technology that shifts the focus from repetitive computations to higher levels of questioning. Students should be asked to apply, synthesize and evaluate dynamic information from multiple sources in order to make value judgements in mathematical situations arising in life. Students should be prepared to use a variety of technologies to assist in mathematical investigation, communication of their reasoning and justification of their solution. Teachers should view the use of technology as an integral part of instruction and incorporate its use for the purpose of accelerating learning to higher level thinking and inquiry. This is to say that the use of technology is not intended to replace conceptual development or procedural thinking, but to support student learning in both of these domains. In daily practice this includes, but is not limited to:

- Calculator and computer technology
  - Verifying answers (determining reasonable estimates)
  - Extrapolating patterns (EY: relationships of multiples of 10 in place value)
  - Constructing and manipulating 2D and 3D objects (MY: geometric constructions)
  - Constructing and manipulating mathematical models (SY: exponential growth)
  - Comparing and contrasting alternate solutions to open ended problems (SY: home purchasing)
  - Discussing the motivation for, and use of, mathematical conventions as represented in various technologies (MY: the  $^$  to indicate an exponent; SY:  $\ln x = \log_e x$  and  $\log x$  assumes the base is 10)
  - Comparing and contrasting the benefits and drawbacks of specific mathematical software (MY/SY: Sketchpad excels with 2D shapes and SketchUp excels with 3D shapes)
- Communication technology
  - Capturing evidence of learning (audio, video, photos)

- Facilitating discussion with professionals in mathematics fields
- Providing an authentic audience for student generated questions or problems
- Providing an audience with convincing evidence to support problem solving decisions
- Providing rapid replication of modeling to support a position or solution

### ***Connecting to Context***

In order to equip students to solve problems they must be given opportunities to connect their theoretical math learning, as outlined in the curriculum, to a context that is engaging and relevant to their lives. Numeracy development is nurtured when students see relevant opportunities to apply their theoretical knowledge to practical problems. To that end, Numeracy instruction should highlight cross-curricular contexts, reflect value questions arising from participation in a democratic society, meet needs arising in daily life and expose students to branches of mathematics that may be of interest to them both now and in the future. Strong teacher commitment to providing authentic problem solving opportunities in context increases student's confidence in their own ability to draw on necessary knowledge and apply it in new and relevant ways. Not only is this of benefit to students academically and personally, but it also results in the growth of constructive, concerned and reflective citizens. It is essential that teachers in all subject domains continually foster an environment where Numeracy is seen as a necessary tool for full participation in society. In daily practice this includes, but is not limited to:

- Connecting mathematical understanding and procedural thinking to other academic subjects through direct instruction, inquiry and project based learning
- Generating questions from current events and news stories, both as they pertain to content calculations (concrete) and as they pertain to value-based decision making (abstract) (EY: cost to feed each animal at the zoo and which animals to have at the zoo; MY/SY: cost to build a new arena, location of the building project, and how to fund the project)
- Providing opportunities to explore careers that include mathematical applications, particularly in mathematical topics not traditionally addressed in K-12 math curricula (EY/MY: enrichment clusters; MY/SY: extracurricular activities; SY: technical or vocational programming, apprenticeships or symposium)

Each of the four areas of Numeracy *Best Practices for Teachers* outlined here contributes to the vision for educating numerate individuals, as outlined in Policy 4059: *Numeracy*. These *Numeracy Best Practices for Teachers* are to be used to support student learning. At every level of Numeracy instruction the foundation is to be based upon assessment for, as and of learning. Teachers should support student's personal growth with ongoing opportunities for self-



reflection and evaluation in addition to their own continual feedback to the student<sup>3</sup>. The clear and consistent communication of learning outcomes and achievement indicators aids students in monitoring their own progress toward the goal of becoming a numerate citizen.

DRAFT

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<sup>3</sup> Policy 4052: *Assessment, Evaluation and Reporting of Student Learning and Achievement*

### **Procedures related to Policy 4059: Numeracy**

The Brandon School Division has six Foundational Principles of Equity, established in Procedure 1001.1: *Equity*, which provides the basis of our practice and strategic direction for the future.

1. Appropriate Learning Opportunities
2. Effectiveness of Learning
3. Identification and Removal of Systemic Barriers
4. Utilization of Data
5. Funding and Resources
6. Rights of the Child

These principles outline the direction required for, and associated with, the implementation of Policy 4059: *Numeracy*.

1. Appropriate Learning Opportunities

*Central to delivering fair and equitable learning opportunities for all students is the close examination and evaluation of the appropriateness of the programs and services, both within the classroom setting and in the broad organizational processes of planning and implementation.*

The Numeracy Specialist will:

- Support the complex needs of individual school sites by targeting the specific goals and actions for Numeracy as submitted in their School Development Plan
- Identify, with assistance of each site, staff who might benefit from peer mentorship (first year teachers, teachers new to BSD, teachers new to a specific program)
- Identify needs for professional learning through on-site visits and electronic communication
- Promote opportunities for collaboration and integration between Specialists and between Specialists and school staff

2. Effectiveness of Learning

*Delivering fair and equitable learning opportunities for all students requires ongoing assessment of the effectiveness of programs and services to help students succeed.*

The Numeracy Specialist will:

- Review school identified priorities to ensure those involving Numeracy are recognized and action plans are established
- Create opportunities to meet staff involved with Numeracy to hear current issues and organize opportunities to follow up on priorities
- Analyze data provided by each site in a manner that can be shared up, down and across the organization in a time sensitive manner

3. Identification and Removal of Systemic Barriers

*Delivering fair and equitable learning opportunities for all students requires a close examination and evaluation of the relation of systemic processes to student academic progress.*

The Numeracy Specialist will:

- Review the annual School Development Plan of each learning site as it pertains to Numeracy and support the development of a Numeracy action plan, as part of the strategic plan, for the Division
- Identify school programs which currently exist that support equity principles, as related to Numeracy, and provide methods of sharing this information up, down and across the Division
- Support in the identification, alignment and provision of professional learning needs in the area of Numeracy

4. Utilization of Data

*The effective use of data to support an evidence-based approach to measure and evaluate both student achievement and program progress is necessary to ensure the fair and equitable access to learning opportunities for all students.*

The Numeracy Specialist will:

- Provide interpretation of the data analysis provided by Research and Evaluation services in order to influence school development planning in response to student achievement trends and outcomes
- Support avenues for data collection, and thus the resulting analysis, to promote the principles of equity in staff assignments, resourcing, programming and learning opportunities for all students
- Provide timely, reliable, comparable data analysis up, down and across the organization; and provincially, nationally or internationally as directed
- Provide timely data interpretation to facilitate accurate, thorough and successful, site-initiated requests (grant application data, classroom based planning)

5. Funding and Resources

*Funding and resourcing represent a central and concrete expression of support for student achievement. As such, funding and resourcing of both the Division and school sites must reflect fair and equitable, student-focused principles which optimize achievement.*

The Numeracy Specialist will:

- Review the individual School Development Plan funding requests, to ensure those involving Numeracy are recognized and consistent with the Division's targeted academic goals
- Review the allocations for site specific professional development to ensure those involving Numeracy are achievable and consistent with the Division's strategic goals and funding
- Create an operational budget for the Numeracy position which allows for transparency, but supports the individual schools and teachers to advocate for Numeracy within their classrooms
- Act as a Division access point for external vendors by disseminating Numeracy information to the appropriate Division personnel
- Identify and review print and electronic resources

6. Rights of the Child

*Central to a policy on Equity are the rights and responsibilities of the child within the school system. To be fair and equitable to all students, the rights and responsibilities of the child should be clearly articulated and in concert with provincial, national and international legislation, as applicable.*

The Numeracy Specialist will:

- Be aware of all Divisional documentation regarding student rights and responsibilities as provided at employee orientation
- Support school staff or administration on specific requests regarding student's rights and responsibilities, by doing background research at the provincial, national and international level

**Committee Minute Form**

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

<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> <u>March 11, 2015</u>  <b>Date of next meeting:</b> <u>May 13, 2015</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Mel Clark Mark Sefton Craig Laluk Greg Malazdrewicz	<b>Occupation</b> Director Fac & Trans Trustee School Administrator Associate Superintendent	<b>Present</b>  x x x	<b>Absent</b> x
	<b>Worker Members</b> Alison Johnston Richard Derewianchuk Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<b>Minutes of January 14, 2015</b> • G. Malazdrewicz, Chair, called the meeting to order at 1:10 p.m.	- G. Malazdrewicz reviewed the minutes and asked for any errors or omissions. The meeting minutes of January 14, 2015 were adopted as circulated. Moved by C. Laluk – J. Rose, Carried.	
B	<b>Outstanding Issues:</b> 1. Refusal to Work – Update – D. Armstrong, J. Rose and A. Johnston (Attachment #1)	- A. Johnston provided background on why the current Refusal to Work process was being reviewed. The flowchart was presented to the Committee. G. Malazdrewicz advised a complete package, as per the flowchart, must be compiled. Relative Policies and Protocols will be reviewed and an investigation form will need to be developed. It is imperative that the new package contain forms that address the applicable environment, both physical and human. D. Armstrong will forward to M. Smoke-Budach electronic versions of current Incident Investigation forms. The package will be reviewed by Senior Administration prior to moving to the Facilities and Transportation Agenda. Wording and phrasing will be reviewed with A. Johnston and J. Rose once a complete package is compiled.	G. Malazdrewicz – update – from Senior Administration re: the incident package with flowchart  D. Armstrong – forward forms to M. Smoke-Budach
	2. Improvement Order, Valleyview School – Update – D. Armstrong (Attachment #2)	- D. Armstrong advised the Committee the Improvement Order at Valleyview School has been remedied. The Province has approved and signed off on the work done by Maintenance. The Committee is informed of the excellent work done Brandon School Division Maintenance Department in rectifying the hazard.	
	3. Family Status, Valleyview School – Update – A. Johnston	- A. Johnston reported to the Committee the student is doing well and the Principal of Valleyview School thanked the Committee for its enquiry.	

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

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

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

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

( x ) Print name of Employer Co-Chair Greg Malazdrewicz ( x ) Print Name of Worker Co-Chair Alison Johnston

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
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Workplace Safety &amp; Health Division

	4. Incident Report, new format – Update – D. Armstrong (Attachment #3)	- D. Armstrong reviewed three reporting periods. The period Jan.1 – Mar 1, 2015 reflected the requested breakdown between K-8 and High Schools. The data was also presented in a graph format. A discussion surrounding the reporting process and the compiling of the data is had. It is identified that Teachers are not covered by the WCB and as such do not usually fill out the forms. As a result, the reported incident numbers are incomplete. G. Malazdrewicz to review the Western Financial Accident form and process with Senior Administration. It is imperative that employees not covered by WCB be included in the reporting.	G. Malazdrewicz – Update – Response and information from Senior Administration
	5. Variance Order – Update – G. Malazdrewicz (Attachment #4)	- G. Malazdrewicz referred to the correspondence submitted to the Province requesting a continuance of the previous variance until June 30, 2016. Once a positive response from the Province is received there will be necessary discussions that include A. Johnston and J. Rose, re: devising a structure that works and suits everyone's needs.	G. Malazdrewicz – Update – response from the Province
	6. WPS&H High School Minutes – Update – G. Malazdrewicz	- The Committee is aware that all the WPS&H minutes (High School and Central) are posted on the BSD Portal. There was a discussion regarding who has access. G. Malazdrewicz to follow up with MIST as to who has rights to view the minutes on the BSD Portal.	G. Malazdrewicz – Update on BSD Portal Access
<b>C</b>	<b><u>Correspondence:</u></b> 1. None.	-	
<b>D</b>	<b><u>New Business:</u></b> 1. Incident Report, Jan. 1 to Mar. 1, 2015 – D. Armstrong	- This report was discussed: 4. Incident Report, new format – Update – D. Armstrong (Attachment #3)	D. Armstrong – Update – March 11, 2015

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

Adjournment: C. Laluk – A. Johnston – That the meeting is adjourned at 2.10 p.m. Carried.

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

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

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

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

( x ) Print name of Employer Co-Chair Greg Malazdrewicz ( x ) Print Name of Worker Co-Chair Alison Johnston

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**Within 7 days, copy to:** ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Thursday, March 12, 2015 – 10:00 a.m.  
Boardroom, Administration Office

Present: L. Ross, Chair, J. Murray, G. Kruck, K. Sumner (Alternate)  
Dr. Michaels, D. Labossiere, B. Switzer

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### 1. **CALL TO ORDER**

The Committee Chairperson called the meeting to order at 10:10 a.m.

### 2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

### 3. **REVIEW OF COMMITTEE MINUTES**

The Committee Minutes of January 8, 2015 were received as information.

### 4. **COMMITTEE GOVERNANCE GOAL ITEMS**

#### **A) Negotiations**

This matter was discussed In-Camera.

#### **B) Personnel Matter – In-Camera**

The Superintendent, Dr. Michaels, advised the Committee of a personnel matter and discussed a legal opinion received.

#### **C) Personnel Matter – In-Camera**

The Superintendent, Dr. Michaels, advised the Committee of a personnel matter.

#### **D) Personnel Matter - In-Camera**

The Secretary-Treasurer, Denis Labossiere, advised the Committee of a personnel matter.

(Trustee Sumner exited at 10:30 a.m. and returned at 10:35 a.m.)

### 5. **OTHER COMMITTEE GOVERNANCE MATTERS**

#### **A) Criminal Record Checks**

Director of Human Resources, Becky Switzer, spoke to this matter. The Committee agreed that volunteer criminal record checks would be valid for 4 months when applying for employment. If the criminal record check document is older than 4 months and an offer of employment from the

Brandon School Division is received, a new criminal record check will be required. This will be implemented in the revision of the current policy.

**B) Personnel Matter – In-Camera**

The Committee reviewed a letter from the Division's solicitor.

**6. OPERATIONS INFORMATION**

**A) Current Personnel Matters – In-Camera**

The Superintendent, Dr. Michaels, provided updates on personnel matters.

The Committee reviewed and received as information the following:

- MSBA Collective Bargaining Update
  - March 6, 2015
- MSBA – CPI, Unemployment rate, Regional Trends Update
- MSBA Salary Bulletins regarding:
  - Rolling River School Division
  - Pembina Trails School Division

**7. NEXT REGULAR COMMITTEE MEETING: Thursday, April 9, 2015, 10:00 a.m., Boardroom.**

The meeting adjourned at 11:05 a.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

## Friends of Education Fund Committee Minutes

Date: Thursday, March 12, 2015  
Location: Conference Room, Administration Office  
Present: J. Murray (Chairperson), K. Brigden, K. Kooistra, A. Johnston, R. Oakden,  
K. Boklaschuk and E. Jamora  
Regrets: A. McGuire-Holder and L. Nickel

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### 1. **Call to Order**

The Friends of Education Fund Committee meeting was called to order at 11:30 a.m. by Committee Chairperson, Trustee Murray.

### 2. **Approval of Agenda**

Chairperson Murray invited any changes/additions to the agenda. One agenda item was added: Service Club Donations. The Agenda was approved with the one added item, motion to accept, K. Kooistra and A. Johnston.

**Accepted**

### 3. **Approval of Previous Meeting Minutes**

Chairperson Murray invited any changes/additions to the minutes dated January 13, 2015. No amendments to previous minutes.

**Accepted**

### 4. **Mobile Education Unit – UPDATE – E. Jamora**

E. Jamora read the minutes from the Divisional Futures & Community Relations Committee, Wednesday, April 16, 2014 where the Mobile Education Unit was discussed. Ms. L. Hargreaves, Environmental Initiatives/Operations for the City of Brandon spoke to the “possibility of partnering with the Division and possibly using the Division’s Friends of Education Fund to raise money and provide contributors with tax receipts. In the minutes, she noted the City would own the unit. The Secretary-Treasurer explained the purpose of the Friends of Education Fund noting it has always been used for school purposes.” Discussions also noted the City of Brandon, as a Municipality, could not obtain charitable status and therefore unable to receive larger donations. In conclusion, the Divisional Futures Committee “could not guarantee the use of the Friends of Education Fund without further investigations as to the tax and/or charitable implications to the Division.”

The Friends of Education Fund Committee declined the partnership citing that it will just be used to provide contributors with tax receipts and would not own the Mobile Education Unit.

Chairperson Murray requested the Mobile Education Unit be placed on the Board Agenda, with the project being respectively declined.

**Accepted**

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**5. Brochures/Thank You Cards/ Business Cards – K. Bokalschuk**

K. Boklaschuk circulated BSD brochures from other programs and advised the Committee the design process had moved away from using stock photos. The Committee was interviewed as to what they would like to see on the new Friends of Education Fund material. One suggestion was to have a more comprehensive list of projects that one can direct their donations to on the website and possibly in the brochures. The Committee gave K. Boklaschuk the creative freedom to design new Friends of Education material. The material would be printed in-house to keep costs down and printed as needed. The new material would be presented at the next meeting slated for June 18, 2015.

K. Boklaschuk suggested a contest to design a distinct and identifiable logo. The contest would be open to all schools (K-12). The top three logo designs would be placed on the website and a poll would be conducted to determine the winning logo. The student would be acknowledged for their contribution. An email outlining the contest criteria would be forwarded to all schools as well as a story placed on the BSD Portal, ASAP.

Lastly, K. Boklaschuk advised the Committee she would assist in the initial layout but would have to hand off the process of updating to the Committee's recording secretary. M. Smoke-Budach will be trained to make brochures and update material in print and on the website at the Committee's request.

**Accepted**

**6. Open House: Friends of Education Donors, June 2015**

A discussion in regards to a June vs September Open House is had. The Committee agreed that a late September date would be more feasible. The "Thank You Ad" (September of each year) placed in the Brandon Sun newspaper and on the BSD website will highlight the open house event. It is recommended that dainties and coffee accompany a display on The Friends of Education Fund, donors and funded projects.

**Agreed**

**7. Next Meeting Date**

The Committee agreed a meeting date of June 18, 2015 would be acceptable.

**Accepted**

**8. Service Clubs of Brandon – Chairperson Murrar**

Chairperson Murrar informed the Committee of the Organization "Service Clubs of Brandon" and their Canadian Museum for Human Rights Project. Harvey Laluk serves as the chairperson for the Service Clubs of Brandon. Service Clubs of Brandon material is shared with the Committee; brochure, business card, and information regarding the Canadian Museum of Human Rights Project (fact sheet and application). Each year The Service Clubs of Brandon will make a contribution into the Friends of Education Fund. The purpose of the funds is to assist with the transportation to and admittance of students who are in Grade 7 or Grade 7/8 to the Canadian Museum for Human Rights in Winnipeg.

A recommendation to the Board of Trustees to pursue the opportunity with the Service Clubs of Brandon is made.

**Agreed**

**Adjournment and Confirmation of Next Meeting:**

The meeting was adjourned at 12:40 p.m.

Next Meeting:    June 18, 2015  
                         Conference Room at the Administration Office

Respectfully submitted,

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Jim Murray, Chairperson



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

March 23, 2015

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*“Accepting the Challenge”*

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

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

## A. Business Arising for Board Action

### I. PRESENTATIONS

### II. HUMAN RESOURCES

### III. SECRETARY-TREASURER

#### 1. SCHOLARSHIP COMMITTEE APPOINTMENTS

For Action.....D. Labossiere

Each year a Scholarship Committee is established to consider and recommend recipients for the various scholarship awards administered by the Division for successful graduating students. Two Trustees are required to serve on the Scholarship Committee, which will meet on Monday, June 1, 2015 from 1:00 p.m. to 4:00 p.m. Please note this date cannot be moved. A motion is included in the agenda for consideration to approve the Trustee representatives. Please contact me should you require further information in this regard.

**RECOMMENDATION:**

*That Trustees \_\_\_\_\_ and \_\_\_\_\_ be approved to serve as members of the Scholarship Committee for 2014/2015.*

#### 2. RECOGNITION OF TRADE EXPERIENCE

For Action.....D. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Associate Superintendent, and Ms. Alison Johnston, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Mr. Mitchell identifying his related work experience as follows:

Mr. Stephen Mitchell, Vocational Industrials Arts Program – Culinary Arts, a total of 105 months or the equivalent of 8.75 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, for a total of 5 (five) increments.

**RECOMMENDATION:**

*That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing him a total of 5 (five) increments for work related experience be recognized for Mr. Stephen A. Mitchell.*

**3. TRUSTEE INDEMNITIES – 2015 COLLECTIVE BARGAINING**

For Action.....D. Labossiere

As per By-Law 4 – Board Indemnities, any indemnities require approval of the Board of Trustees through a motion before payment will be allowed. Therefore the following motion is being brought forth to the Board of Trustees for approval at the Regular Meeting to be held on March 23, 2015.

**RECOMMENDATION:**

*That the Trustees on the Collective Bargaining Committee be paid the appropriate indemnity for attending all Collective Bargaining Meetings held in 2015.*

**IV. SUPERINTENDENT OF SCHOOLS**

**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 (FEBRUARY 27, 2015 – MARCH 16, 2015)**

For Information..... D. Michaels

In late February / early March annually I meet with each Principal/Vice Principal to review the progress of students and the progress of the school. We discuss the relationship between these two factors; reviewing individual students in tiers 2 and 3 of

the Response to Intervention (RtI) assessments. Questions that serve as basis for the discussion are as follows:

- a) What School Development Plan initiatives are underway currently in support of student achievement?
- b) What is the impact of these SDP initiatives to date? What specific data is available to illustrate this impact? (Individual students review.)
- c) What areas of school development planning as related to improved student achievement will require continued emphasis? Why?

- March 4, 2015 – Waverly Park School
- March 4, 2015 – Valleyview Centennial School
- March 16, 2015 – Linden Lanes School
- March 16, 2015 – Betty Gibson School
- March 16, 2015 – Earl Oxford School

Other:

- School Update Meeting – March 12, 2015 – Mathew Gustafson, Principal, Crocus Plains Regional Secondary School
- School Update Meeting – March 12, 2015 – Michael Adamski, Principal, École secondaire Neelin High School

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

For Information..... D. Michaels

### **A. ACADEMIC PREPAREDNESS**

#### **ACADEMIC PREPAREDNESS AT LINDEN LANES SCHOOL**

***Report prepared by Ms. Kathy Brigden, Principal, Linden Lanes School***

#### **Literacy**

The Linden Lanes School Plan for 2014-2015 includes a comprehensive focus on the development of a balanced literacy approach Kindergarten to grade 8. Through the process of Response to Intervention (RtI), we continue to monitor individual student progress, respond to student learning needs, and set clear learning targets based on assessment. We have built a strong literacy team that includes classroom teachers, early and middle years' literacy support teachers, Reading Recovery teachers, resource teacher, teacher librarian and administration. We continue to deepen the discussion about literacy acquisition in our Literacy Professional Learning Community (PLC) using the book *Promising Literacy for Every Child: Reading Recovery and a Comprehensive Literacy System* as a guide.

We have been excited to implement a new initiative in the form of *Book Clubs* for early years students Kindergarten to grade 4. Over the course of this year, all students will participate in six book club sessions. The book club includes members from each grade and our grade 4 students act as very capable leaders. Some of the



topics for book clubs include making connections, characteristics of fiction and non-fiction text, and opportunities to share your favourite book with your group. Teachers prepare students prior to the book club with instruction related to the topic. Our grade 4 students are developing leadership qualities, all students are gaining in their literacy development and engagement in learning is evident!

#### Numeracy

In numeracy the focus continues on the development of essential skills and critical competencies, with student progress being monitored through the process of RtI. The numeracy PLC has reviewed available resources to supplement the materials currently in the school and have made decisions on additional resources to add. We felt this was an area we needed to develop and we appreciate of the support from Numeracy Specialist Ms. Vallotton.

#### Specific Student Achievement

- Linden Lanes Science Expo saw fifty two (52) projects with sixty eight (68) students participating.
- The Y-revolution group is planning a Wellness Day for grade 7 and 8 students. They are also involved in planning for the Day of Pink and anti-bullying week in April.
- The intra-mural program continues to be strong with many students taking advantage of the opportunity to participate.
- A music club has been started for grade 5 and 6 students. It runs twice a week and gives students an opportunity to learn more about music and to have fun participating.

### **B. GLOBAL CITIZENSHIP**

#### **GLOBAL CITIZENSHIP AT ST. AUGUSTINE SCHOOL**

*Report prepared by Mr. Chris Czarnecki, Principal, St. Augustine School*

#### Digital Citizenship – Focus Area

St. Augustine students have used digital cameras, laptops, tablets and GPS units to create classroom and enrichment cluster projects. Projects included the use of the Divisional GPS units for a Geocaching adventure, making stop gap movies and IMovies. Students also have participated in several “Genius Hours” where they have begun learning about Arduino and basic coding.

#### Ethical Citizenship – Focus Area

To support the development of ethical citizenship by increasing students’ sense of school belonging, community involvement and volunteerism, students have been participating in several activities:

- St. Augustine Leadership Team of Grade 8 students  
Belonging to the St. Augustine Parish Family:  
 St. Vincent de Paul Society Food Hamper stocking (grade 8 and some grade 4)  
 Parish Helpers - cleaning church pews every Monday morning (three different students/month)  
Belonging to School Family:  
 - Welcome Back BBQ helpers  
 - Spirit week (fall) – planned activities  
 - Halloween Dance grades 5 to 8 and St. Valentine's Dance grades 5 to 8  
 - Candy Grams for St. Valentine's Day- six hundred and two (602) in total - every student received at least one Candy Gram (Money raised donated by the students to St. Vincent de Paul Society)  
Belonging to the Local Community:  
 Tabs for Wheelchairs fundraising program
- Youth Revolution – Grades 5 -8  
 - Group assisting at Helping Hands Soup Kitchen and Food Bank  
 - Students visit Senior Citizens at Victoria Landing – craft and social activities
- Student Choirs / Music – All grades  
 - Performances at St. Augustine Church – Canterbury Social Club (Senior Citizens)  
 - Student Faith Band grades 6 to 8 – performs at school Masses and concerts

#### Specific Student Achievements

- As reported before, St. Augustine students also created a video to capture a \$20,000 STEM (Science, Technology, Engineering, Math) grant from Future Shop to create a Makerspace in our school library.
- Students from grades 2 to 8 entered over fifty (50) science projects in the St. Augustine School Science Fair on February 26 with many projects selected to enter the Western Manitoba Science Fair on March 17
- St. Augustine Sabres completed very successful basketball seasons by fielding boys and girls teams for grade 7 and 8 student athletes.

### **C. HEALTH AND WELLBEING**

#### **HEALTH AND WELLBEING AT EARL OXFORD SCHOOL**

***Report prepared by Mr. Rick Stallard, Principal, Earl Oxford School***

In September of 2013, Earl Oxford saw an increase of over eighty (80) students, most of whom were transitioned from New Era. We continue to see a fairly significant transiency rate. In an effort to make these students feel welcome and a part of our community, we have constructed a number of initiatives that have been implemented.

Earl Oxford has a Social Worker at half time and Guidance Counselor at half time as well. This has presented to the opportunity to make more contact with the homes and families of our students to reinforce our educational message and expectations. We have also have implemented the services of a half time BSSAP (Building Student Success with Aboriginal Parents) worker to help the staff, students and families of our aboriginal students/families to comfortable at Earl Oxford building a stronger sense of belonging to school/community.

We have revamped our STUDENT Leadership Team to three (3) main committees responsible for:

- a) Fundraising/community outreach (for the school and the community ex. Donations to Samaritan House, working at food bank, collection for Christmas Cheer)
- b) School Spirit Activities
- c) Dances/Pep Rallies/Assemblies

The Earl Oxford School Leadership Teams and staff create a healthy environment and well-being of students in terms of:

- Sponsoring theme days for students and staff which include such days as Earl Oxford School Colour Fridays, Valentine Red Day, Mustache Day and Christmas Hat Day.
- Soliciting assistance from local businesses for prizes and these are awarded with random draws in each room for students participating in these activities.
- Hosting two (2) sock hops for Kindergarten to grade 3 students and three (3) dances for grades 4 to 8 classes as well as various other seasonal theme day events.
- Taking sixty five (65) grades 5 to 8 students to Asessippi skiing and tubing and a further fifty five (55) went swimming and bowling, while the Kindergarten to grade 4 students engaged in a winter fun day at the school.
- Offering School Community Christmas Feast is a huge event for our students and community. It has done a lot to bring a warm feeling to the students and staff at Earl Oxford; and has become an annual event that all look forward to each and every year.

Our Tell Them From Me data shows an increase to sixty five percent (65%) [from fity nine percent (59%)] of grades 7/8 students who have a high sense of belonging to the school and eighty three percent (83%) of our grades 4/5/6 students also feel a high sense of belonging.

#### *Anti-Bullying Initiatives at Earl Oxford 2014-2015*

*In efforts to combat the issue of bullying we continue to speak a common language of: Be Respectful! Be Responsible! Be Safe!*

- This motto and beliefs are emphasized regularly on announcements, on playground, and home room teachers are strongly encouraged to reiterate the

message to the students both proactively and when discussing any conflict or situations. Constant reminders in terms of signage in hallways and bulletin boards act as visible cues on a daily basis. We have increased the amount of outdoor supervision at break times. The Principal and Vice Principal conduct tours through school and classroom visits at minimum twice a day in order to check up on students and more importantly, be visible and vocal about Earl Oxford's motto and expectations. One administrator is also on the outdoor recess and end of day bus supervision schedule to provide further support to students and staff. The Vice Principal is in charge of lunch hour supervision at the grades 7/8 level on a daily basis.

- Earl Oxford teachers/classrooms use the "Fill Your Bucket" program to encourage being kind on a daily basis.
- All the classes in Earl Oxford are participating in a "buddy" classroom (ex. grade 7/8 with the Day 1 Kindergarten class) and they meet on a weekly schedule to discuss issues and problem solving initiatives.
- This past year, we are working school wide on the Seven Aboriginal Teachings, with each month's work focused on specific virtues. Classroom discussion, assignments and Art work are produced by students. At end of virtue teachings, a gallery walk is undertaken by the entire school, each class responsible for presenting and displaying the common virtue of the month they practiced and learned.
- Created indoor recess option for Middle Years grades 7/8 supervised by Phys. Ed Teacher(s) and Administration geared to activity within gym or social setting for students.
- Counsellor ran a session with all the grades 7/8s in November. The students learned about what bullying is and watched videos from the NBC special "My Child Would Never Bully" where unsuspecting bystanders were put into fictional bullying scenarios and video-taped to see if they stepped in and helped or not. From this came a lot of discussion about the role of bystanders and how students can help stop bullying when they see it.
- Also in November, we had our School Resource Officer, Constable Dana McCallum, come to speak to our grade 7/8s directly speaking to the topic of bullying. In December, Constable McCallum came again and spoke to the grade 5/6s on the topic of bullying.
- Counsellor has spent three hour long session in the grades 4/5 classrooms that were displaying frequent issues in terms of respect of space amongst each other. Topics included anti-bullying, friendship skills, and bucket-filling.

- Earl Oxford is a host school for the HATELESS TOUR performance coming up on April 7. Our grades 5 to 8 students will participate in this. Counsellor spent a session in one of the grades 3/4 classrooms trying out a spirit buddy activity and practicing active listening.
- We are also organizing an assembly for the Day of Pink on April 8 for our Kindergarten to grade 4 students. Pink shirts are ordered, activities planned for the entire week for all our students.
- Earl Oxford has recently purchased several new books as counselling resources that address topics such as bullying and friendship. These resources were shared with staff on our last PD day. The plan is also to have both our librarian and possibly some student guest readers go into the younger classes and read some of these books during the Day of Pink week.
- In planning for the future, we have recently discussed, at our Clinical meeting, what social skills programs we want to plan to implement in our Kindergarten to grade 4 classes for next September (based on some of the issues we are seeing) in addition to what we are already using (Bucketfilling, Seven Teachings, etc.)
- We are currently running one Roots of Empathy program in a grade 3/4 class (facilitated by Jody Stapleton.) Counsellor has been approved to attend the Roots of Empathy Training in June so next year we will be able to run this program in at least two different classes as we will have two trained facilitators.
- Counsellor has done several mediation sessions with different groups of students when friendship and bullying issues have come to light. For the most part, these sessions have been very helpful in improving the situation at least for some length of time. This is a challenge this year as we were forced to cut the position to fifty percent (50%) time in order to increase our Social Worker time. Our office referrals for significant incidents between students is now quite low at around two to three per month. Most incidents dealt with in the office are one time altercations between students, and we believe that the programming and hard work of our staff have greatly helped the sense of security and belonging felt by our students.

### 3. ADMINISTRATIVE AND STATISTICAL INFORMATION

#### SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	9 total	1 – 5 day 4 – 5 day 2 – 8 day 2 – 15 day	Assaultive Behaviour Unacceptable Behaviour Unacceptable Behaviour Unacceptable Behaviour
Neelin	9 total	1 – 3 day 1 – 5 day 2 – 8 day 1 – 10 day 1 – 25 day 3 – 3 day	Drug and Alcohol Policy Drug and Alcohol Policy Drug and Alcohol Policy Drug and Alcohol Policy Drug and Alcohol Policy Unacceptable Behaviour
Vincent Massey	1 total	1 – 5 day	Drug and Alcohol Policy

#### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / FEBRUARY 28, 2015

The Brandon School Division Currently has 1366 English as an Additional Language (EAL) Students.

- 14 new registrations were received from February 1 - 28, 2015;
- 5 students left the Brandon School Division from February 1 - 28, 2015.

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

Month of Registration	Number of New EAL Registrations Received
September 2014	135
October 2014	13
November 2014	5
December 2014	13
January 2015	18
February 2015	14
Total	198

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	131	6	20		
Crocus Plains	185	24	27	47	

	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
Earl Oxford	56	6	4		
George Fitton	101	8	4		
Green Acres	23	2	1		
Harrison	0				
J.R. Reid	35	3			
King George	114	4	6		
Kirkcaldy Heights	32	3			
Linden Lanes	26		2		
Meadows	86	14	15		
Neelin	36	2	5		
New Era	109	4	20		
O'Kelly	31	2	5		
Riverheights	92	2	6		
Riverview	43	2	6		
Spring Valley	31				
St. Augustine	51		6		
Valleyview Centennial	14				
Vincent Massey	122	7	10	23	36
Waverly Park	48		2		
Total	1366	90	139	70	36

The number of students who left Brandon School Division from February 1 – 28, 2015 is five (5). Of these students:

- one (1) moved out of Division;
- two (2) moved out of the Province; and
- two (2) withdrew with no exit path indicated.

Eight (8) students changed catchment area from February 1 - 28, 2015.

#### **4. CORRESPONDENCE**

For Information..... D. Michaels

#### **CORRESPONDENCE RECEIVED FROM ANGELA MCGUIRE HOLDER, BRANDON COMMUNITY DRUG AND ALCOHOL COALITION EDUCATION COORDINATOR/ YOUTH REVOLUTION COORDINATOR**

The following correspondence has been received from Angela McGuire Holder, Brandon Community Drug and Alcohol Education Coordinator/Youth Revolution Coordinator:

*I received a call from the Premier's Voluntary Service Committee chair and my application for YR member Katie Wilson won!! Katie will be receiving the Premier's Volunteer Service Award- Youth Leadership Category scheduled for April 14 in Winnipeg. Brandon has never won the Youth category before and the only other time Brandon has won a Volunteer Service award was the Youth Revolution Community Service Award in 2012.*

*Such good news for such a special young lady, our community and our school Division. The Premier's office is phoning Katie and her family tonight with the news.*

## **CORRESPONDENCE RECEIVED FROM PETER BJORNSON, MINISTER, EDUCATION AND ADVANCED LEARNING**

The following correspondence has been received from Peter Bjornson, Minister, Education and Advanced Learning:

*Manitoba Education and Advanced Learning (EAL) is currently revising our Business and Marketing Education curricula and supporting resources. One of the resources under consideration to support EAL's Visions and Ventures curriculum is from the Martin Aboriginal Education Initiative (MAEI), focused on entrepreneurship.*

*We are pleased that Quinton Grindle, a Brandon School Division teacher from Vincent Massey High School, is participating in the review and field testing of this particular resource. This involves:*

- Attending a two-day instruction to the MAEI resources with representatives from the MAEI.*
- Providing feedback to both EAL and the Martin Aboriginal Education Initiative team on the suitability of the MAEI resources for the Visions and Ventures course.*

*The department is providing the Brandon School Division with a one-time grant of \$2,500.00 to cover associated expenses that include:*

- release time for the teacher for training and meetings;*
- travel costs related to the two-day professional learning session; and*
- purchase of consumables that may be required.*