



BRANDON SCHOOL DIVISION

June 17, 2014

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

TO BE HELD MONDAY, JUNE 23, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, June 9, 2014.
Adopt.
- b) Special Board Meeting, June 16, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

- a) Six Students from the Crocus Plains Design Drafting Department regarding the F1 in Schools Competition and their recent success at the F1 in Schools National Competition.

2.02 Reports of Committees

- | | |
|---|-----------|
| a) Personnel Committee Minutes | L. Ross |
| b) Finance Committee Minutes | K. Sumner |
| c) Facilities & Transportation Committee Minutes | D. Karnes |
| d) Policy Review Committee Minutes | G. Kruck |
| e) Other | |
| - Brandon School Division Employee Long Service Evening | M. Sefton |
| - Joint Meeting with the City of Brandon | M. Sefton |

2.03 Delegations and Petitions**2.04 Communications for Action**

- a) Mr. Floyd Martens, President, Manitoba School Boards Association, June 4, 2014, noting the Executive Board made a decision at its meeting on June 2, 2014 regarding any changes to the contribution rates to the Pension Plan. He confirms that the following motion was approved:

"That the MSBA Provincial Executive approve a 1% increase to the Non-Teaching Pension Plan contribution rate effective July 1, 2015. The contribution rate will be subject to future adjustment pending ongoing review."

Mr. Martens notes this would result in the contribution rate schedule being adjusted by 1% for both the employee and employer.

He also confirms the Executive's decision addresses three issues: the contribution rate itself and a 1% increase will help place the plan more in line with contribution rates for other plans; the decision will delay the implementation of this rate increase to the start of a division's next fiscal year thus allowing boards the time to budget for the increase; and the motion's approval will ensure continued monitoring of the contribution rate and adjustment where necessary to maintain alignment with contribution levels of other pensions. (Appendix A).

Refer MSBA Issues.

- b) Barb Gribben, Secretary, CUPE Local 727, June 12, 2014, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – maintenance/Transportation to be absent two days per week from his workplace starting September, 2014 to June, 2015. As President of CUPE Local 737 Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc. (Appendix B).

Refer Motions.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, June 11, 2014, attaching the legal opinion obtained by the Ontario Public School Boards Association on the impact of Canada's Anti-Spam Legislation (CASL) on school boards. The legal counsel for the MSBA has reviewed the information and determined it to be appropriate for distribution to school boards in Manitoba. The legislation comes into force on July 1, 2014, and as there has been limited guidance to date, the opinion takes a cautious view as to the applicability of CASL to the activities of schools and school boards.

When CASL comes into effect, it will prohibit the sending of commercial electronic messages (CEMS) unless the sender complies with three requirements:

1. Obtain consent of the intended recipient(s);
2. Provide identification information about the sender (being the name of the school or division, mailing address and telephone number with voice-mail access, as well as email address and web address as applicable); and
3. Provide a simple unsubscribe mechanism which is to be processed within 10 business days (such a mechanism can be as simple as inviting people to reply to the email and request to be removed from the emailing list).

The vast majority of school division electronic communications will not fall into the category of commercial electronic messages (CEMS). However, it is recommended that divisions and school seek parental consent to receive emails. This consent would be obtained at the start of each school year and suggested working is provided. (Appendix "C")

Refer MSBA Issues.

- d) Miss Kirby Penner and Mrs. Kyleigh Bromley, Vincent Massey High School, noting from September 23rd to September 27th, 2014, five Student Council members will be representing Vincent Massey at the 2014 Canadian Student Leadership Conference (CSLC) in Kelowna, British Columbia. The five students have all demonstrated effective leadership skills and participating in this conference will allow them to further develop their skills. It is an excellent opportunity for the students to collaborate as well as make connections with other students in leadership positions from across Canada. They request help to cover the expenses of sending members of Vincent Massey's Student Council to the conference. They have put forth some out-of-pocket funds, and will be fundraising throughout the summer. (Appendix "D")

Refer Motions.

2.05 Business Arising

- From Previous Delegation

- a) Kerri Lynn Gudz, Parent, regarding the Canadian Parents for French organization and in particular introducing the local chapter.

- From Board Agenda

- MSBA issues (last meeting of the month)

- a) Correspondence from Mr. Floyd Martens, President, Manitoba School Boards Association, Communications for Action 2.04a), noting the Executive Board made a decision at its meeting on June 2, 2104 regarding any changes to the contribution rates to the Pension Plan.

- b) Correspondence from Carolyn Duhamel, Executive Director, Communications for Action 2.04c) regarding Canada's Anti-Spam Legislation (CASL) to be implemented on July 1, 2014 and its possible impact on school divisions.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Big Brothers and Sisters of Brandon Mentoring Program – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.
 - Secondment of President of CUPE Local 737 – Refer Motions.
 - 2014 Trustee Elections – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 67/2014 That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 68/2014 That the trip involving four (4) male and two (2) female F1 in school students, from Crocus Plains Regional Secondary School to make a trip to Abu Dhabi, United Arab Emirates from November 12 to November 22, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 69/2014 That the request of CUPE Local 737, that the President of the Association for the 2014/2015 school year, Mr. Jamie Rose, be seconded from the Division for two days per week starting September, 2014 to June 2015, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.
- 70/2014 That the order of candidates' names listed on the ballot for the 2014 Trustee Election be determined by random lot.
- 71/2014 That the request for financial assistance for five (5) Vincent Massey Student Council Representatives to attend the 2014 Canadian Student Leadership Conference (CSLC) in Kelowna, British Columbia, between September 23 and September 27, 2014 be approved in the amount of \$2,000.

- 72/2014 That Policy 3001 – “Budget Deadlines and Schedules” be amended as follows:
- Remove the word “in” in the first sentence of the policy;
 - Add the following statement under the heading “September”:
“In order to maintain a financially responsible operating budget, the Board of Trustees shall provide for a contingency fund not lower than 2% of the annual operating budget”.
- 73/2014 That the appointment of MCM Architects to design and tender the Vincent Massey High School Science Lab project, be approved, subject to approval by the Public Schools Finance Board.
- 74/2014 That Senior Administration is authorized to proceed with tenders for the Vincent Massey High School Roof Replacement of Areas D and G, the Harrison School Roof Replacement of Area A1, and Neelin High School Roof replacement of Area G1 projects without bringing them back to the Board of Trustees during the summer months, subject to the approval of the Public Schools Finance Board.

2.08 Bylaws

2.09 Giving of Notice

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to approve Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission.”

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind the following policies, procedures and forms:

- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
- Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
- Form 1007.1 – Use of Information and Communications Technologies by Staff;
- Procedures 1007.2 – Use of Information and Communication Technologies by Students;
- Form 1007.2 – Use of Information and Communications Technologies by Students;
- Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
- Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
- Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;
- Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students);

And that they be replaced with the following policies, procedures and forms:

- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
- Procedures 1007.1 – Safe Use of Technology and Communications by Students;
- Form 1007.1 – Safe Use of Technology and Communications by Students;
- Procedures 1007.2 – Safe Use of Technology and Communications by Staff;
- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages.

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 1008 – Communications and replace same with the following:

- Policy 1008 – Communications
- Procedures 1008.1 Communication procedures
- Procedures 1008.2 Synervoice procedures.

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy and Procedures 4051 – Media Use of Images and Recordings, together with associated forms.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Floyd Martens, President, Manitoba School Boards Association, June 9, 2014, addressed to Mr. Morris Glimcher, MHSAA, thanking him for his presentation to the Provincial Executive on June 2, 2014 regarding the proposed MHSAA Transfer Policy which is to be considered at the upcoming MHSAA's annual general meeting. He advised that the Executive considered the information shared at the meeting and supports, in principle, the MHSAA transfer policy.

Receive and File.

- b) Gail Holden, June 14, 2014, thanking the Board of Trustees for the lovely retirement dinner and gift. She has enjoyed her years of employment with the B.S.D. and looks forward to the future and its new experiences and opportunities.

Receive and File.

- c) Tanis Stapleton, June 17, 2014, thanking the Board of Trustees for the dinner held to honour long service employees, leaving the Division. As a retiree being honoured, she thoroughly enjoyed the evening. The Meal was delicious and from the moment she arrived at was greeted at the door with a corsage and good wishes the evening was wonderful. She also thanks the Division for the watch which will be a much appreciated reminder of her years of service.

Receive and File.

3.03 Announcements

- a) Finance Committee Meeting – 2:00 p.m., Monday, July 7, 2014, Board Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, July 7, 2014, Board Room.

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



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

June 4, 2014

Dear Board Chairs,

At the 2014 January Regional Meetings you received a detailed presentation and information package about the MSBA Non-Teaching Pension Plan and the contribution rates for the plan relative to contribution rates for other public sector plans. While a number of these other plans have increased contribution rates to maintain the financial stability of those plans, the MSBA plan contribution rate has remained unchanged. As a result the MSBA plan contribution rate now lags behind that of these other plans by roughly 2% and in the longer term is likely to impact negatively on plan members.

As indicated at our Convention in March, the Executive committed to considering feedback from participating boards about a change to the contribution rates of our Pension Plan and making a decision at its meeting on June 2, 2014. Accordingly, at its most recent meeting this week, the Executive approved the following motion:

THAT the MSBA Provincial Executive approve a 1% increase to the Non-Teaching Pension Plan contribution rate effective July 1, 2015. The contribution rate will be subject to future adjustment pending ongoing review.

This would result in the contribution rate schedule being adjusted by 1% for both the employee and employer.

This decision of the Executive addresses three issues. One is the contribution rate itself and a 1% increase will help place the plan more in line with contribution rates for other plans. Second, the decision will delay the implementation of this rate increase to the start of a division's next fiscal year thus allowing boards the time to budget for the increase. Lastly, the motion passed will ensure continued monitoring of the contribution rate and adjustment where necessary to maintain alignment with contribution levels of other pension plans.

In light of all the information considered about the pension plan contribution rate issue, the MSBA Executive feels its decision is an appropriate and balanced response for both employers and plan members. Should you have any questions about the Executive's decision in this matter please feel free to contact me.

Sincerely,

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

Floyd Martens
President

FM/ak

cc Secretary-Treasurers
Executive
Pension Trustees

20407



JUN 12 2014

June 12, 2014

Appendix "B"

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

Dear Mr. Labossiere:

We request permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent two days per week from his workplace starting September, 2014 to June, 2015. As President of CUPE Local 737 Jamie will be conducting union business on the days he is booked off. I have attached a calendar with the days noted we are requesting he be absent from his workplace to conduct union business.

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

Yours truly,

A handwritten signature in cursive script that reads "Barb Gribben".

Barb Gribben,
Secretary, CUPE Local 737

Enclosure

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

A handwritten date stamp that reads "7.0.16" with a circular mark around it.

Jamie Rose
President

Kim Castle
Vice-President

Barb Gribben
Recording Secretary

Christine Rempel
Treasurer



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

June 11, 2014

TO: The Secretary-Treasurer, All Divisions and Districts

FROM: Carolyn Duhamel, Executive Director

RE: Canada's Anti-Spam Legislation (CASL)

Attached for your information please find a legal opinion obtained by the Ontario Public School Boards Association on the impact of Canada's Anti-Spam Legislation (CASL) on school boards. This information has been reviewed by our legal counsel, and determined to be appropriate for distribution to school boards in Manitoba. Please note that as the legislation only comes into force on July 1, 2014, and as there has been limited guidance to date, the opinion takes a cautious view as the applicability of CASL to the activities of schools and school boards.

Once CASL comes into effect (on July 1, 2014) it will prohibit the sending of commercial electronic messages (CEMs) unless the sender complies with three requirements. The sender must:

1. obtain the consent of the intended recipient(s);
2. provide identification information about the sender (being the name of the school or division, mailing address and telephone number with voice-mail access, as well as email address and web address as applicable); and
3. provide a simple unsubscribe mechanism which is to be processed within 10 business days (such a mechanism can be as simple as inviting people to reply to the email and request to be removed from the emailing list).

In all likelihood, the vast majority of school division electronic communications will not fall into the category of commercial electronic messages (CEMs). However, out of an abundance of caution, it is recommended that divisions and schools seek parental consent to receive emails, as these may from time to time include information which could be construed as commercial in nature. Most probably, this consent would be obtained at the start of each school year, and when a student transfers into the division. Suggested wording, on either a stand-alone form or to be added to an existing form, is as follows.

- ☐ I consent to receive information in the form of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions. Email address: _____

In addition, school divisions are advised to comply with requirements 2 and 3, above, regarding proper identification of the sender and an unsubscribe mechanism.

Should you have any questions about this correspondence or other aspects of CASL, please don't hesitate to contact the Manitoba School Boards Association office. Thank you.

CD/hd

Attachment

Cc Board Chairs and Superintendents

2.04 C1

IMPACT OF CANADA'S ANTI-SPAM LEGISLATION (CASL) ON SCHOOL BOARDS

Commencing July 1, 2014, CASL prohibits the sending of a *commercial electronic message* (CEM) to an electronic address unless the sender complies with three requirements: (1) obtains the consent (express or implied) of the intended recipient(s), (2) provides prescribed identification information of the sender, and (3) provides an unsubscribe mechanism. The legislation provides for limited exceptions to CASL's general prohibition.

How to Comply with CASL – Before July 1, 2014

Consents obtained prior to July 1, 2014, do not have to comply with CASL. Therefore, requests for express consent may be obtained electronically, for example, by email. If consent is obtained in this manner, it should provide for an "opt-in" means of consent as opposed to indicating that the recipient is deemed to have consented unless they opt out. Attached is an example of a request for consent that may be used prior to July 1, 2014, which school boards may wish to adapt for each particular circumstance.

What Is A CEM?

Generally, a CEM is defined to mean an "electronic message" (sent by telecommunication including email, texting, etc.) sent to an "electronic address" (email, instant messaging, telephone account, Facebook, LinkedIn, etc.), where it is reasonable to conclude that the message's purpose or one of its purposes is to encourage participation in a *commercial activity*. Faxes, voicemails, and interactive two-way voice communications between individuals are excluded from the definition of electronic address.

A commercial activity includes any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, whether or not the person who carries it out does so in the expectation of profit. For example, commercial activity would include (a) an offer to purchase, sell, barter, or lease products, goods, services or land; or (b) an offer to provide a business or investment; or (c) an advertisement or promotion for (a) or (b). Example of a CEM in the school board context would include the promotion, advertising, and/or offering for sale of school pictures, field trips, yearbooks, team uniforms, fundraising events, etc.

How Does This Impact School Boards?

CASL's scope is broad and the penalties for violation are severe. As of yet, it is unclear how it will ultimately be interpreted by the enforcement authorities and, ultimately, a court. As a result, at this time, a conservative interpretation is recommended.

Administration Level

School boards should perform an audit to determine whether or not they are sending CEMs and ensure staff and agents of the school board are aware of CASL's prohibitions, implications, and requirements.

Local School Level

If local schools, school councils, parent councils, individual employees, etc., send out, for example, newsletters by email or simple email messages that contain a CEM, then the sender must comply with CASL. Even if a CEM is only a small part of a newsletter sent by email, the consent requirements and content of the email must comply with CASL. On the other hand, if the newsletter is simply informational in nature with no CEM imbedded, it may be sent by email, and will not be prohibited by CASL.

Why Comply with CASL?

Failure to comply with CASL may result in an administrative monetary penalty, per violation, for an individual of up to \$1 million and for a school board of up to \$10 million. A school board may be liable for a violation that is committed by their employee acting within the scope of their employment.

An officer, director, agent or mandatary of a school board that commits a violation of the legislation is liable for the violation if they direct it, authorize, assented to, acquiesced in, or participated in the commission of the violation. The term "officer" may ultimately be interpreted to include a director of education, and "director" may ultimately be interpreted to include a Trustee.

No individual or corporation will be found to have violated CASL if they exercised due diligence to prevent the commission of the violation.

In three years time, CASL will also provide a civil cause of action. On or after July 1, 2017, persons affected by a contravention of CASL will have a private right of action and may claim compensation in an amount equal to the actual loss or damage suffered or expenses incurred by an applicant as a result of a contravention of CASL. A court may also award the applicant \$200 for each contravention of the prohibition against sending CEMs that do not comply with CASL, up to a maximum of \$1 million.

How Does A School Board Demonstrate Due Diligence?

Best practices would include establishing a policy regarding the sending of CEMs, providing training in that policy and general information about CASL, enforcing the policy, and monitoring compliance with it. Such measures will go a long way to show that a school board exercised due diligence.

How to Comply with CASL – After July 1, 2014

In order to send a CEM after July 1, 2014, the sender must comply with three requirements: the sender must (1) obtain consent, (2) provide identification information, and (3) provide an unsubscribe mechanism.

Consent

Consent must be express or implied. It is highly unlikely that the staff of a local school may rely on implied consent as defined in CASL. The safest course of action is to obtain express consent.

On a go-forward basis, parents could be asked to sign consent forms. A consent form must set out the information prescribed by CASL. As well, the form cannot presume consent (by, for example, simply providing a tick-box to check if the recipient does not wish to receive the CEM); rather, the consent should have an “opt-in” tick box.

School boards may wish to make the request to sign a consent for CASL purposes part of the registration process when a student for the registration or transfer of a student.

Express consent may be obtained orally but since the onus is on the sender of a CEM to prove they had consent to send it, it is recommended that consent be in writing and safely stored. Unlike implied consent, which may expire after a period of time, express consent is valid until revoked.

Consent may be obtained from existing students/parents by sending a consent form home for a signature. **After July 1, 2014, CASL does not permit a request for consent by email or other electronic means except fax.** A request for consent may also be obtained through ordinary mail.

Identification Information

As well, a newsletter or email that contains a CEM must set out the name of the school board (a local school name may be included, but since a school is not a legal entity, the name of the board must be set out), the mailing address of the board and, either (a) a phone number that provides access to a person or voice messaging system, (b) an email address or (c) a web address of the board.

Unsubscribe Mechanism

The CEM must also provide an unsubscribe mechanism through which a recipient of a CEM may indicate, at no cost to them, that they no longer wish to receive such messages. The sender must specify an electronic address or internet website to which the unsubscribe request may be sent, and such address or website must be valid, i.e., remain functional, for at least 60 days after the CEM was sent. Any requests to unsubscribe must be acted upon no later than 10 business days from receipt of it. The unsubscribe mechanism must be simple, quick, and easy to perform.

June 10th, 2014

Mr. Mark Sefton, Chairperson, Brandon School Board
Brandon School Division
1031 Sixth Street
Brandon, Manitoba
R7A 4K5

Dear Mr. Sefton:

From September 23rd to September 27th, 2014, five Student Council members will be representing Vincent Massey at the 2014 Canadian Student Leadership Conference (CSLC) in Kelowna, British Columbia. Vincent Massey's student council President Tim Shackel, Vice President Jenna Dobson, Deputy Vice Presidents Shivani Thakor and Amy Warnica, as well as Communications Officer Mansi Patel will be attending the conference. The five attending students have all demonstrated effective leadership skills; we strongly believe that participating in this conference will only allow them to further develop their skills. As a result, they will be able to apply their newly acquired knowledge and experiences in order to benefit Vincent Massey High School as a whole.

The mission of the CSLC is "to foster leadership skills in our students today, allowing them to become effective leaders tomorrow in a growing and diverse society"¹. The conference will allow students to develop their leadership skills through seminars, workshops, cultural events and a series of keynote speakers. This is an excellent opportunity for our students to collaborate as well as make connections with other students in leadership positions from across Canada.

We are approaching the Brandon School Board with the request to help us cover the expenses of sending members of Vincent Massey's Student Council to the conference. The students have put forth some out-of-pocket funds, and we will be fundraising throughout the summer and in early September. Any financial support that you could provide us would be greatly appreciated, as the travel costs are quite large this year.

Thank you for your time and your consideration.

Sincerely,

Miss Kirby Penner and Mrs. Kyleigh Bromley

¹"Mission Statement." *Canadian Student Leadership Conference 2010*. CASAA. <http://cslc2010.ca/>

2014/10/10



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, JUNE 9, 2014.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck (via conference phone), Dr. L. Ross, Mr. M. Snelling.

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

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

REGRETS:

Mr. G. Malazdrewicz, Associate Superintendent, Mr. J. Murray, Vice-Chairperson, Mr. K. Sumner.

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 requested the following additions:

- Two late motions from the Finance Committee meeting which had taken place earlier in the day;
- One In-Camera item regarding a Board Operations matter.

The Superintendent confirmed she had one personnel matter for In-Camera discussions.

Trustee Karnes noted he had an inquiry for In-Camera discussions

Mr. Bartlette – Mr. Snelling

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 May 26, 2014 were circulated.

Mr. Bartlette – Mr. Karnes

That the Minutes be approved as circulated.

Carried.

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

- 1) The Chairperson recognized the following staff and students for their accomplishments:
 - a. Vincent Massey High School:
 - Boys Baseball Team – winning the Provincial Championship.
 - Boys Soccer Team – winning the Provincial Championship.
 - Olivia Pieroni and Katherine Lee – winning the Ladies Doubles Provincial Badminton Championship.
 - b. École secondaire Neelin High School:
 - Serena Heerah and Cameron MacMillan – participating in Canada's French Public Speaking Contest, Concours d'art Oratoire.
 - Joey Simms – first place win at the Provincial Festival for Speech Arts Grades 10-12.
 - Christina Munchinsky – appearing on "The Ellen Show" and winning the talent contest with her hula hoop skills.
 - c. St. Augustine School:
 - Brenna Sawchuk - winner of the Grade 4 Brandon School Division Oratorical Event.
 - d. École New Era School:
 - Maddie Hay – participating in Canada's French Public Speaking Contest, Concours d'art Oratoire.
 - e. École Harrison:
 - Emily Ross and Jordan Adamski – participating in Canada's French Public Speaking Contest, Concours d'art Oratoire.

The Chairperson invited various students to speak about the event in which they had participated. Christina Munchinsky was invited to perform with her hula hoops.

- 2) Students from École secondaire Neelin High School provided the Board of Trustees with a power point presentation and spoke about the experiences they gained on their Scotland/England Trip they had taken in March.

2.02 Reports of Committees

- a) Divisional Futures & Community Relations Committee Meeting

The written report of the Divisional Futures & Community Relations Committee meeting held on May 21, 2014 was circulated.

Mrs. Bowslaugh also noted she had attended the Aboriginal Education Advisory Committee meeting and a City Hall Forum facilitated by various Aboriginal people in the community.

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

b) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on May 26, 2014 was circulated.

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

c) Other

- The Chairperson reported on the Brandon School Division Long Service Employee Recognition Evening held May 29, 2014 at the Riverbank Discovery Centre and the Brandon Teachers Association Retirement Dinner held June 5, 2014 at the Victoria Inn.

2.02 Delegations and Petitions

- a) Kerri Lynn Gudz, Parent, spoke to the Board regarding the Canadian Parents for French organization noting a local chapter had been instituted in Brandon and would be interested in participating in conversations with the Division regarding French education in Brandon. The Chairperson thanked Ms. Gudz for her presentation noting the Board looked forward to moving forward together on this matter.

2.04 Communications for Action

- a) James Allum, Minister of Education and Advanced Learning, May 29, 2014, announcing \$30 million in new capital funding support for Skill Build Shops (vocational instructional renewal). School divisions are being asked to consider innovative renewal and expansion projects to create more opportunities for young people to get skills training for in-demand jobs in our growing province. Proposals may include both building and equipment projects. Preliminary lists were recently provided to The Public Schools Finance Board (PSFB) and he requests that your school division review these needs and identify projects for further consideration. Please submit your requests to Arlene Dela Cruz at PSFB.
Referred Business Arising.
- b) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, May 21, 2014, announcing Dr. Sherry Peden, Vice President of the Academic & Research department with the University College of the North has extended an invitation to all Superintendents and Trustees that may be interested in taking part in their Aboriginal Education Tour July 6 -12, 2014. This session will provide attendees a wonderful learning and networking opportunity as they explore the boreal forest of northern Manitoba.
Referred MSBA Issues.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

- a) The correspondence from James Allum, Minister of Education and Advanced Learning, Communications for Action 2.04 a), announcing \$30 million in new capital funding support for Skill Build Shops (vocational instructional renewal) was discussed. Trustees asked questions for clarification regarding whether or not it was new money; the deadlines involved; and what would be requested. Senior Administration confirmed they were requesting clarification from the Government on this matter. The matter would be discussed further by Senior Administration once more details had been provided by the Government.

- MSBA issues (last meeting of the month)

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, announcing Dr. Sherry Peden, Vice President of the Academic & Research department with the University College of the North has extended an invitation to all Superintendents and Trustees that may be interested in taking part in their Aboriginal Education Tour July 6 -12, 2014 was discussed. It was noted any Trustee interested in attending should contact the Office of the Secretary-Treasurer.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report
 - May 26, 2014 – Report of Senior Administration – Referred Senior Administration Report
 - Scholarship Agreement - Bob Hamilton Memorial Award – Referred Motions.
 - Recognition of Trade Experience – Referred Motions.
 - Brandon Schools Instrumental Music Association Agreement – Referred Motions.
 - Secondment of the President of the Brandon Teachers' Association – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – Referred Motions

The Secretary-Treasurer noted a scholarship agreement honouring the memory of Bob Hamilton, a former teacher of the Division, as well as an agreement with the Brandon Schools Instrumental Music Association.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

59/2014 Mr. Bartlette – Dr. Ross

That the Agreement to establish an award to be known as the “Bob Hamilton Memorial Award” in memory of Mr. Bob Hamilton, a former teacher in the Brandon School Division, in the amount of \$500.00 to be provided to a graduating Aboriginal student from Crocus Plains Regional Secondary High School who has shown exceptional courage and perseverance when encountered with difficult challenges throughout their high school career, be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

The Chairperson thanked the Hamilton family for their donation.

Carried.

60/2014 Dr. Ross – Mr. Snelling

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers’ Association a total of 3 (three) increments for the first 3 (three) years of experience and an additional 7 (seven) increments for the remaining years of experience, providing her a total of 10 (ten) increments for work related experience be recognized for Ms. Cara-Leigh Turchinski.

Carried.

61/2014 Mr. Karnes – Mr. Snelling

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

Carried.

62/2014 Mrs. Bowslaugh – Mr. Karnes

That the request of the Brandon Teachers’ Association, that the President of the Association for the 2014/2015 school year, Ms. Alison Johnston, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Superintendent, the affected school principal, and Ms. Johnston, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

Carried.

63/2014 Mr. Karnes – Mr. Snelling

That the trip involving twenty six to thirty (26 – 30) grades 9 - 12 Fine and Performing Arts students, from Vincent Massey High School to make a trip to New York City, NY from May 13 – 18, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

64/2014 Dr. Ross – Mr. Bartlette

That the Proposal from AAA Alarms Ltd. in the total amount of \$102,417.68 (including taxes) for the Augmentation to Existing Security Management Systems be accepted for Crocus Plains Regional Secondary School and École New Era.

Carried.

65/2014 Dr. Ross – Mr. Snelling

That the Auditor Letter regarding the audit engagement for the March 31, 2014 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

2.08 Bylaws

Mr. Snelling – Mr. Karnes

That By-law 1/2014 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2014 to June 30, 2015 having been read on May 12 & 26, 2014, be now read for a third and final time and taken as read, is hereby approved.

Carried.

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

The Secretary-Treasurer spoke to the recent break-in which had occurred at George Fitton School.

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

- Quality Learning at École secondaire Neelin High School;
- Quality Teaching at George Fitton School;
- Quality Support Services at Riverview School;
- An update on the Principal Prep Program;
- Suspension Report;
- The minutes of the Drug and Alcohol Coalition meeting which took place May 15, 2014.

Trustees asked questions for clarification regarding “Universal Design”, as well as the current Kindergarten Enrollment numbers for the 2014-2015 school year. Trustees also inquired about multi-age classrooms and what they would look like, as well as the growth and retention rate with respect to the French Immersion programming. It was also requested that the Policy Review Committee look at the possibility of incorporating the banning of “e-cigarettes” into the same policy as the Division’s policy regarding the use of alcohol and tobacco.

3.02 Communications for Information

- a) Dianne Fox, Acting Executive Assistant, Brandon Teachers Association, May 29, 2014, addressed to Dr. Michaels, Superintendent, and noting the officers of the Brandon Teachers' Association for the term beginning July 1, 2014 and continuing to June 30, 2015 are:

Alison Johnston	President
Glen Simard	Vice-President
Cale Dunbar	Treasurer
Peter Buehler	Secretary
Darren Hardy	Past-President.

The chairs of Standing Committees of the Association are also provided.

Ordered Filed.

3.03 Announcements

- a) Facilities/Transportation Committee Meeting, 11:30 a.m., Thursday, June 12, 2014, Board Room.
- b) Brandon School Division Long Service Retirement Dinner, 6:00 p.m., Thursday, June 12, 2014, Victoria Inn.
- c) Policy Review Committee Meeting, 2:30 p.m., Monday, June 16, 2014, Board Room.
- d) Joint Meeting with City of Brandon, 6:00 p.m., Wednesday, June 18, 2014, Riverbank Discovery Centre.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 23, 2014, Board Room.

Mr. Bartlette – Mrs. Bowslaugh

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 noted.
- b) Confidential #2 being a report from the Administrator Selection Committee was received and a motion would be brought forward at the end of the meeting.
- c) The Superintendent and Secretary-Treasurer provided information regarding a personnel matter.

- Trustee Inquiries**4.03 Property Matters/Tenders****- Reports**

- a) The Secretary-Treasurer provided information regarding a school property matter.

- Trustee Inquiries**4.04 Board Operations****- Reports**

- a) The Secretary-Treasurer also spoke to a Board Operations Matter and follow-up meetings which had taken place.

- Trustee Inquiries

- a) Trustee Karnes inquired about a Board Operations Matter. The Board directed the Secretary-Treasurer to contact and follow-up with the Division solicitor.

Mrs. Bowslaugh – Mr. Snelling

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

Carried.

66/2014 Mr. Bartlette – Dr. Ross

That Confidential Report No. 2 be adopted; the recommendations of employment contained therein to be released to the public after 10:00 a.m. on June 10, 2014.

Carried.

5.00 ADJOURNMENT

Mr. Kruck – Mr. Snelling

That the meeting does now adjourn (9:10 p.m.)

Carried.

Chairperson

Secretary-Treasurer

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 p.m. MONDAY, JUNE 16, 2014.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. Murray, Vice-Chairperson Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross (via Conference Call), Mr. M. Snelling, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. D. M. Michaels Superintendent, Mr. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Mr. M. Clark, Director of Facilities and Transportation, Ms. K. Boklaschuk, Communications and Technology Specialist.

CALL:

The Chairperson called the meeting to order at 7:00 p.m.

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

- a) Board Operations Matter – In-Camera

Mr. Karnes – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

Information was circulated to Trustees regarding a Board Operations Matter. The Board reviewed the material and provided direction to Senior Administration.

IN BOARD

Mr. Snelling – Mr. Karnes

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

Carried.

Mr. Murray – Mr. Sumner

That the meeting do now adjourn (8:30 p.m.).

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Monday, June 9, 2014 – 9:00 a.m.
Board Room, Administration Office

Present: L. Ross (Chairperson) D. Karnes, J. Murray (Alternate) G. Kruck (via conference call at 9:35 a.m.) D. Labossiere, Dr. Michaels, B. Switzer.

1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 9:12 a.m. by the Committee Chairperson, Dr. Ross.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of May 26, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Governance Goal Update Follow-up – 2010-2014

At the Committee meeting held May 26, 2014, Trustees requested the survey results with respect to professional development. It was noted by Senior Administration that the results were not available at the moment; however, they would be brought to a future Personnel Committee for discussion.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 5039 – Permanent Support Staff Leaves and Absences

The Director of Human Resources spoke to the changes made to Policy 5039 – Permanent Support Staff Leaves and Absences. She noted the changes were made to bring the policy in line with current practice. She also confirmed the revisions made the policy equitable to a similar policy for the teaching staff. Trustees asked questions for clarification regarding leaves. It was agreed that the revised Policy would be brought forward for approval by the Board (Appendix "A" and "B").

Recommendation:

That Policy 5039 – "Permanent Support Staff Leaves and Absences" be rescinded and replaced with Policy 5039 – "Permanent Support staff Leaves and Absences".

B) Employee Pension Plan

The Secretary-Treasurer provided information received from the MSBA regarding the non-teaching plan pension, noting that the "MSBA Provincial Executive approved a 1% increase to the Non-Teaching Pension Plan contribution rate effective July 1, 2015. The contribution rate will be subject to future adjustment pending ongoing review. This would result in the contribute rate schedule being adjusted by 1% for both the employee and employer." Mr. Labossiere confirmed he will be meeting with CUPE Local 737 President to advise of the increase.

C) Letter from CUPE – JJE Committee – In-Camera

This matter was discussed In-Camera.

6. OPERATIONS INFORMATION

The Committee reviewed and received as information the following:

- MSBA Collective Bargaining Updates dated May 23, 2014 and May 30, 2014.
- MSBA – CPI, Unemployment rate, Regional Trends Update.
- Letter from MSBA Labour Relations which had been presented to the Board of Trustees at their Regular Meeting held May 26, 2014. The Secretary-Treasurer provided further information regarding collective bargaining. The Secretary-Treasurer was asked to forward correspondence to both BTA and CUPE acknowledging receipt of the two unions' intention to open negotiations.

7. NEXT REGULAR COMMITTEE MEETING: TBA.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

G. Kruck

J. Murray (Alternate)



BRANDON SCHOOL DIVISION POLICY

POLICY 5039

PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

Adopted: Motion 103/92

Reaffirmed: Motion 126/2009; June 22, 2009

SPECIAL DISCRETIONARY

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

The administration of this policy shall involve the following conditions:

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

ADOPTIVE LEAVE

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

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

CONCLUSION

The Board of Trustees intends to interpret every aspect of its policy on leaves of absence in as humane a manner as is consistent with its wider responsibilities.

Where a request for leave has not been granted, the Board is prepared to listen to appeals for reconsideration.



BRANDON SCHOOL DIVISION POLICY

Appendix "B"

POLICY 5039

PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

Adopted:

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

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

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

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

A. SICK LEAVE

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

B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

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

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

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

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

C. COMPASSIONATE LEAVE

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

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

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

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

D. BEREAVEMENT TRAVEL LEAVE

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

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

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

E. SPECIAL DISCRETIONARY

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

The administration of this policy shall involve the following conditions:

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

F. LEAVE WITHOUT PAY

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

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

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

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

G. EXTENSION OF HOLIDAY TIME

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

H. ADOPTIVE LEAVE

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

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

K. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE

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

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

9. Employees receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

CONCLUSION

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



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, June 9, 2014, 2:00 p.m.
Board Room, Administration Office

Present: K. Sumner (via conference phone at 2:15 p.m.), M. Sefton, L. Ross,
Dr. D. Michaels, D. Labossiere, E. Jamora

1. CALL TO ORDER:

As the Committee Chairperson was unable to join the meeting until 2:15 p.m. via conference phone, Trustee Ross agreed to chair the meeting. The Finance Committee Meeting was called to order at 2:00 p.m. by Acting Committee Chairperson, Dr. L. Ross.

2. APPROVAL OF AGENDA

The Secretary-Treasurer confirmed he had two items to add to the agenda. The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held April 28, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Governance Goal Update 2010-2014

The Committee reviewed the Board Governance Goals regarding the provision for and optimization "of the use of resources necessary to meet the 21st Century needs" of students.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Security/Camera Tender

The Secretary-Treasurer reviewed the tender for augmentation to existing security management systems. He noted that only one vendor attended the mandatory site visit. He also confirmed that the Facilities and Transportation Committee had been advised that only one vendor met the qualifications with respect to the site visit. AAA Alarms Ltd. submitted a proposal in the total amount of \$102,417.68 (including taxes). Mr. Labossiere noted the sum of \$150,000 had been budgeted for this item and the balance of the money would be used by to purchase the additional computers and software required to complete the next phase of this project. The Secretary-Treasurer noted he would be bringing forth the recommendation as a late motion to the Board Meeting on June 9, 2104.

Recommendation:

That the Proposal from AAA Alarms Ltd. in the total amount of \$102,417.68 (including taxes) for the Augmentation to Existing Security management Systems be accepted for Crocus Plains Regional Secondary School and École New Era.

B) Policy 3001 – “Budget Deadlines and Schedules”

The Committee reviewed the proposed changes to Policy 3001 which would note that, as part of the budget planning and preparation process, the Board of Trustees would provide for a contingency fund not lower than 2% of the annual operating budget. Discussions were held regarding the wording and whether or not it restricted any future Board. The Secretary-Treasurer noted bringing the contingency fund back up to 2% was being completed over a couple budgets and that \$258,260 is required to be raised for the 15/16 budget. The Committee agreed to the proposed amendment to Policy 3001. (Appendix “A”)

Recommendation:

That Policy 3001 – “Budget Deadlines and Schedules” be amended as follows:

- Remove the word “in” in the first sentence of the policy;
- Add the following statement under the heading “September”:
“In order to maintain a financially responsible operating budget, the Board of Trustees shall provide for a contingency fund not lower than 2% of the annual operating budget”.

C) Policy and Procedures 3011 – Purchasing Authority

The Committee reviewed Policy and Procedures 3011 as it pertains to tender proposals for goods and/or services exceeding \$50,000. The Committee requested clarification as to whether or not the sum of \$50,000 included GST and PST. The Secretary-Treasurer noted the amount of \$50,000 is determined by The Public Schools Act; however it was not clear as to whether or not this amount was before or after taxes. The Superintendent suggested the Division solicitor provide an opinion on this matter and that the opinion be brought back to the Committee for review at the next regular meeting of the Finance Committee.

D) March Audit/Public Sector Compensation Disclosure Report

The Secretary-Treasurer spoke to the March Audit/Public Sector Compensation Disclosure Report. He noted that a late motion regarding the Audit Engagement Letter would be presented to the Board of Trustees at the regular meeting to take place June 9, 2014.

Recommendation:

That the Auditor Letter regarding the audit engagement for the March 31, 2014 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

E) Confirm Payments of Account (March and April)

The payments of account for March and April were accepted.

F) Review Monthly Reports (March and April)

The Assistant Secretary-Treasurer spoke to the Monthly Financial Report for March and April. Trustees asked questions for clarification. The Secretary-Treasurer noted there will be a surplus; however the amount of the surplus has yet to be determined. The reports were accepted.

6. **OPERATIONS INFORMATION**

- The Secretary-Treasurer provided an update on the VOIP proposal and Photocopier RFP confirming that both items would be placed on the next Committee agenda.

7. **NEXT REGULAR MEETING: Monday, July 7, 2014, 2:00 p.m., Board Room.**

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 3001

BUDGET DEADLINES AND SCHEDULES

The Budget Planning and Preparation Process shall be carried out in accordance with the following general timetable:

September – 3rd week of school

- Capital and Maintenance Budgets – letter to Principal's requesting their proposed requirements on forms provided.

September

- Report and recommendations from Senior Administration to Finance Committee for direction re general guidelines for budget preparations and level of support for Instructional Equipment and Supply Budgets and capital budget-maintenance for upcoming fiscal year.
- In order to maintain a financially responsible operating budget, the Board of Trustees shall provide for a contingency fund not lower than 2% of the annual operating budget.

September 30th

- Departmental Statistical Forms – due from principals, teachers and administrators.

October 15th

- Departmental Statistical Forms – completed, signed and submitted to Manitoba Education.
- Capital and Maintenance Requests – completed by principal and arrangements finalized for Maintenance Department Review.

November 1st – 15th

- Capital and Maintenance Requests – reviewed with individual principal of each school by Senior Administration, Director of Facilities/Transportation or Supervisor of Property.

November 15th – 30th

- Preliminary Budget preparations – Senior Administration hold meetings as required.

Mid-December – Early February

- Capital Maintenance Budget submitted to Finance Committee
- Provincial funding support announcement
- Public Budget Consultation Forum(s)

February

- Special Board Meeting held on or about 3rd Tuesday over a period of one or more days, as required, for the purpose of establishing the proposed budget and special levy requirement, subject to a review and checking by the Senior Administration prior to formal approval by the Board.

March – 1st Monday

- Public Presentations regarding proposed budget.

March – 2nd Monday

- Formal approval given by the Board to the final budget and special levy requirement.

March 15th

- Special Levy requirement –submitted to Municipalities.

March 31st

- Final Budget – completed, submitted to the Public Schools Finance Branch.



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Thursday, June 12, 2014 – 11:30 a.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray (entered at 11:45 a.m.),
P. Bowslaugh, M. Snelling, M. Sefton, D. Labossiere, (entered at
11:55 a.m.) G. Malazdrewicz, and M. Clark.

Regrets: Dr. D. Michaels, R. Harkness

1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:35 a.m. by Committee Chairperson, Doug Karnes.

2. APPROVAL OF AGENDA

The agenda was approved as circulated

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of May 7, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Operations Matter – In-Camera Discussions

This item was discussed In-Camera.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Bite Protocol

The Director of Facilities and Transportation and the Associate Superintendent spoke to this matter noting this item had been brought forward at the Workplace Safety and Health Committee meeting. The protocol has been in place since 2004; however not in policy. (Attached as Appendix A) Trustees asked questions for clarification and it was agreed this item would be brought forward for approval by the Board of Trustees.

Recommendation:

That Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission” is hereby approved.

B) Vincent Massey Science Lab

The Director of Facilities and Transportation spoke to this item. He noted that MCM Architects were recommended as the Architects for the project. Trustees asked questions for clarification and agreed to take a recommendation to the Board of Trustees for approval of appointment of MCM Architects for the project.

Recommendation:

That the appointment of MCM Architects to design and tender the Vincent Massey High School Science Lab project, be approved, subject to approval by the Public Schools Finance Board.

C) Summer Roofing Projects

The Director of Facilities and Transportation noted there were several roofing projects that would be tendered over the summer. In order to meet construction deadlines and complete the projects during the summer the Trustees discussed whether to hold special meetings to approve each tender, or provide Senior Administration with authority to move forward with the roofing projects. It was agreed a motion would be brought forward to provide Senior Administration with the authority required to address the tenders for the Vincent Massey High School Roof Replacement of Areas D and G, the Harrison School Roof Replacement of Area A1, and Neelin High School Roof replacement of Area G1.

Recommendation:

That Senior Administration is authorized to proceed with tenders for the Vincent Massey High School Roof Replacement of Areas D and G, the Harrison School Roof Replacement of Area A1, and Neelin High School Roof replacement of Area G1 projects without bringing them back to the Board of Trustees during the summer months, subject to the approval of the Public Schools Finance Board.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided verbal updates on the following Projects:
 - Riverview School – Furnace Replacement PH II Project Support.
 - Crocus Plains Regional Secondary School Chemistry and Physics Classroom Renovation Project Support for Additional Costs – Furnishing Grants.
 - Meadows School – Three Classrooms and Elevator Addition.
 - Vincent Massey High School – Renovation of Two Science Classrooms.
 - Waverly Park School – Two Classroom Addition.
 - George Fitton School – Smaller Class Size Initiative – Two Classroom Renovation of Existing Gym.
 - Vincent Massey High School Roof Replacement of Areas D and G.
 - Harrison School Roof Replacement of Area A1.
 - Neelin High School Roof replacement of Area G1.
 - Linden Lanes School – 2014/15 Modular Classroom Assessment.
 - O’Kelly School 2014/15 Modular Classroom Assessment.
- Mr. Clark, Director of Facilities and Transportation, also noted that motions would be brought forward to the Board for the regular meeting to be held on July 7, 2014, regarding tenders for the classroom renovations at George Fitton, Waverly Park and Meadows classroom to address the class size initiative.
- Trustee Snelling requested an update on the propane school bus order. It was noted that two buses had been ordered as directed by the Board of Trustees.
- Trustee Bowslaugh requested an update on the Neelin Media Box building and the Crocus Field House building.

7. **NEXT REGULAR MEETING: Thursday, September 4, 2014 11:30 a.m., Board Room**

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

D. Karnes, Chair

P. Bowslaugh

J. Murray

M. Snelling (Alternate)

Protocol for Management of Human Bites

In school systems, pediatric bites carry low risk for transmission of blood-borne diseases.

- Individual planning is required for students who bite frequently.
- Planning may involve behavioural interventions as well as modifications to the environment of the student.
- Proactive measures that may help decrease biting incidents by students who bite include:
 - Avoidance of stressful situations and frustrations;
 - Teach a better way to communicate;
 - Firm statements to the student on the negative impacts of his or her misconduct;
 - Depending on the severity of the behavior, a continuum of responses will be implemented;
 - Behavioural Plan developed by school and divisional teams to determine proactive and reactive strategies. Attempts should be made to involve parents as a collaborative member of the school team.

Procedures:

1. School administrators should take appropriate steps to limit the exposure of staff and students to blood and saliva. Staff should be adequately trained in procedures of routine practices as per Policy and Procedures 4039 – “Blood Borne Infections”.
2. First aid equipment for the care of bite wounds should be available on site, and first aid equipment such as gloves, and dressings should be readily accessible.
3. If the skin is not broken, the wound should be cleaned with soap and water and a cold compress should be applied.
4. If the skin is broken:
 - a. First Aid
 - Calm and reassure the victim. Wash your hands thoroughly with soap and water;
 - Utilize gloves at all times for protection;
 - The wound should be allowed to bleed gently;
 - The wound should be cleaned carefully with mild soap and running water for 3 to 5 minutes and then cover the bite with a clean dressing;
 - If the bite is actively bleeding, control the bleeding by applying direct pressure with a clean, dry cloth until the bleeding subsides. Elevating the area is also recommended.

b. Follow-up Procedures

- The Principal or teacher will notify the parent(s)/guardian(s) of the student who has been bitten;
- The Principal or teacher will notify the parent(s)/guardian(s) of the student that has bitten;
- The Principal will report the incident to the Regional Health Authority Occupational Health Nurse;
- The Occupational Health Nurse will complete an assessment following the Regional Health Authority Post Exposure;
- If the person bitten is an adult, this person or the principal, may choose to notify the Regional Health Authority Occupational Health Nurse and request an assessment;
- The name of the biter and the person bitten will be requested in order to do an assessment. (NOTE: There is a clause in the Personal Health Information Act that covers the sharing of information.)
- The Occupational Health Nurse will proceed with any follow-up deemed necessary

5. Complete a Violent Incident Report Form.

References:

Personal Health Information Act – Section 22(2)(b)
Policy 4039 – Blood Borne Infections.



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Monday, June 16, 2014, 2:30 p.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), J. Murray, K. Sumner,
M. Sefton, (Alternate), Dr. D. Michaels, Mr. D. Labossiere.
Guests: B. Ewasiuk, Director of MIST, K. Boklaschuk, Communications
and Technology Specialist.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 2:30 p.m. by Committee Chairperson, Glen Kruck.

2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of May 20, 2014 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Social Media Policy and Procedures

Mr. Brent Ewasiuk, Director of MIST and Ms. Kelli Boklaschuk, Communications and Technology Specialist attended the meeting to speak to this matter.

Mr. Ewasiuk began his presentation by showing a YouTube Video – Jack Vale's Social Media Experiment. He note the video reinforced why the Division chose to establish a private cloud versus a public cloud. Mr. Ewasiuk reviewed the goals of the social media policy and the processes being put in place to ensure student/staff safety.

Ms. Boklaschuk spoke to Policy 1007 and all procedures and forms attached with respect to the following:

- Safe Use of Technology and Communications by students and staff
- Use of Social Media
- External and Internal Media Use of Images and Recordings of both students and staff
- Guidelines for the Division's web pages
- Communications procedures and Synervoice procedures.

Trustees asked questions for clarification. Suggestions regarding revisions to the policy were provided. It was agreed the Social Media Policy and all Procedures and Forms would be brought forth to the Board of Trustees for approval. (Appendix A, B, C, D, E)

Recommendation:

That the following policies, procedures and forms be rescinded:

- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
- Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
- Form 1007.1 – Use of Information and Communications Technologies by Staff;
- Procedures 1007.2 – Use of Information and Communication Technologies by Students;
- Form 1007.2 – Use of Information and Communications Technologies by Students;
- Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
- Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
- Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;
- Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students);

And that they be replaced with the following policies, procedures and forms:

- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
- Procedures 1007.1 – Safe Use of Technology and Communications by Students;
- Form 1007.1 – Safe Use of Technology and Communications by Students;
- Procedures 1007.2 – Safe Use of Technology and Communications by Staff;
- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages.

The Policy 1008 – Communications is hereby rescinded and replaced with the following:

- Policy 1008 – Communications
- Procedures 1008.1 Communication procedures
- Procedures 1008.2 Synervoice procedures.

That Policy and Procedures 4051 – Media Use of Images and Recordings, together with associated forms, is hereby rescinded.

b) Policy 4047 – Nutrition Policy

Due to time constraints, this item was deferred until the fall.

c) Division Policy Review - Bullying

Due to time constraints, this item was deferred until the fall.

7. OPERATIONS INFORMATION

8. NEXT MEETING: TBA

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

G. Kruck, Chair

J. Murray

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION POLICY

POLICY 1007

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF AND STUDENTS

Adopted: Motion 55/2005 (April 25, 2005)

The Brandon School Division supports Information and Communication Technologies (ICT) to provide students, parents/guardians and staff with access to information to support teaching and learning.

It is the expectation of the Division that ICT resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission, Vision, Learning Beliefs and Strategic Plan of the Division and Manitoba Education curricular outcomes.

It is the responsibility of all constituents to ensure that technology is used to support curricular outcomes in a safe and appropriate manner.

To that end, all users will learn to:

- identify material that is both age and developmentally appropriate
- discriminate between acceptable and unacceptable information
- evaluate the accuracy of information available online.

This policy shall be reviewed annually by the Administrator of Information and Communication Technology for approval by the Board of Trustees.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.1

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF

Adopted: Motion 55/2005 (April 25, 2005)

The Brandon School Division offers its employees access to a variety of information and communication technologies (ICT), including computer workstations, local area networks, a wide area network and the Internet.

The Division will endeavour to provide error-free, dependable access to ICT resources. Staff using the Division's networks and equipment do so at their own risk and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

USE OF ICT BY STAFF

Use of technology is an important component of business, teaching and learning in the Division.

Administration and support staff need access to technology to:

- complete Divisional business and financial transactions
- access information for research purposes
- communicate rapidly with other users around the world, particularly staff, students and parents/guardians within the Division.

Teachers need access to technology to:

- complete daily attendance records for students
- at some grade levels, post student marks and records for parent access
- integrate technology in teaching and learning as required by Manitoba curricula
- communicate rapidly with other users around the world, particularly staff, students and parents/guardians within the Division.

GUIDELINES FOR THE USE OF ICT BY STAFF IN THE BRANDON SCHOOL DIVISION

While using Division technology, it is expected that staff shall:

- accept ultimate responsibility for their actions in accessing technology
- use good judgment at all times
- respect the rights and privacy of other technology users
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator
- keep user IDs and passwords for Divisional accounts confidential
- close all Internet browser windows and log off the Divisional network when not directly using the computer
- access the network and the Internet with personal equipment only with the permission of the Coordinator of Information Technology
- access only Internet sites with content appropriate for the workplace environment
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications
- apply available approved virus scanning software, when downloading files from the Internet or portable data devices, before opening the files
- install only software that is legally licensed for use and is supplied or approved by an administrator
- respect copyright
- accept consequences of inappropriate use of technology, as outlined in this policy.

GUIDELINES FOR TRANSMISSION OF PERSONAL INFORMATION USING ICT

In order to ensure that e-mails containing personal information (personnel and/or student) are secure, staff shall only use the BSD Portal e-mail service to transmit such information. Transmission of personal information outside of the Portal is prohibited.

GUIDELINES FOR STAFF SUPERVISING THE USE OF ICT BY STUDENTS

Staff who direct or supervise the use of ICT by students shall:

- immediately supervise activities involving the use of ICT, including access to the Internet
- review with students, on a semester-to-semester basis, the Divisional regulations for the Use of ICT by Students.

SANCTIONS

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate disciplinary action.
- Any misuse or illegal activities will result in temporary or permanent cancellation of privileges and disciplinary action.
- If a violation of law has occurred, law enforcement agencies may be involved.



"Accepting the Challenge"

BRANDON SCHOOL DIVISION
USE OF INFORMATION AND
COMMUNICATION TECHNOLOGIES
BY STAFF

ACCEPTABLE USE AGREEMENT

I have read the Brandon School Division Regulations on the Use of Information and Communication Technologies by Staff and agree to comply with that policy. I understand my responsibilities pertaining to the use of ICT. Further, I understand that any violation of the conditions, rules and guidelines set out in the Policy will result in the sanctions outlined in said Policy.

This agreement will remain in effect for the term of employment.

Name of Employee: _____

Work Assignment: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.2

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

Adopted: Motion 61/2005 (May 9, 2005)

Brandon School Division, through its school administrators and instructional staff, offers students access to a variety of information and communication technologies (ICT), including computer workstations, local area networks, a wide area network and the Internet.

Information and communication technologies literacy is a fundamental skill set for today's students. The use of ICT has become an integral part of teaching and learning in all curricula.

The Division will endeavour to provide error-free, dependable access to ICT resources. Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

STUDENT INTERNET USE

Internet use is an important component of the integration of technology with learning in The Division. Students are guided to become proficient Internet users in order to:

- locate and retrieve up-to-date information on topics studied in the classroom
- communicate rapidly with other users around the world
- collaborate with others in different locations on topics of common interest
- become wary and wise users of the Internet, especially concerning the hazards of the Internet.

SAFETY

Keeping students safe during Internet access is the joint responsibility of school and Divisional personnel, parents/guardians and students. Safety measures in place include features, training and procedures that result in wise use of the Internet. The Division has installed Internet content filtering software that restricts access to inappropriate sites on the Internet.

- School instructional staff will be trained to assist students to use the Internet responsibly.
- Students and their parents/guardians (for students under 18 years of age) are required to complete an Acceptable Use Agreement before students receive access to the school network.
- Students are required to follow the Guidelines for the Use of Information and Communication Technologies by Students outlined in this policy. On a semester-to-semester basis, instructional staff shall review these guidelines with students.
- Use of ICT by students will take place in settings supervised by instructional staff.
- Network storage areas shall be treated like student lockers (Policy 7008). Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

GUIDELINES FOR THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

While using technology at school, it is expected that students shall:

- accept ultimate responsibility for their actions in accessing technology
- access the network and the Internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor
- access the network and the Internet only with equipment provided by the Division
- close all Internet browser windows and log off the Divisional network when not directly using the computer
- use good judgment at all times
- respect the rights and privacy of other technology users
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator
- keep user IDs and passwords for Divisional accounts confidential
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications
- download only information (including text, software, graphics and images) that is classroom- or course-related, with the permission of instructional staff
- when downloading files from the Internet or portable data devices, apply available approved virus scanning software to the file(s) before opening or launching
- refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location
- be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate
- respect copyright
- accept consequences of inappropriate use of technology, as outlined in this policy.

SANCTIONS

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.
- Additional disciplinary action may be determined at the school level in line with the Division's Student Conduct Policy, including suspension or expulsion.
- If applicable, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION

FORM 1007.2

Motion 55/2005 (April 25, 2005)

*Corrected version

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

ACCEPTABLE USE AGREEMENT

A. STUDENT SECTION *(to be completed by all students in grades 7 through 12)*

I have read the Brandon School Division Procedures on the Use of Information and Communication Technologies by Students and agree to comply with them. I understand my responsibilities pertaining to the use of ICT. I will participate in orientation sessions provided by instructional staff on the guidelines as outlined in the Procedures. Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures will result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the school year.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____

Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I have read the Brandon School Division Procedures on the Use of Information and Communication Technologies by Students and agree that my child shall comply with the Procedures. I understand my child's responsibilities pertaining to the use of ICT and that he/she will participate in orientation sessions provided by instructional staff on the guidelines as outlined in the Procedures. Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures may result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the school year.

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____

Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.3

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF AND STUDENTS – GUIDELINES FOR USE OF BRANDON SCHOOL DIVISION WEB PAGES

Adopted: Motion 55/2005 (April 25, 2005)

*Corrected version

DIVISION WEBSITE

The Division has established a website in order to present information about the Division via the World Wide Web. The Administrator of Information and Communication Technologies (ICT) (or his/her appointee) has been designated the Webmaster, responsible for maintaining the main pages within the website. The Administrator of ICT is responsible for the content of the main pages within the Division's website. Only information deemed to be public information shall be posted on the website.

DIVISIONAL DEPARTMENT WEB PAGES

The supervisor of each department shall designate an individual or individuals to be responsible for managing the department's pages on the Divisional website; however, the supervisor is ultimately responsible for the content of the department's Web page(s). Only information deemed to be public information shall be posted on the department's Web pages. The Division Webmaster shall have administrator access to all department Web pages.

SCHOOL/CLASS WEB PAGES

It is expected that each school shall maintain a presence on the World Wide Web through a website linked from the Divisional website, in order to present information about the school and/or class activities. The Principal shall designate an individual to be responsible for managing the school website; however, the Principal is ultimately responsible for the content of the school's Web pages. Only information deemed to be public information shall be posted on the school website. Teachers shall be responsible for maintaining their class Web pages. The Division Webmaster shall have administrator access to all school sites; the school Webmaster shall have administrator access to all class pages linked from the school site.

STUDENT WEB PAGES

With the approval of the school Principal, students may establish curriculum-related Web pages linked from a class website. The Principal shall be responsible for ensuring that material posted on these pages, including links to other sites, follows the guidelines

established for school/class Web pages. Material presented in the student's website must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the Division."

SCHOOL WEBSITE CONTENT

School websites shall contain the following information:

- School contact information
 - Address
 - Phone number
 - Fax number
 - E-mail address
- Name of Webmaster and/or e-mail link
- School registration information
- Staff list
- School handbook showing
 - School hours
 - Student conduct policy
- School development plan
- Link to the Brandon School Division home page.

School websites may contain:

- the school's monthly newsletter, following the guidelines for posting of student photographs, information and work
- other information as approved by the Principal.

School websites shall not contain:

- School maps or classroom locations (e.g. room numbers)
- Advertising, commercial logos or endorsement of commercial products, companies or organizations, with the exception of school programs run in partnership with outside organizations (e.g. Cisco Training program at Neelin High School).

When creating Web pages within the Division website, Webmasters should be sensitive to copyright issues when using images and background textures on Web pages.

POSTING STUDENT AND STAFF PHOTOGRAPHS AND/OR INFORMATION ON DIVISIONAL/SCHOOL WEB PAGES

The Division acknowledges the potential risks associated with posting student and staff photographs and/or information on the Internet. In order to minimize the potential risk, The Division has established the following guidelines for posting of such information on Divisional Web pages:

K-12 Students

- The school must receive a signed release form from the parent/guardian (or from the student himself/herself if the student is 18 years of age or over) before any student photograph, video, voice recording or work is posted. Refer to the form entitled *Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work*.

- Student photos, videos, voice recordings and/or work shall not be posted with names and/or other identifying information.
- Only group photos or videos of students shall be posted. The school must receive a signed release form, as stated above, for each student included in the photo/video.
- Photos of classrooms and other facilities are permitted, provided that location details (such as room numbers) are not included.
- Student work shall appear with a copyright notice prohibiting the copying of such work without express written permission. This permission shall be requested via the school Webmaster who shall refer the request to the student and to the parent/guardian if the student is under 18 years of age.

Special Circumstances Involving High School Students

- From time to time, high school students and/or schools and/or the Division may require students' full names, individual photographs and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to:
 - attend an Internet Awareness presentation at the school or view the presentation provided by the school or Division (on CD or online) and
 - sign a release form allowing the posting of student information and/or photographs. Refer to the form entitled *Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes*.

Staff

- Staff photographs, videos and/or voice recordings may be used only with the written consent of the staff member(s). Refer to the form entitled *Staff Permission for World Wide Web Publishing of Photographs, Videos and/or Voice Recordings*.



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**STAFF PERMISSION
FOR WORLD WIDE WEB PUBLISHING
OF PHOTOGRAPHS, VIDEOS, AND/OR
VOICE RECORDINGS**

This form shall be distributed on an individual basis and retained by the school/department Webmaster.

Name of Staff Member: _____

School/Department: _____

From time to time, staff photographs, videos and/or voice recordings may be selected for publication on a school website. No personal information other than name will appear with such photographs, videos and/or voice recordings.

Website address where photos, videos and/or voice recordings will appear:
http://www. _____

This agreement will remain in effect until the end of the current school year.

I give permission for the publishing of my photograph or a video of me on the school website for the current school year.

Yes _____ No _____

I give permission for the publishing of a recording of my voice on the school website for the current school year.

Yes _____ No _____

Signature: _____

Date: _____



BRANDON SCHOOL DIVISION

FORM 1007.3(b)
Motion 55/2005 (April 25, 2005)

STUDENT/PARENT PERMISSION FOR WORLD WIDE WEB PUBLISHING OF STUDENT PHOTOGRAPHS, VIDEOS, VOICE RECORDINGS AND/OR STUDENT WORK

This form shall be included in the school's student registration package. A copy of the signed form shall be provided to the classroom teacher/course instructor.

Name of Student: _____

Grade Assignment: _____

From time to time, student photographs, videos, voice recordings and work samples may be selected for publication on a school website. No individual photos or videos will be published. No personal information (e.g., name, address, telephone number) will appear with such photographs, videos, voice recordings and/or student work. The student may be identified only by classroom or group name. Any samples of student work will appear with a copyright notice prohibiting the copying of such work without express written permission from the student and from the parent/guardian of a student under 18 years of age.

Website address where photos, videos, voice recordings and/or student work will appear:
http://www. _____

This agreement will remain in effect until the end of the current school year.

A. STUDENT SECTION *(to be completed by all students 18 years of age and over)*

I give permission for the publishing of my photograph or a video of me on the school website for the current school year. Yes _____ No _____

I give permission for the publishing of a recording of my voice on the school website for the current school year. Yes _____ No _____

I give permission for selected samples of my work to be published on the school website for the current school year. Yes _____ No _____

Student Signature: _____ Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I give permission for the publishing of my child's photograph or a video of my child on the school website for the current school year. Yes _____ No _____

I give permission for the publishing of a recording of my child's voice on the school website for the current school year. Yes _____ No _____

I give permission for selected samples of my child's work to be published on the school website for the current school year. Yes _____ No _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____



BRANDON SCHOOL DIVISION

FORM 1007.3(c)
Motion 55/2005 (April 25, 2005) * Corrected version

STUDENT/PARENT PERMISSION FOR WORLD WIDE WEB PUBLISHING OF STUDENT INFORMATION AND/OR PHOTOGRAPHS FOR PROMOTIONAL PURPOSES (GRADE 9-12 STUDENTS)

This form shall be distributed to students and/or parents on an individual basis.

Name of Student: _____

Grade Assignment: _____

From time to time, Grade 9-12 students and/or schools may require students' full names, individual photographs, videos, voice recordings, work and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to attend an Internet Awareness presentation at the school or view the presentation provided by the school or Division (on CD or online) in addition to signing this release form.

Promotional purpose: _____
Website address where student information, photos, videos, voice recordings, work and/or statistical information will appear:
<http://www.> _____

This agreement will remain in effect until the end of the current school year.

A. STUDENT SECTION *(to be completed by all students 18 years of age and over)*

I give permission for the above-named items and/or information to be posted on the school or Division website for the stated promotional purpose.

- ☐ I have attended the required Internet Awareness presentation at the school.
☐ I have viewed the required Internet Awareness presentation provided by the school or Division.

Student Signature: _____ Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I give permission for the above-named items and/or information about my child to be posted on the school or Division website for the stated promotional purpose. I have attended the required Internet Awareness presentation at the school.

- ☐ I have attended the required Internet Awareness presentation at the school.
☐ I have viewed the required Internet Awareness presentation provided by the school or Division.

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____ Date: _____



BRANDON SCHOOL DIVISION POLICY

Appendix B

POLICY 1007

INFORMED AND RESPONSIBLE ENGAGEMENT OF TECHNOLOGY AND COMMUNICATIONS

Adopted:

The Brandon School Division supports responsible and engaged use of technology and communication tools to provide students, parents/guardians and staff with access to information to support teaching, learning, and administration.

It is the expectation of the Division that technology and communication resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission, Vision, and Strategic Plan of the Division and Manitoba Education curricular outcomes. It is also the role and responsibility of the School Board to provide a safe and secure learning environment which protects students and their information.

It is the responsibility of all constituents to ensure that technology and communication tools are used to support curricular outcomes in a safe and appropriate manner.

To that end, all users will learn to:

- identify material that is both age and developmentally appropriate;
- discriminate between acceptable and unacceptable information; and
- evaluate the accuracy of information available online.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.1

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STUDENTS

Adopted:

Brandon School Division, through its school administrators and instructional staff, offers students access to a variety of technology and communication resources, including computer workstations, mobile devices and network infrastructure to support external and internal communications.

Technology and communication literacy is a fundamental 21st century skill set for today's students. The use of technology and communication resources has become an integral part of teaching and learning in all curricula.

The Division will endeavour to provide error-free, dependable access to technology and communication resources. The Division's networks and equipment are provided to students for the sole purpose of educational activities associated with the Brandon School Division. Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division does request consent from parents or students to post or publish student information and work on various public forums.

Student Internet Use

Internet use is an important component of the integration of technology and communications with learning in the Division. Students are guided to become proficient digital citizens (refer to Policy and Procedures 1007.4 - Digital Citizenship) in order to:

- locate and retrieve up-to-date information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest; and
- become competent global citizens with 21st century skill preparedness.

Safety

Keeping students safe during Internet access is the joint responsibility of school and Divisional personnel, parents/guardians and students (refer to Policy and Procedures 1007.4 - Digital Citizenship). Safety measures in place include features, training and procedures that result in safe and ethical use of the Internet. The Division has installed Internet content filtering software that restricts access to inappropriate sites on the Internet.

- School instructional staff will be trained to assist students to safely and responsibly use the Internet (refer to Policy and Procedures 1007.4 - Digital Citizenship).
- Students and their parents/guardians (for students under 18 years of age) are required to complete a safe use of technology and communications by students user agreement (refer to attached 1007.2 (F)) before students receive access to the school network.
- Review with students, once per semester (secondary) or twice per year (elementary), the Divisional regulations for the Safe Use of Technology by Students Policy and Procedures and the Digital Citizenship Policy (refer to 1007.4).
- Use of technology and communication resources by students will take place in settings supervised by instructional staff.
- Network storage areas shall be treated like student lockers (refer to Policy 7008). Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

Guidelines for the Use of Technology and Communications by Students

While using technology at school, it is expected that students shall:

- accept ultimate responsibility for their actions in accessing technology;
- access the network and the Internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor and the Brandon School Division;
- access the network and the Internet only with equipment provided by the Division;
- close all Internet browser windows and log off the Divisional network when not directly using the computer or mobile device;
- use good judgment at all times (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- respect the rights and privacy of other technology users (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator; and
- keep user IDs and passwords for Divisional accounts confidential;
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications (refer to Policy 1007.4 - Digital Citizenship);
- will not attempt to modify settings, unless approved by instructional or administrative staff, or uninstall programs installed by the MIST Department;
- respect copyright (refer to Policy 1007.4 – Digital Citizenship);
- use only Brandon School Division sanctioned technology and communication resources unless a project proposal has been approved under the guidelines and procedures of the Brandon School Division Social Media Policy (refer to Policy 1007.1);

- download only information (including text, software, graphics and images) that is classroom or course-related, with the permission of instructional staff;
- refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location (refer to Policy and Procedures 1007.4 - Digital Citizenship); and
- be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- accept consequences of inappropriate use of technology, as outlined in this policy; and
- under certain circumstances, bring in personal devices **only with the permission of the Director of Management and Information Systems Technology**. The devices will connect to the guest wireless network using the student active directory credentials, and receive internet access only. Should a student bring in their own device they do so at their own risk and the Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

Sanctions

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.
- Additional disciplinary action may be determined at the school level in line with the Division's Student Conduct Policy, including suspension or expulsion.
- If applicable, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION

FORM 1007.1

Motion (Date)

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STUDENTS

ACCEPTABLE USE AGREEMENT

A. STUDENT SECTION *(to be completed by all students in grades 7 through 12)*

I have read the Brandon School Division Procedures regarding the Safe Use of Technology and Communications by Students and agree to comply with them. I understand my responsibilities pertaining to the use of Technology and Communication resources.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is also requesting consent from students to post or publish student information and work on various public forums.

Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures will result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the current school year.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I have read the Brandon School Division Procedures on the Safe Use of Technology and Communications by Students and agree that my child shall comply with the Procedures. I understand my child's responsibilities pertaining to the use of Technology and Communications resources.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is also requesting consent from parents /guardian to post or publish student information and work on various public forums.

Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures may result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the current school year.

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____ Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.2

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STAFF

Adopted:

The Brandon School Division offers its employees access to a variety of technology and communication resources, including computer workstations, mobile devices and network infrastructure to support external and internal communications.

The Division will endeavour to provide error-free, dependable access to technology and communication resources. The Division's networks and equipment are provided to staff for the sole purpose of educational and administrative duties associated with the Brandon School Division.

Staff are allowed to bring in personal devices with the permission of the Director of Management and Information Systems Technology. The devices will connect to the guest wireless network using their active directory credentials, and receive internet access only. Should a staff member bring in their own device they do so at their own risk and the Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division does request consent from staff to post or publish student information and work on various public forums.

Use of Technology and Communication Resources by Staff

Use of technology and communication resources is an important component of business, administration, teaching and learning in the Division.

Administration and support staff need access to technology to:

- complete Divisional business and financial transactions;
- access information for research purposes; and

- communicate rapidly with other users around the world, and particularly staff, students and parents/guardians within the Division.

Teachers need access to technology to:

- complete daily administrative duties that may or may not be related to students;
- at some grade levels, post student marks and records for parent access (Intranet – Parent Portal in School Bundle and Home Logic);
- integrate technology and communication resources and concepts in teaching and learning as required by Manitoba curricula and the Brandon School Division; and
- communicate rapidly with other users around the world, and particularly staff, students and parents/guardians within the Division.

Guidelines for the Use of Technology and Communication Resources by Staff in the Brandon School Division

While using Division technology and networks, it is expected that staff shall:

- accept ultimate responsibility for their actions in accessing technology and communication resources;
- use good judgment at all times (refer to Policy 1007.4 – Digital Citizenship);
- respect the rights and privacy of other technology users (refer to Policy 1007.4 – Digital Citizenship);
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator;
- keep user IDs and passwords for Divisional accounts confidential;
- close all Internet browser windows and log off the Divisional network when not directly using a computer or mobile device;
- access the Internet with personal equipment only with the permission of the Director of Management and Information Systems Technology;
- access only Internet sites with content appropriate for the Brandon School Division environment (refer to Policy 1007.4 – Digital Citizenship);
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications (refer to Policy 1007.4 – Digital Citizenship);
- will not attempt to modify settings or uninstall programs installed by the MIST Department;
- install only software that is legally licensed for use and is supplied or approved by an administrator;
- respect copyright (refer to Policy 1007.4 – Digital Citizenship);
- accept consequences of inappropriate use of technology, as outlined in this policy; and
- use only Brandon School Division sanctioned technology and communication resources unless a project proposal has been approved under the guidelines and procedures of the Brandon School Division Social Media Policy (refer to Policy 1007.1).

Guidelines for Transmission of Personal Information Using Technology and Communication Resources

In order to ensure that e-mails containing personal information (personnel and/or student) are secure, staff shall only use the provided BSD e-mail service to transmit such information. Transmission of personal information outside of the BSD e-mail service is prohibited.

Guidelines for Staff Supervising the Use of Technology and Communication Resources by Students

Staff who direct or supervise the use of technology and communication resources by students shall:

- supervise activities involving the use of technology and communication resources including access to the Internet; and
- review with students, once per semester (secondary) or twice per year (elementary), the Divisional regulations for the Safe Use of Technology by Students Policy and Procedures and the Digital Citizenship Policy. (Refer to Policy 1007.2 and 1007.4).

Sanctions

Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate disciplinary action.

- Any misuse or illegal activities will result in temporary or permanent cancellation of privileges and disciplinary action.
- If a violation of law has occurred, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION POLICY

POLICY 1007.3

SOCIAL MEDIA

Adopted:

The Brandon School Division and its Board of Trustees recognizes that for specific purposes social media may, when used correctly, provide an efficient means of communicating with students and parents and may have a supportive role within the curriculum.

The Procedures accompanying this Policy set forth the processes which should be followed when making use of social media.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.3

SOCIAL MEDIA

Adopted:

Conditions

The Brandon School Division Social Media Policy and Procedures has been established to support approved curricular based projects that require functionality that extends beyond the scope of the Brandon School Division internal infrastructure.

Curricular based projects must be approved as outlined below.

Definitions

“Social Media” Any method of communication through the internet permitting the user to communicate publically or to one or more other people but where said communication may be viewed publically by others and includes, without limitation, Facebook, MySpace, Google Plus, Twitter, Linked In, RSS Feeds, Flickr, Pinterest, blogging and websites. The list herein is not intended to be exhaustive and any method that allows teachers, students or parents to communicate with each other in a public fashion shall fall under the definition of Social Media.

“Public Cloud” Internet accessible storage or internet accessible workspace accessible through a web browser or specific application which allows the user to store information at a remote location on the internet (outside the Brandon School Division Network or 3rd party networks contracted by the Brandon School Division) and to keep that information either private, or make it available to others.

“Private Cloud” Internet accessible storage or internet accessible workspace made available through a web browser or specific application which allows the user to store information on the Brandon School Division network or 3rd party networks contracted by the Brandon School Division, and to keep that information either private, or make it available to others.

“Project” Curricular based project that require functionality that extends beyond the scope of the Brandon School Division internal infrastructure. A project proposal template is attached to this policy.

“Contract” The Social Media Contract attached to this policy

“Email” Electronic email messages which allow the user to send a message to another user or users on the internet.

Ownership

Any approved social media account set up by a teacher for the purpose of engaging students is deemed to be property of the Brandon School Division and governed by its policies.

Permission

Before establishing a social media account the teacher must complete the project proposal request form and receive permission from the principal in writing. The teacher must also make the principal aware of any terms and conditions of the site which may be relevant to the intended use of the site. In particular, the teacher shall advise the principal as to any minimum age requirements imposed by the maintainer of the site.

Security

In order to ensure the security of the site, the teacher shall:

1. Select a secure password, in compliance with the password requirements of the social media site, but consisting of not less than eight characters, including at least one number, one capital letter, and where acceptable, one character and unrelated to the school or the class. For example, an acceptable password would be 9Ex@mPle21. An unacceptable example would be MrsSmith#3 for Mrs. Smith’s Grade 3 class.
2. Upon request, the principal shall be granted access to the site, including full read and write access.
3. **Under no circumstances** shall the site password be given to a student, or stored or saved in a web browser on a computer which may be used by students, and not exclusively used by the teacher.

Personal Use

1. The social media accounts established by the teacher and used for school **purposes shall be separate** from any personal social media account used by the teacher to communicate with friends and family. **They shall not be used for personal communications** and the teacher may only use school social media accounts for project purposes and for communicating with colleagues, current students, external resources and their parents.
2. The teacher shall not accept friend requests or make use of their personal social media accounts when interacting with students and/or their parents, unless those students are related to the teacher or have a pre-existing friendship with the teacher.
3. Personal e-mail accounts shall not be used for Brandon School Division related work. All Brandon School Division students and staff have access to a BSD.ca email account.

Student Access

1. No student shall be required to have a social media account.
2. A student, under the age of eighteen shall only subscribe to the social media site with permission of his/her parent or guardian.
3. Before being permitted to participate or become a member of the teacher's social media site, the student must return a signed contract. A Principal approved project outline must be attached to the contract. Where the student is under the age of eighteen years, the contract must be signed by both the student and the parent or guardian of the student.
4. At the end of the project, the teacher shall rescind access to the site for students and/or parents of students who are no longer in the teacher's class.

Record Keeping

The teacher shall ensure that all communications on the social media site are logged and recorded.

1. The teacher shall not delete, or otherwise tamper or interfere with communications on the site.
2. In the event that the teacher finds a communication which breaches the rules of behaviour governing the site, the teacher may suppress the communication, but must keep a record of the communication for investigation and possible discipline.
3. Upon completion of the project, the teacher shall complete the feedback section of the project proposal form and submit it to their principal.

Acceptable Conduct

All users of social media shall treat the social media virtual site as an extension of the school, but accessible twenty-four hours per day, seven days per week.

1. Students shall be bound by the student conduct policy, the harassment policy, and the respectful workplace policy of the Brandon School Division. (Refer to Policy 5026 and 1015)
2. Teachers shall be bound by their professional ethics, the Brandon School Division harassment policy and respectful workplace policy. (Refer to Policy 5026 and 1015)
3. At all times teachers must model the same behaviour that they display in the classroom and hold their students to the same behavioural expectations they have for their students in the classroom.
4. At all times, students and staff must adhere here to the rules and regulations of the social media site and or software being used for their approved project.

5. In the event of inappropriate conduct, appropriate disciplinary measures shall be taken including, but not limited to, suspending or terminating the student's access to the social media site.

Privacy and Permanency

Students and teachers are reminded that there is no expectation of privacy in relation to the use of social media sites.

All information posted on social media sites is accessible by all users, and should be presumed accessible by the general public.

Any postings made to a social media site should be presumed permanent and teachers shall make students aware that anything they post on the social media site may be viewed by others and may remain accessible from search engines and/or from the site forever.



BRANDON SCHOOL DIVISION

FORM 1007.3

Motion (Date)

SOCIAL MEDIA CONTRACT

I, _____ [student name], acknowledge and agree that before I can access a

Facebook
Google Plus
Flickr
Pinterest

MySpace
Twitter
Linked In
Other: _____

account/site hosted by: _____ (name of teacher)

I will abide by the following rules:

1. I will only use the site for the purpose of communicating as outlined in the attached project outline.
2. I will always be respectful in my communications with others and will not use any profane language or say anything which may offend anyone else.
3. I understand that my communication on the site is governed by the Brandon School Division's Student Conduct, Harassment and Respectful Workplace Policies. (Refer to 5026, 7004 and 1015). If I breach any of these rules I may be disciplined and/or lose my ability to access the site as well as lose computer privileges at my school.
4. I understand that anything I post on the site, or any communication I have with other users on the site, whether on a public wall or as a personal message, is not a private communication and may be viewed by my teacher, the principal, other students and users of the site.
5. I understand that anything I post on the site may stay available on the internet forever and cannot be deleted.
6. I also understand that I am not required to have an account and to access the site in order to pass my coursework at the school.
7. I have discussed and reviewed this document, the project outline, and the Social Media Policy with my parents, where I am under the age of 18.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

Parent Signature: _____



"Accepting the Challenge"

BRANDON SCHOOL DIVISION POLICY

POLICY 1007.5

EXTERNAL AND INTERNAL MEDIA USE OF IMAGES AND RECORDINGS

Adopted:

The Board of Trustees of the Brandon School Division recognizes the important role the Brandon School Division Office of Communications and Technology and external media plays in informing the public about our schools and Division through pro-active media coverage.

The Board of Trustees also recognizes the Brandon School Division's obligation to protect the safety and privacy of our students and staff.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.5

EXTERNAL AND INTERNAL MEDIA USE OF IMAGES AND RECORDINGS

Adopted:

Purpose

The purpose of these procedures is to:

1. work with the Office of Communications and Technology and external media to support and promote the vision, mission and strategic goals of the Brandon School Division;
2. protect the rights, safety, and privacy of students, staff and families; and
3. provide consistency in dealing with media representatives. (Unless otherwise stated, "Media" refers to both External and Internal Media.)

Definitions

Personal information – means personal information as defined in The Freedom of Information and Protection of Privacy Act (FIPPA).

Public event – means a school or school division sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of whether it is held at a Brandon School Division school or other venue.

Recording – means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

Rights of Use

Forms related to this policy are valid for the duration of the respective school year. Once consent is given, any Works obtained during that respective school year may be used now and any time in the future whether it is known or unknown.

Educational Program – any recordings taken at a school must be carried out with minimal disruption to the educational process.

Recordings for educational purposes – students, teachers and other Brandon School Division staff may take recordings of students at school or at school-related activities or

recordings of student work for use within the school or the Brandon School Division, as long as they are a part of, or supplement to, the education program at the Brandon School Division.

Parental consent is not required for teachers and other Brandon School Division staff to take recordings of students within the school or at school-related activities or recordings of student work, as this is part of the general notice to parents that personal information may be collected for the purpose of providing educational programs.

Public events – anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.

Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings at a Brandon School Division school, including hallways, classrooms, gymnasiums, and school grounds.

Parental consent – the principal or designate will ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the External and Internal Student Media Release form before a member of the media or a person other than a Brandon School Division employee may take recordings of

- a) a student at school, if the student is identifiable,
- b) the student's work, or
- c) direct contact with the student (i.e. interviews).

General information for parents is available in the General Media Coverage notice, attached for the use of principals. The principal or designate must determine how best to communicate this information to parents.

School web page/Web site publications – the principal or designate will ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the External and Internal Student Media Release form before recordings of an individually identifiable student or student's work is posted or published on a school web site, or the Brandon School Division web site, or submitted to any other web site by a Brandon School Division employee.

Promotional Materials (print or electronic) – the Brandon School Division regularly creates promotional materials for the purpose of informing students and constituents regarding a variety of different programs and activities. These promotional materials may be used for a number of years. They may also include photographs, recorded audio or video and/or performances.

Student information and work – the parent or a student who has attained the age of majority must complete the External and Internal Student Media Release form before student information and work may be published, reproduced, displayed or posted for school related non-profit educational purposes outside of the Brandon School Division.

Student pictures – the principal or designate must inform parents about

- a) student pictures, class pictures and team pictures for purchase by parents or students; and
- b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.

The principal or designate must ensure that contracts for student photographs protect the student and Brandon School Division privacy and confidentiality.

Yearbooks – the production of school yearbooks is part of the educational program and photographs and other personal information may be included in the yearbook without requiring consent.

Notwithstanding the above, consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.

Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.

It is required that personal information in a school yearbook, such as the student's education or career plans, be collected directly from the individual the information is about.

Yearbooks may not be posted on the Brandon School Division web site or a Brandon School Division controlled web site.

Yearbooks must be available for purchase only within the school community.



BRANDON SCHOOL DIVISION

NOTICE 1007.5A
PROCEDURES 1007.5

EXTERNAL AND INTERNAL STUDENT MEDIA RELEASE FORM

Motion (Date)

General External and Internal Media Coverage Notice to Parents

From time to time, a Brandon School Division representative or External media representatives (newspapers, magazines, radio or television stations, web sites) request to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other external media outlets.

External media requests will be directed to the Brandon School Division Office of Communications and Technology for careful consideration and subsequently sent for approval by the school Principal. (Please refer to Procedures 1008 Communications Procedures.) However, we recognize that you may not wish your child to participate. If this is the case, school staff will involve your child in other activities during the media's attendance. (Unless otherwise stated, "media" refers to both External and Internal Media.)

The Brandon School Division cannot prevent External media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Brandon School Division prevent external media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the External media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the Brandon School Division cannot restrict or limit subsequent publication or re-broadcast. Students' photographs and work that is showcased may be identified using the student's first name, last name initial, grade and school only.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is requesting consent from parents or students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If the form is not returned, a refusal to consent will be indicated.
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be **used now and any time in the future** whether it is known or unknown.
- Consent may be withdrawn prior to posting or publication by notifying the school principal in writing.

If you should have any questions regarding this notice, please contact your school principal.



BRANDON SCHOOL DIVISION

FORM 1007.5A
PROCEDURES 1007.5

EXTERNAL AND INTERNAL STUDENT MEDIA RELEASE FORM

Motion (Date)

External and Internal Student Media Release Form

This form shall be included in the school's student registration package. Collected information will be recorded by school office staff in the Brandon School Division Student Information System.

Date _____

I, _____ understand that the Brandon School Division and/or its partners may wish to photograph or record audio or video of my/my child's name, image, student work and/or performance and to display or distribute any or all for the purpose of promotional publishing, posting on a Brandon School Division website, posting on Brandon School Division Social Media site(s), posting in physical school buildings and/or broadcasting on television or radio determined by the Brandon School Division.

I also understand that:

- External media may attend or request to attend school activities or events.
- I/my child may be asked a variety of questions regarding school and school related activities and programs.
- All direct media interaction will be supervised.
- Once photographed or recorded, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If the form is not returned, a refusal to consent will be indicated.
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be used now and any time in the future whether it is known or unknown.
- Consent may be withdrawn prior to posting or publication by notifying the school principal in writing.

_____ I hereby give my permission that I/my child may be photographed or recorded (audio or video) or published as outlined above.

_____ I hereby give my permission that I/my child may participate in media events that may be published or broadcast by organizations external to the Brandon School Division

_____ I hereby give my permission that I/my child may be showcased or interviewed by external media and may be published or broadcast

I have discussed and reviewed this document with my parents, where I am under the age of 18.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

Parent Signature: _____



BRANDON SCHOOL DIVISION

FORM 1007.5B

PROCEDURES 1007.5

EXTERNAL AND INTERNAL STAFF MEDIA RELEASE FORM

Motion (Date)

External and Internal Staff Media Release Form

This form shall be included in the school's student registration package. Collected information will be recorded by school office staff in the Brandon School Division Student Information System.

Date _____

I, _____ understand that the Brandon School Division and/or its partners may wish to photograph or record audio or video of my name, image, work and/or performance and to display or distribute any or all for the purpose of promotional publishing, posting on a Brandon School Division website, posting on Brandon School Division Social Media, posting in physical school buildings and/or broadcasting on television or radio determined by the Brandon School Division.

I also understand that:

- External media may attend or request to attend school activities or events.
- I may be asked a variety of questions regarding school and school related activities and programs.
- All direct media interaction will be authorized by the school Principal
- Once photographed or recorded, names and other identifying information or work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- I am under no obligation to consent; and to do so is voluntary. **If the form is not returned, consent will be assumed.**
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be used now and any time in the future whether it is known or unknown.

_____ I hereby give my permission that I/ may be photographed or recorded (audio or video) or published as outlined in paragraph 1.

_____ I hereby give my permission that I may be identifiable in media events that may be published or broadcast by organizations external to the Brandon School Division

_____ I hereby give my permission that I may be showcased or interviewed by external media and may be published or broadcast

Staff Member: _____

School: _____

Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.6

GUIDELINES FOR USE OF BRANDON SCHOOL DIVISION WEB PAGES

Adopted:

In Accordance with Policy “1008” - Communications

“The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner.”

Principles of Communication

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, and community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board’s Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, and various technological avenues.

Based on these principles, the following procedures apply:

Division Website

The Division has established a website in order to present information about the Division via the World Wide Web. The Communications and Technology Specialist (or his/her appointee) has been designated the Webmaster, responsible for the content and maintaining the main pages within the website. Only information deemed to be public shall be posted on the website.

Divisional Department Web Pages

The supervisor of each department shall designate an individual or individuals to be responsible for managing the department's pages on the Divisional website; however, the supervisor is ultimately responsible for the content of the department's Web page(s). Only information deemed to be public shall be posted on the department's Web pages. The Division Webmaster shall have administrator access to all department Web pages.

School/Web Pages

It is expected that each school shall maintain a presence on the World Wide Web through a website linked from the Divisional website, in order to present information about the school. The Principal shall designate an individual/or individuals to be responsible for managing the school website; however, the Principal is ultimately responsible for the content of the school's Web pages. Only information deemed to be public shall be posted on the school website. The Division Webmaster shall have administrator access to all school sites.

School Website Content and Procedures

School websites shall contain the following information:

Component of Website	Procedure/Content	Role/Responsibility/Approval
Division Wide Service (Policy 1008)	"The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner."	Office of Communications and Technology to ensure that school websites contain required information and follow the Policy 1008 Communications and Policy 1007.6 (Pr)
1. About	Required Content: <ul style="list-style-type: none">School Development planSchool Handbook	<ul style="list-style-type: none">Must be updated and approved as required or at least once per school year.
2. Admission and Registration	Required Content: <ul style="list-style-type: none">Link to BSD Main Admissions And Registration page	<ul style="list-style-type: none">Link to remain activeContent updated by the Office of communication and Technology
3. News	Required Content: <ul style="list-style-type: none">News Stories: A minimum of 1 News Story per cycle Newsletter: <ul style="list-style-type: none">Post Electronic school Newsletter	<ul style="list-style-type: none">Must be approved by school principal or designate

4. Calendar	Required Content: <ul style="list-style-type: none"> School related activities as per principal's direction 	<ul style="list-style-type: none"> Must be approved by school Principal or designate
5. Library	Required Content: <ul style="list-style-type: none"> Link to L4U Library System 	<ul style="list-style-type: none"> Link to remain active
6. For Parents	<ul style="list-style-type: none"> School Day Calendar: Link to BSD Calendar Supply Lists Catchment Maps (Linked to Main BSD site) Bussing (Link to Main BSD Student Transportation page) 	<ul style="list-style-type: none"> Office of Communications and Technology to update School Day Calendar Must be approved by school Principal Must be updated in June of each year. Maps to be updated by the Office of Communications and Technology Updated by the Office of Communications and Technology
7. Staff	Required Content: <ul style="list-style-type: none"> List of Current Staff 	<ul style="list-style-type: none"> Must be approved my school Principal Must be updated upon staffing change in school
8. Band	Required Content: <ul style="list-style-type: none"> Link to East Side Band Link to Brandon West Middle School Band 	<ul style="list-style-type: none"> Link as appropriate
9. Council	Required Content: <ul style="list-style-type: none"> Council overview 	<ul style="list-style-type: none"> Must be approved by school Principal or designate.
10. Contact	Required Content: <ul style="list-style-type: none"> School Administrator(s) School Secretary Address Phone Number Fax (where appropriate) Email Address 	<ul style="list-style-type: none"> Must be current and approved by school Principal or designate.

11. External Links	<ul style="list-style-type: none"> Links to Principal approved external educationally appropriate web sites 	<ul style="list-style-type: none"> Must be current and approved by school Principal or designate.
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Approval of Content Process: The School Principal or designate will approve all content for the school website. The Principal is ultimately responsible for the content of the school's Web pages

School websites shall not contain:

- School maps or classroom locations (e.g. room numbers).
- Advertising, commercial logos or endorsement of commercial products, companies or organizations, with the exception of school programs run in partnership with outside organizations (e.g. Cisco Training program at Neelin High School).

Sharing of Website News/Information with the Brandon School Division – Office of Communications and Technology

	Procedure	Role/Responsibility/Approval
1. Pushing Information to Website	When "articling" a feature story, click "Internet" and "News"	Office of Communications and Technology will evaluate and post appropriately.
2. Newsletters	Email monthly newsletter to the Office of the Superintendent	School Principal/designate to approve and direct it appropriately
3. Twitter	Email appropriate information for Tweeting on the @BrandonMBSD to the Communications and Technology Specialist or designate	<ul style="list-style-type: none"> • Principal to approve Tweet Information • Office of Communications and Technology to approve and tweet

Posting Student and Staff Photographs and/or Information on Divisional/School Web Pages

The Division acknowledges the potential risks associated with posting student and staff photographs and/or information on the Internet. In order to minimize the potential risk, The Division has established the following guidelines for posting of such information on Divisional Web pages:

K-12 Students

- The school must receive a signed External and Internal Media Release form for students from the parent/guardian (or from the student himself/herself if the student is 18 years of age or over) before any student photograph, video, voice recording or work is posted. Refer to the form entitled External and Internal Media Release Form

- Student photos, videos, voice recordings and/or work shall not be posted with names and/or other identifying information.
- Photos of classrooms and other facilities are permitted, provided that location details (such as room numbers) are not included.
- Student work shall appear with a copyright notice prohibiting the copying of such work without express written permission. This permission shall be requested via the school Webmaster who shall refer the request to the student and to the parent/guardian if the student is under 18 years of age.

Special Circumstances Involving High School Students

- From time to time, high school students and/or schools and/or the Division may require students' name, individual photographs and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to sign a release form allowing the posting of student information and/or photographs. Refer to the form entitled *External and Internal Media Release Form for Students*

Staff

- Staff photographs, videos and/or voice recordings may be used only with the written consent of the staff member(s). Refer to the form entitled *External and Internal Media Release Form for Staff*

Copyright

When creating Web pages within the Division websites, all users must adhere to copyright laws when using text, audio, video, images and background textures on Web pages



BRANDON SCHOOL DIVISION POLICY

POLICY 1008

COMMUNICATIONS

Adopted: Motion 08/2012; January 23, 2012

Amended: Motion 32/2012; March 26, 2012

Statement of Commitment

The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner. Similarly, the Board of Trustees is committed to providing for the exchange of ideas, information, suggestions, and advice regarding matters related to public education, school board and school division operations, the safety, security and well-being of students, and the scope and quality of programs and services within the Brandon School Division. Matters related to complaints and concerns regarding specific schools, personnel and to individual student situations are communicated through the appropriate protocols as established by the Board of Trustees.

In the process of communication individual Trustees and the Corporate Board represent the interests of the community, reflect the values of the community and serve as a significant communication bridge between the community and the Division. In doing so Trustees and the Board build positive relationships with all people.

Principles of Communication

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board's Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

The business of the Division (Board and employees) is conducted with honour and integrity in a climate of trust, openness, free from fear of reprisal. The communication of such business is to be characterized by:

1. respect for the confidentiality of information;
2. positive relationships amongst constituents;
3. Trustees and employees model respect and courtesy for all in their choice of words, body language, and actions;
4. Trustees and employees endeavour to keep the public well informed; and
5. Trustees model ideals of democracy by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.

Building Positive Relationships

In building positive relationships individual Trustees, the corporate Board and all employees align practice within their respective roles, responsibilities, codes of conduct as outlined in legislation, policies/procedures.

Communicating with Constituents in a Timely, Accurate, Respectful Manner

Each constituent within the community has different needs, expectations and priorities. Any communication plan endeavours to be aware of their individual and collective needs.

In an effort to be responsive to the needs and expectations of constituents and their groups the Board is committed to open, regular, two way communications. This includes groups within our organization and those from the community at large.

Constituents include:

Students: Students are a primary constituent group and the reason for the Division's existence.

Parent Councils: These Councils play an important role in the Brandon School Division. It is, therefore, essential that communication flow from the Board, the schools and the principals to the councils. It is essential that the Board take responsibility to continually develop procedures for receiving feedback from these councils.

Business and Industry: These constituents represent an opportunity for mutually beneficial relationships. The special interests and concerns regarding education from business and industry must be addressed.

Educational Institutions, Agencies and Organizations: The Board recognizes the benefits of maintaining liaisons and memberships in related educational institutions, organizations and agencies.

Government and Government Agencies: The Board recognizes the importance of developing, maintaining and enhancing positive relationships with all levels of government and government organizations.

Parents: This group, although represented through Parent Councils, needs to be informed by the Board, the senior administration, and schools about educational issues, programs and policies which directly affect them.

Staff/Employees: The Board recognizes that all staff are ambassadors for the Brandon School Division. By providing them with timely and correct information, they are able to communicate a clear, informed message about education in the Brandon School Division to our public.

General Electorate: The Board recognizes that the general electorate has a serious and ongoing interest in the purpose, processes, outcomes, costs, effectiveness, and efficiency of public education. Individual electorate constituents and groups of constituents have special interests, views, ideas, and concerns regarding education that must be addressed.

The staff are representatives of the Division and, therefore, have a front line role in communicating the image and state of the Division. Effective communications begin from inside the organization. Communication is a carefully planned and integral part of the successful management of its human resources. It is the responsibility of staff to be proactive in obtaining information regarding Board decisions. The Principal is a key person responsible for coordination of communications to staff, students, parents and parent councils at the school level.

A Communications and Technology Specialist advances the Board's communications program by undertaking a variety of technological activities under the direction of the Superintendent of Schools/Chief Executive Officer.

Protocol for Concerns and Complaints

The Board of Trustees recognizes that concerns/complaints may arise regarding School Division personnel, programs, activities and/or operations. The Board has, therefore, established a formal protocol for resolving such concerns/complaints in a positive, honest and respectful manner which will address any misunderstandings and promote a healthy learning environment for its students.

Concerns/complaints are best handled and resolved as close to their origin as possible and in a timely manner with respect and dignity for all involved. All concerns/complaints shall be handled in confidence. Should a concern/complaint be brought directly to the Board as a whole, or to an individual Board member, the complainant will be advised of the proper channeling for their concern/complaint as follows:

- Teacher
- School Administrator
- Associate Superintendent
- Superintendent of Schools/Chief Executive Officer
- Board of Trustees

The Board of Trustees will only address a concern/complaint after all other appropriate channels have been accessed. Individual Board members will not go to the source of the problem by him/herself unless so directed by a quorum of the Board of Trustees in a legal session. Written response of the Board of Trustees' decision will be provided to all parties involved in the concern/complaint.

Media Relations

The Board of Trustees recognizes that the media plays an important role in the dissemination of school policies, programs, procedures, achievement, decisions and critical issues. It is advantageous for both parties to develop an effective, continuous, long term and honest working relationship. All media must be treated equally.

- The Chairperson of the Board is the spokesperson on behalf of the Board of Trustees.
- The Superintendent of Schools/Chief Executive Officer is the official spokesperson on behalf of the School Division regarding instructional, administrative, and operations matters (including critical events and crisis communication).
- The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.



BRANDON SCHOOL DIVISION POLICY

Appendix "D"

POLICY 1008 COMMUNICATIONS

Adopted: Motion 08/2012; January 23, 2012

Amended: Motion 32/2012; March 26, 2012

Statement of Commitment

The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner. Similarly, the Board of Trustees is committed to providing for the exchange of ideas, information, suggestions, and advice regarding matters related to public education, school board and school division operations, the safety, security and well-being of students, and the scope and quality of programs and services within the Brandon School Division. Matters related to complaints and concerns regarding specific schools, personnel and to individual student situations are communicated through the appropriate protocols as established by the Board of Trustees.

In the process of communication individual Trustees and the Corporate Board represent the interests of the community, reflect the values of the community and serve as a significant communication bridge between the community and the Division. In doing so Trustees and the Board build positive relationships with all people.

Principles of Communication

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- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board's Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

The business of the Division (Board and employees) is conducted with honour and integrity in a climate of trust, openness, free from fear of reprisal. The communication of such business is to be characterized by:

1. respect for the confidentiality of information;
2. positive relationships amongst constituents;
3. Trustees and employees model respect and courtesy for all in their choice of words, body language, and actions;
4. Trustees and employees endeavour to keep the public well informed; and
5. Trustees model ideals of democracy by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.

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In building positive relationships individual Trustees, the corporate Board and all employees align practice within their respective roles, responsibilities, codes of conduct as outlined in legislation, policies/procedures.

Communicating with Constituents in a Timely, Accurate, Respectful Manner

Each constituent within the community has different needs, expectations and priorities. Any communication plan endeavours to be aware of their individual and collective needs.

In an effort to be responsive to the needs and expectations of constituents and their groups the Board is committed to open, regular, two way communications. This includes groups within our organization and those from the community at large.

Constituents include:

Students: Students are a primary constituent group and the reason for the Division's existence.

Parent Councils: These Councils play an important role in the Brandon School Division. It is, therefore, essential that communication flow from the Board, the schools and the principals to the councils. It is essential that the Board take responsibility to continually develop procedures for receiving feedback from these councils.

Business and Industry: These constituents represent an opportunity for mutually beneficial relationships. The special interests and concerns regarding education from business and industry must be addressed.

Educational Institutions, Agencies and Organizations: The Board recognizes the benefits of maintaining liaisons and memberships in related educational institutions, organizations and agencies.

Government and Government Agencies: The Board recognizes the importance of developing, maintaining and enhancing positive relationships with all levels of government and government organizations.

Parents: This group, although represented through Parent Councils, needs to be informed by the Board, the senior administration, and schools about educational issues, programs and policies which directly affect them.

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A Communications and Technology Specialist advances the Board's communications program by undertaking a variety of technological activities under the direction of the Superintendent of Schools/Chief Executive Officer.

Protocol for Concerns and Complaints

The Board of Trustees recognizes that concerns/complaints may arise regarding School Division personnel, programs, activities and/or operations. The Board has, therefore, established a formal protocol for resolving such concerns/complaints in a positive, honest and respectful manner which will address any misunderstandings and promote a healthy learning environment for its students.

Concerns/complaints are best handled and resolved as close to their origin as possible and in a timely manner with respect and dignity for all involved. All concerns/complaints shall be handled in confidence. Should a concern/complaint be brought directly to the Board as a whole, or to an individual Board member, the complainant will be advised of the proper channeling for their concern/complaint as follows:

- Teacher (a meeting to be arranged within 5 working days)*
- School Administrator (a meeting to be arranged within 10 working days)*
- Associate Superintendent (a meeting to be arranged within 10 working days)*
- Superintendent of Schools/Chief Executive Officer (a meeting to be arranged within 10 working days)*
- Board of Trustees (a meeting to be set by the Board)* (*As noted in Policy 4044)

The Board of Trustees will only address a concern/complaint after all other appropriate channels have been accessed. Individual Board members will not go to the source of the problem by him/herself unless so directed by a quorum of the Board of Trustees in a legal session. Written response of the Board of Trustees' decision will be provided to all parties involved in the concern/complaint.

Media Relations

The Board of Trustees recognizes that the media plays an important role in the dissemination of school policies, programs, procedures, achievement, decisions and critical issues. It is advantageous for both parties to develop an effective, continuous, long term and honest working relationship. All media must be treated equally.

- The Chairperson of the Board is the spokesperson on behalf of the Board of Trustees.
- The Superintendent of Schools/Chief Executive Officer is the official spokesperson on behalf of the School Division regarding instructional, administrative, and operations matters (including critical events and crisis communication).
- The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1008.1

EXTERNAL MEDIA COMMUNICATION PROCEDURES

Adopted:

To facilitate the communication process, it is essential that the Division Office of Communications and Technology is made aware of any contact with the media.

If the Media contacts a school regarding anything but already approved events/press releases, immediately direct them to the Office of Communications and Technology. The Office of Communications and Technology will address the matter and contact the school(s) with any further direction.

Procedures for media/press contact, advisories or releases.

A. You have been contacted by the media regarding a school based event

Procedures:

1. Respond to the questions if they are appropriate and you feel comfortable doing so. (if you do not, please forward them to the Communications and Technology Specialist).
2. Notify the Communications and Technology Specialist by phone or via email with the topic.

B. Submitting a story to the media for potential publication

Procedures:

1. Write the article and send it to the Communications and Technology Specialist one week prior to sending it to the media.
2. The Communications and Technology Specialist will review and return it to the sender.

C. Sending out a media advisory (invite the media to a school)

Procedures:

1. Write the media advisory and send it to the Communications and Technology Specialist one week prior to sending it to the media.
2. The Communications and Technology Specialist will review and return it to the sender.

D. Assistance for communications planning regarding a program or event

Procedures:

1. Contact the Superintendent of Schools/Chief Executive Officer to request assistance from the Communications and Technology Specialist or contact the Communications and Technology Specialist who will put forth your request to the Superintendent of Schools/CEO.
2. Upon approval, a meeting time will be set up to discuss further planning.

E. An event that pertains to or will affect the Brandon School Division has taken/will be taking place

Procedures:

1. Contact the Communications and Technology Specialist immediately.
2. Provide as much detail as possible.

F. An event that pertains to the Risk Response Manual

1. Refer to the Risk Response Manual for specific directions.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1008.2

SYNREVOICE PROCEDURES

Adopted:

In accordance with Policy “1008” – Communications

“The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner.”

Principles of Communication

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board’s Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

To support these principles, Synrevoice an automated telephone, e-mail and text messaging service has been implemented as of September 2012 to quickly deliver messages to parents, staff and students.

General Guidelines for All Synrevoice Voice Messages

All messages must be Division authorized

- All Synrevoice messages must use a human voice. Computer generated messages cannot be used as they are difficult to understand and cannot be translated.
- All Synrevoice messages must only include essential information.

For example:

- school emergencies
- bus cancellations
- attendance notifications

The following procedures outline the use of this service by The Brandon School Division and the Brandon School Division Schools.

Type of Announcement	Procedure	Role/Responsibility/Approval
Division Wide Service (Policy 1008)		
1. Board of Trustee Request	<ul style="list-style-type: none"> Board approves request for Divisional message Board of Trustees outlines specific details of the message Board of Trustees outlines target demographics Board of Trustees outlines language(s) to be used in the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the message based on request from the Board Chair upon Board approval Communications & Technology Specialist informs Superintendent of the message
2. Senior Administration Request	<ul style="list-style-type: none"> Senior Administration approves request for Divisional message Senior Administration outlines specific details of the message Senior Administration outlines target demographics Senior Administration outlines language(s) to be used in the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the message based on request from Senior Administration Communications & Technology Specialist has the Synrevoice message approved by Superintendent
3. School Request	<ul style="list-style-type: none"> School Administrator emails the Superintendent with the request. The request must include: <ul style="list-style-type: none"> details of the request the message demographics of the message language(s) of the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the Synrevoice message based on approval from the Superintendent Communications & Technology Specialist has Synrevoice message approved by Superintendent
School Based Service (Policy 1008)		
1. Attendance	<ul style="list-style-type: none"> Attendance Synrevoice messages will be sent based on Policy 7003 	
Transportation Service (Policy 9016)		
1. Rural Bus Cancellation	<ul style="list-style-type: none"> Rural homes with bus cancellations will be not be contacted before 7 a.m. Rural homes with bus cancellations will be contacted once per day Rural bus cancellation calls will include school closure information 	<ul style="list-style-type: none"> Supervisor of Transportation or designate will initiate the Synrevoice message
2. Bus Cancellation	<ul style="list-style-type: none"> Bus cancellation calls will be not occur before 7 a.m. Bus cancellation calls will be issued once per day Bus cancellation calls will include school closure information 	<ul style="list-style-type: none"> Supervisor of Transportation or designate will initiate the Synrevoice message

General Guidelines for All Synrevoice Email and Text Message

The email option in Synrevoice allows the school to send an email to all contacts (priority 1 and/or 2) that have an email address in SIRS. Contacts who wish to opt out of receiving school emails would have to contact the school with their request.

The text option in Synrevoice allows users to subscribe to the service. Users can also choose to opt out of this service at any time.

Examples of different uses for this service are:

- Newsletters
- School Announcements

The following procedures outline the use of this service by The Brandon School Division Schools.

Type of Announcement	Procedure	Role/Responsibility/Approval
School Based Service (Policy 1008)		
Newsletters, school announcements, etc.	<ul style="list-style-type: none">• Request is made to the school administrator• The request should include:<ul style="list-style-type: none">○ details of the request○ the message○ demographics of the message	<ul style="list-style-type: none">• School Administrator approves the content and request• School Secretary or Synrevoice administrator for the school generates the message.

Post Service Division and School Requirements

Communications & Technology Specialist, School Administration/Office Staff and Transportation Staff are expected to regularly review the system callout reports to ensure that calls are completing successfully and make necessary changes to minimize non-contact calls.



BRANDON SCHOOL DIVISION POLICY

POLICY 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

The Board of Trustees of the Brandon School Division recognizes the important role the media plays in informing the public about our schools through pro-active media coverage.

The Board of Trustees also recognizes the Brandon School Division's obligation to protect the safety and privacy of our students and staff.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Purpose:

The purpose of these procedures is to:

1. work with media to support and promote the vision, mission and strategic goals of the Brandon School Division;
2. protect the rights, safety, and privacy of students, staff and families; and
3. provide consistency in dealing with media representatives.

Definitions:

Personal information – means personal information as defined in The Freedom of Information and Protection of Privacy Act (FIPPA).

Public event – means a school or school division sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of whether it is held at a Brandon School Division school or other venue.

Recording – means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

Educational Program – any recordings taken at a school must be carried out with minimal disruption to the educational process.

Recordings for educational purposes – students, teachers and other Brandon School Division staff may take recordings of students at school or at school-related activities or recordings of student work for use within the school or the Brandon School Division, as long as they are a part of, or supplement to, the education program at the Brandon School Division.

Parental consent is not required for teachers and other Brandon School Division staff to take recordings of students within the school or at school-related activities or recordings of student work, as this is part of the general notice to parents that personal information may be collected for the purpose of providing educational programs.

Public events – anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.

Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings at a Brandon School Division school, including hallways, classrooms, gymnasiums, and school grounds.

Parental consent – the principal or designate must ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the Consent for Specific Media Coverage form before a member of the media or a person other than a Brandon School Division employee may take recordings of

- a) a student at school, if the student is identified,
- b) the student's work, or
- c) direct contact with the student (i.e. interviews).

General information for parents is available in the General Media Coverage notice, attached for the use of principals. The principal or designate must determine how best to communicate this information to parents.

School web page/Web site publications – the principal must ensure that the parent of a student or the student who has attained the age of majority complete the Consent to Post or Publish Student Information and Work form before recordings of an individually identifiable student or student personal information or the student's work, is posted or published on a school web site or the Brandon School Division Education web site, or submitted to any other web site by a Brandon School Division employee.¹

Student information and work – the parents or student who has attained the age of majority must complete the Consent to Post or Publish Student Information and Work form before student information and work may be published, reproduced, displayed or posted for school related non-profit educational purposes outside of the Brandon School Division.

Student pictures – the principal or designate must inform parents about

- a) student pictures, class pictures and team pictures for purchase by parents or students; and
- b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.

The principal or designate must ensure that contracts for student photographs protect the student and Brandon School Division privacy and confidentiality.

¹ Cross reference with Form 1007.3(b) – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work

Yearbooks – the production of school yearbooks is part of the educational program and photographs and other personal information may be included in the yearbook without requiring consent.

Notwithstanding the above, consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.

Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.

It is required that personal information in a school yearbook, such as the student's education or career plans, be collected directly from the individual the information is about.

Yearbooks may not be posted on the Brandon School Division web site or a Brandon School Division controlled web site.

Yearbooks must be available for purchase only within the school community.

FORM A

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Brandon School Division

General Media Coverage Notice to Parents

From time to time, we receive requests from mass media representatives (newspapers, magazines, radio or television stations, web sites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

Media requests will be carefully considered before being approved by the principal. Schools may cooperate with the media, within reason, to encourage celebration of school achievements and share information with others. However, we recognize that there are instances where you may not wish your child to be recorded. If you do not wish your child to participate in media coverage, school staff will involve your child in other activities during the media's attendance.

In cases where the media wish to interview, photograph, or profile your child in the school, the principal will seek your written consent in advance of each media request. If your consent is absent, no such interview will take place.

The Brandon School Division cannot prevent media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Brandon School Division prevent the media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the Brandon School Division cannot restrict or limit subsequent publication or re-broadcast.

If you should have any questions regarding this notice, please contact your school principal.



BRANDON SCHOOL DIVISION

FORM B

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Brandon School Division

Consent to Post or Publish Student Information and Work

Our school would like to share information and communicate with parents by highlighting the school, student and student work or activities in a variety of public forums for non-profit educational purposes. The following are examples only and not meant to be an all inclusive list of how student personal information and work may be shown: displays during school sponsored open houses; professional development sessions; other school related activities held at the school, school division sites or at school or school division sponsored events; school or community publications; or posting or publishing on school or Brandon School Division web sites. Our school's web site may be accessed from www.brandon.sd.mb.ca.

Students' photographs and work that is showcased will be identified using the student's first name, last name initial, grade and school only.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is requesting consent from parents or students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If you do not return this form, this indicates a refusal to consent.
- Your consent will be valid for the duration of the school year. You may withdraw your consent prior to posting or publication by notifying the school principal in writing. You may at any time instruct us to remove the photographs or work from Brandon School Division sites such as school or school division displays or from the school web site or Brandon School Division web site by notifying the school principal in writing.

Consent for Release

I am the parent/legal guardian of the student named below or a student who has reached the age of majority/adult, and I have read and understand the information provided on this form. I voluntarily give the Brandon School Division consent to post or publish my or my child's photographs, first name and last initial, grade, school and samples of my or my child's work in various public forums as described above for non-profit educational purposes. I understand my consent is valid for the current school year unless I revoke my consent prior to posting or publication by notifying the school principal in writing.

Name of Student (please print)

School

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Name of Student Who Has Attained
the Age of Majority (please print)

Signature of Student Who Has Attained the Age
of Majority

Date

Adopted: Motion 171/2007; November 12, 2007

Media Coverage Event



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 23, 2014

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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. 2014 TRUSTEE ELECTIONS

For Action..... D. Labossiere

Preparations for the October 2014 Trustee Elections are presently being undertaken in partnership with the City of Brandon. As in the 2010 Election, the City of Brandon is planning to use vote counting machines in tabulating the vote count. The names on the ballot has also been considered. As per Section 55(2) of the Act ballots must be either an order determined by random lot or rotating order. During the last election it was agreed that ballots would be by random lot. As this process worked well in 2010, the ballots for the 2014 Trustee election will be by random lot. The Senior Election Official must notify all of the candidates of the date, time and place where the random lot draw will be made with the draw conducted in the presence of the candidates or their official agents. The first name drawn is the first name printed on the ballot, the second name drawn is the second and so on until all candidates' names are placed on the ballot. The Division costs for the Trustee election is 30% of the City of Brandon costs incurred for the Ward One – In City election and 100% of the Ward Two election costs. The Division undertakes its own promotion of the Trustee election to encourage candidates to run for office and for the electorate to cast their vote. Please contact me should you require further information in this regard or have it discussed at the Board Meeting.

RECOMMENDATION:

That the order of candidates' names listed on the ballot for the 2014 Trustee Election be determined by random lot.

2. SECONDMENT OF THE PRESIDENT OF CUPE LOCAL 737

For Action..... D. Labossiere

CUPE Local 737 has requested Board approval to second their incoming President, Mr. Jamie Rose. The secondment will be for two days per week starting September, 2014 to June, 2015 with salary and benefits to be reimbursed to the Board by the Association. The actual details of the release time have been agreed upon between the Mr. Rose, the Supervisor of Transportation and the Office of the Secretary-Treasurer. The practice has worked well for us with the Brandon Teachers Association and we look forward to a similar working relationship with CUPE Local 737.

RECOMMENDATION:

That the request of CUPE Local 737, that the President of the Association for the 2014/2015 school year, Mr. Jamie Rose, be seconded from the Division for two days per week starting September, 2014 to June 2015, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

3. BIG BROTHERS AND SISTERS OF BRANDON MENTORING PROGRAM

For Action..... D. Labossiere

The Big Brothers and Sisters of Brandon have forwarded the In-School Mentoring Contract for the 2014-2015 school year. Big Brothers and Sisters coordinate the program through a school liaison chosen by the Principal and make arrangements for the mentors assigned to each school/student. An Agreement has been prepared for the administration of the program and is attached as Appendix A for Board consideration. There are no changes to the Agreement from the previous year. Should you have any questions, please call or have them discussed at the Board Meeting.

RECOMMENDATION:

That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

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

For Action..... G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for four (4) male and two (2) female F1 in School students, from Crocus Plains Regional Secondary School to make a trip to Abu Dhabi, United Arab Emirates from November 12 to November 22, 2014.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip in accordance with the requirements of Board Policy 4001. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving four (4) male and two (2) female F1 in school students, from Crocus Plains Regional Secondary School to make a trip to Abu Dhabi, United Arab Emirates from November 12 to November 22, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (MAY 23 – JUNE 12, 2014)

- June 9, 2014 – Linden Lanes, Student/School Progress Report Meeting
- June 10, 2014 – Crocus Plains, School Update Meeting
- June 12, 2014 – Kirkcaldy Heights, School Update Meeting

1. *SCHOOL INFORMATION*

For Information D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT ÉCOLE NEW ERA SCHOOL

Report prepared by Mr. Chad Cobbe, Principal, École New Era School

For a number of years, there has been a desire at New Era to offer students the option of First Nations language instruction. During the 2013/2014 school year, an instructional pilot took place that offered students in English Grade 7/8 the opportunity to learn Cree as an alternative to French and Language Arts Enrichment courses.

Leading up to the introduction of this pilot, consultation had taken place with various community groups, language speakers, parents, and students. In addition, a

Dakota and a Cree speaker gave a presentation to Grade 7 and 8 students and teaching staff. The speakers shared their languages, the history of their language, and the importance of them being revitalized. This gave students an opportunity to hear the languages and to have questions answered.

Then in early November 2013, members of our school-based Aboriginal Education team partnered with our English Grade 7/8 teachers to decide on a timeline of delivery as well as an instructional focus which included the following objectives:

- to develop and act on a strategy for the revitalization of a First Nations language;
- to create a First Nations language environment for Aboriginal learners;
- to enhance the pride and identity of Aboriginal students; and
- to give students the opportunity to learn a First Nations language with the hope of them infusing it into their homes and daily lives (a necessity for revitalization).

In addition to the above objectives, numerous variables were considered in the search for and selection of a language speaker, including availability, depth of language knowledge, funding availability, and future availability in the event that the pilot extended. As well, all parents and students were made aware when registering that their own Aboriginal language may not be offered and were informed of the process taken in deciding the language taught. It is important to note that this pilot was supported by dollars from our Building Student Success with Aboriginal Parents (BSSAP) and Community Schools Partnership Initiative (CSPI) grants.

Josephine Lobster agreed to be the instructor and Delvina Kejick, our BSSAP coordinator and CSPI connector, was assigned to act as an in-class support. This Cree class was delivered as a conversational class but included some written work as well. Content included numbers, greetings, days of the week, months, seasons, colors, songs (including O Canada), and numerous cultural activities and teachings.

In conclusion, it should also be noted that the original intent was to offer the pilot during Term 2 (late November 2013 to late March 2014). However, the pilot extended through Term 3 as well due to the consistent level of interest and engagement demonstrated by the more than twenty (20) students involved (most of whom had Aboriginal heritage).

B. QUALITY TEACHING

QUALITY TEACHING AT GREEN ACRES SCHOOL

Report prepared by Mr. Craig Manson, Principal, Green Acres School

For Quality Teaching, the following is an example of collaborative actions being taken to improve comprehension at the Early and Middle Years levels.

Early Years and Middle Years literacy blocks were built into the timetable along with release time for staff planning.

For the first term, at the Middle Years level, co-teaching with mixed level groupings took place with a focus on comprehension. The second term, at the Middle Years level, co-teaching took place in the form of debating teams. In the third term, the Middle Years staff conducted Literacy Circles in their classroom with support from the Literacy Support Teacher. Also, guided reading kits were purchased for all Middle Years classes and have been extensively used.

At the Early Years level, the modelling of comprehension activities began in Term 2 with a later switching to Guided Reading. Teachers and the Literacy Support Teacher modelled through discussions of character changes via clues (word and picture), character emotions, and inferencing.

Term 3 found students demonstrating greater confidence during book discussions as well as using more specific oral language to express their thinking.

Teacher collaboration has occurred throughout the school at both the Middle Years level and Early Years level. This team effort and support from the Green Acres Literacy Support Teacher and Literacy Specialist, Cory Nevill, have been greatly appreciated by the entire staff.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT ST. AUGUSTINE SCHOOL

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

This year in the area of Literacy Support Services, St. Augustine School utilized the Response to Intervention model of student support service by having scheduled support teacher team meetings with classroom teachers every six day cycle. These meetings ensured that common literacy strategies were used throughout the school. Also, our staff continued to utilize a literacy block system, with all support teachers coordinating services during a common time. With the continued provision of Early Years and Middle Years Literacy support, English as an Additional Language (EAL) teacher support, the Teacher Librarian, Reading Recovery and Empower Reading, our students are progressing towards meeting their individual literacy goals.

Some statistics of interest from this past year include:

- 80% of Early Years Literacy Support Students in Grade 2 are now reading within their grade level with Grade 2 levelled materials. The average student gained almost 6 reading levels in Grade 2;
- approximately 83 % of Early Years Literacy Support Students in Grade 3 and 4 are now reading Grade 3/4 levelled materials;
- students who participated in *daily, 30 minute pull-out intervention* experienced the most gains and growth. In Grade 2, those students with daily intervention had an average of 7 levels growth in one year. Those students with less intervention or began the program later in the year had a growth of 4.6 levels;

- average gains in Grade 2 are approximately 6 levels with one student increasing by 9 levels;
- average gains in Grade 3 are approximately 4 levels with one student increasing by 8 levels;
- average gains by EAL students in Early Years Literacy Support are 5 reading levels;
- two students on Individualized Education Plans (IEPs) (1 funded student) made an average increase of 6 reading levels. One student who entered the program later on in the spring with an IEP (funded student) made a gain of 3 reading levels;
- Empower Reading students all demonstrated an increase of 6 levels;
- teaching comprehension strategies (using Reading Power by Adrienne Gear) in the Library setting (Kindergarten to Grade 8 program) enhanced students overall reading skills throughout the school. Students were more able to think critically about the text, beyond the text, and within the text. Students were able to verbalize their knowledge of the comprehension strategies and had a great understanding of Questioning, Prediction, Visualizing, Inferring, Synthesizing and made wonderful connections to books using their “schema”!;
- except for students with identified cognitive or other learning issues, all students seen in Middle Years Literacy Support have improved by at least 1 and as many as 4 levels this year and some who have been seen for more than 1 year have improved even more;
- EAL Teacher using a Literacy Support Type model with Grade 7 students saw three students with gains of 6 levels and four students gaining 3 levels;
- all Grades 5 to 8 classes are using the Words Their Way word study program;
- some Middle Years Literacy students from the past two or three years were able to be discontinued this year as they have “caught up”.

Bullying Prevention

Some of preventative ways Mrs. Bridges, our school’s Guidance Counsellor works to prevent bullying includes the “No Kidding about Bullying” lessons and activities that are broken into different topics relating to bullying and ways students can be kind to one another. This program can last between eight to twelve sessions or longer if needed. She has completed lessons using the book “Simon’s Hook” to address minor incidents like teasing in our classes. Mrs. Bridges also works with individual students who feel like they’ve been on the receiving end of bullying to give them strategies to be more confident and assertive.

St. Augustine School participated in a school-wide Day of Pink and had a fun day filled with activities and learned how to prevent bullying. Students have also had awareness lessons about cyberbullying.

Student Achievements

- Grade 4 St. Augustine student, Brenna Sawchuk, came in first place at the Brandon School Division Oratorical Event with her speech titled “My Perfect Day”.
- Grade 8 St. Augustine student, Fernando Chorro, attended Club Volleyball Nationals in British Columbia with his Brandon based team.
- On May 23, St. Augustine School hosted a very well attended Welcome to Kindergarten morning for our school’s newest students and their parents. The event was a tremendous success!
- All Grade 5 and 6 St. Augustine students attended the annual Catholic Spirit Day in Winnipeg at St. Boniface Cathedral.

2. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	7 total	7 – 5 day	Drug and Alcohol Policy
		1 – 3 day	Drug and Alcohol Policy
Neelin	5 total	1 – 3 day	Unacceptable Behaviour
		3 – 5 day	Drug and Alcohol Policy

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / MAY 31, 2014

The Brandon School Division Currently has 1370 English as an Additional Language (EAL) Students.

- 8 new registrations were received from May 1 - 31, 2014;
- 7 students left the Brandon School Division from May 1 - 31, 2014.

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

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
December 2013	5
January 2014	18
February 2014	7
March 2014	12
April 2014	14
May 2014	8
Total	205

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	1				
Betty Gibson	149	17	4		
Crocus Plains	235	27	11		
Earl Oxford	55	4			
George Fitton	99	4	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	28		4		
King George	103	6	5		
Kirkcaldy Heights	28		1		
Linden Lanes	23	1	3		
Meadows	102	15	8		
Neelin	31	5	2		1
New Era	126	11	17		
O'Kelly	22	5			
Riverheights	78	6	1		7
Riverview	39	6	1		
Spring Valley	24				
St. Augustine	39	6			4
Valleyview Centennial	13		1		1
Vincent Massey	101	7	14	29	46
Waverly Park	51	2	1		
Total	1370	123	79	29	59

The number of students who left Brandon School Division from May 1 - 31, 2014 is seven (7). Of these students:

- three (3) moved out of the Division; and
- four (4) moved out of the province.

Two (2) students changed catchment areas within the Division in May.

3. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM CHRISTY CLARK, PREMIER BRITISH COLUMBIA

The following correspondence has been received from Christy Clark, Premier British Columbia:

Thank you so very much for sending me a set of the impressive published books by the talented students of École New Era School. This was clearly a massive endeavor – one for which the students and teachers should feel very proud.

I appreciate receiving them and look forward to reading through them.

CORRESPONDENCE RECEIVED FROM ROBERT GHIZ, PREMIER OF PRINCE EDWARD ISLAND

The following correspondence has been received from Robert Ghiz, Premier of Prince Edward Island:

Thank you for your recent correspondence which accompanied the nine Dual Language books that were written and illustrated by École New Era School students.

While I have not had the opportunity to read through all of the books, it is obvious that the students dedicated a great deal of thought and effort to ensure the project's success. Each book is unique and provides insight into the personality and culture of the writer. The books also demonstrate each student's ability to adapt and thrive in a new environment.

I plan to forward the books to several organizations on the Island, including English Second Language training schools and the Association for Newcomers to Prince Edward Island, for use as a resource and to serve as inspiration for students and immigrants from other cultures.

I will provide a copy of your letter to Honourable Alan McIsaac, Minister of Education and Early Childhood Development, for his information. Minister McIsaac may wish to share your letter with staff responsible for curriculum development.

I appreciate being made aware of the project and wish you continued success.

CORRESPONDENCE RECEIVED FROM BRAD WALL, PREMIER OF SASKATCHEWAN

The following correspondence has been received from Brad Wall, Premier of Saskatchewan:

Thank you for your letter of May 27, 2014, regarding the École New Era School Dual Language Book Project, and the enclosed books from students.

I appreciate your taking the time to provide me with copies of these beautifully written and illustrated books. This is certainly a unique program that allows students to strengthen their growing language skills while also expressing their creativity and sharing their cultures.

Congratulations to these students on the commitment they have demonstrated and the remarkable creative talents they possess.

Thank you for writing and sending me these books.

CORRESPONDENCE RECEIVED FROM BRUNO PELLETIER, POLITICAL ATTACHÉ

The following correspondence has been received from Bruno Pelletier, Political attaché:

On behalf of the Premier of Québec, Mr. Philippe Couillard, I acknowledge receipt of your package dated May 27, 2014, concerning your École New Era School Dual Language Book Project.

We thank you for your nine Dual Language Books, written and illustrated by your very talented students. Rest assured that they will be brought to the attention of the Premier within the shortest delay.

THIS AGREEMENT made in Duplicate as of the _____ day of _____ 2014.

BETWEEN

BIG BROTHERS & SISTERS OF BRANDON ASSOCIATION INC.



AND

BRANDON SCHOOL DIVISION

WHEREAS it is in the mutual interest of Big Brothers & Sisters of Brandon and the Brandon School Division that the Mentors screened and approved with Big Brothers and Sisters of Brandon will find placement in pre-selected schools (schedule A attached) to meet with a Mentee during school hours on school grounds.

NOW THEREFORE this agreement witnesseth that in consideration of the mutual covenants herein contained the parties hereto agree that:

1. This agreement shall commence on August 31, 2014.
2. Liaison between Mentors and the pre-selected school shall be by and through the following persons:
 - (a) A teaching staff member within each school chosen by the principal chosen on behalf of Brandon School Division
and
 - (b) the In-School Mentoring Coordinator or a designate on behalf of Big Brothers and Sisters of Brandon.

(collectively referred to as the "Liaison")

The Big Brothers and Sisters of Brandon Liaison will meet in person or by telephone on a regular and planned basis.

3. The Liaison shall plan in advance of the expected commencement dates each academic year, preferably two or three months in advance, for the Mentors to start meeting with the Mentee. The Liaison shall make any changes relating to the In-School Mentoring Program which are required during the course of each academic year.
4. Big Brothers and Sisters of Brandon shall present to each pre-selected school as early as possible all necessary relevant information including:
 - a. the number of Mentors available to be placed
 - b. the days and times of their attendance
 - c. the names and telephone numbers of each Mentor
 - d. a copy of all Mentor criminal records check and child abuse registry
 - e. the expectations of each school that is participating in the program

5. All screening and Monitoring will be completed by the In-School Mentoring Coordinator as per Big Brothers Big Sisters of Canada standards (Schedule C attached).
6. The Liaison for both the school and Big Brothers and Sisters of Brandon will set a time when the Mentor will commence coming to the school and will be introduced to the Mentee. During the initial visit between Mentor and Mentee selected current policies as well as such regulations and procedures as are deemed appropriate will be explained by the Mentoring coordinator to the Mentor and Mentee.
7. The Mentoring school will provide to the best of its ability for the Mentor of Big Brothers and Sisters without charge to Big Brothers and Sisters such facilities as are normally provided to the Mentors.

The Mentoring school shall be responsible for providing on-site instruction to and supervision of the Mentee engaged in the In-School Mentoring Program, provided, however, that this shall not exclude the instruction and supervision of such Mentees by Big Brothers and Sisters of Brandon, and when such is necessary, and when such is agreed upon by the Liaison.

8. Big Brothers and Sisters of Brandon Association Inc. agrees to indemnify and save harmless the division from any damage or destruction caused to the selected schools or any of its furnishings, which occur as a result of the In-School Mentoring Program, and further will indemnify and save harmless the Division from any claim being made against it as a result of the operation of the In-School Mentoring Program, which without restricting the generality of the foregoing, shall include the negligent act or omission of Big Brothers and Sisters of Brandon Association Inc., its agents or volunteers.
9. This agreement may be terminated any time by either party giving four (4) months written notice to the other party. This agreement may be terminated at any time without notice, in the event that there is a breach of the agreement.
10. The parties may amend any provision of the Agreement at any time upon mutually so agreeing in writing.
11. Big Brothers and Sisters of Brandon Association Inc., shall provide and maintain a liability insurance policy for at least 2 million dollars, with the Brandon School Division being named as co-insured under the policy, and to have the insurer provide proof of such insurance prior to commencement of the program.
12. Big Brothers & Sisters of Brandon Association Inc., and the Brandon School Division agree to inform each other of any In-School Mentoring program communication related to the media.
13. Provision must be included for Abuse Registry and Criminal Record Checks completed and filed with the Division prior to any agreements/arrangements for placement as per division policy (schedule B attached).

14. The In-School Mentoring Coordinator will check in person all relevant files pertaining to the Mentoring Program on a weekly basis, and will make contact with the Mentor either in-person or by phone at the beginning, middle and end of the year, when the match closes, or if there are difficulties with the match.

The Liaison will choose which children will become Mentees and have a signed waiver from the parent or legal guardian, upon receipt of the waiver the In-School Mentoring Coordinator will meet with each Mentee individually to discuss the Mentoring Program, child safety and to assess the child's response to joining the program. All Mentees will meet with the Coordinator at the beginning of each match as well as in the middle and the end of the school year, when the match closes, or if there are difficulties with the match. The school or Big Brothers & Sisters will notify the other in the event of a match closure. All Mentees will be reassessed following match closure.

15. In the event a Mentee discloses any abuse experience to a Mentor, the school will deal with the disclosure according to Board of Education policy and provide support to the Mentor in reporting the incident. The school shall inform Big Brothers & Sisters of Brandon of the situation.
16. All meetings of the Mentor and Mentee shall take place on school property when school staff are available. Mentors may attend school organized and supervised events no more than twice per year with written and signed consent of both the parent or legal guardian and school official. This consent must be maintained in the Mentor's file. The Mentor and Mentee may attend Big Brothers & Sisters events so long as such events are supervised by agency staff and the Mentee is transported by the agency or other transportation is provided by the parent/guardian of the Mentee. The only time a child can be transported to an agency event by a Mentor is if Mentee and Mentor reside in a community located outside the city of Brandon and there is no other means of transportation. The Mentor may not see the child outside of the school in any other circumstances. Letters may be used as a form of communication during periods where the Mentor and Mentee do not have regular contact only if such letters are directed through Big Brothers and Sisters of Brandon.
17. The Teen Mentoring program will follow all guidelines set for the In-School Mentoring program regarding screening and time commitment as well as each teen mentor:
 - a. must be in grades 11 or 12
 - b. must be attending Crocus Plains Regional Secondary School, Vincent Massey High School or Neelin High School during the 2014-2015 school year
 - c. have one spare class to complete the mentoring
 - d. provide their own transportation to and from their mentee's school
 - e. show they have the ability and maturity to keep the commitment for one full school year
 - f. will provide a reference from a teacher, guidance counselor or principal from their school
 - g. where the mentor is under 18 years of age will have a parent or guardian sign a waiver form allowing their child to participate in the Teen Mentoring program
18. All notices to be given by either party to the other under this Agreement shall be delivered, sent by facsimile transmission, or mailed by registered or certified post, postage prepaid, addressed to such other party respectively as follows:

If to The Brandon School Division:

Brandon School Division #40
Superintendents' Department
1031-6th Street
Brandon MB R7A 4K5

If to Big Brothers and Sisters of Brandon:

Big Brothers and Sisters
of Brandon Association Inc.
153A – 8th Street
Brandon MB R7A 3W9

IN WITNESS THEREOF the parties have hereto executed these presents on the day and year first
above written.

Brandon School Division:

Big Brothers and Sisters of Brandon

Chairperson

Executive Director

Secretary-Treasurer

President