



# BRANDON SCHOOL DIVISION

October 7, 2015

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

TO BE HELD TUESDAY, OCTOBER 13, 2015  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## **AGENDA**

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

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

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

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

- a) Regular Board Meeting, September 28, 2015.  
Adopt.

### **2.00 GOVERNANCE MATTERS:**

#### **2.01 Presentations for Information**

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

- a) Policy Review Committee Meeting P. Bartlette
- b) Divisional Futures & Community Relations Committee Meeting P. Bowslaugh

**2.03 Delegations and Petitions**

**2.04 Communications for Action**

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports:

- NIL

b) Learning Support Services Report:

- NIL

c) Items from Senior Administration Report:

- Recognition of Trade Experience – Refer Motions.

- Service Purchase Agreement – Refer Motions

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

**2.07 Motions**

124/2015 That the Trustees participating on the Superintendent of Schools Steering Committee be paid the appropriate indemnity for all meetings of this Committee to be scheduled for the months of October 2015 to February 2016 and that the Committee be composed of: M. Sefton, G. Buri, and P. Bowslaugh.

125/2015 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Mr. Robert G. Oliver.

126/2015 That the Service Purchase Agreement between Manitoba Family Services and Brandon School Division for the delivery services developed by the Division in partnership with Manitoba Family Services for a Level III student for the 2015-2016 school year be approved in the amount of \$10,257.50 for the period September 8, 2015 to June 30, 2016; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

**2.08 Bylaws**

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

**3.02 Communications for Information**

**3.03 Announcements**

- a) Personnel Committee Meeting – 11:30 a.m., Tuesday, October 13, 2015, Boardroom.
- b) Workplace Safety & Health Committee Meeting – 1:00 p.m., Wednesday, October 14, 2015, Conference Room.
- c) Brandon School Division and City of Brandon Joint Meeting – 6:00 p.m., Wednesday October 14, 2015, Riverbank Discovery Centre.
- d) Friends of Education Committee Meeting – 11:30 a.m., Thursday, October 15, 2015, Conference Room.
- e) Policy Review Committee Meeting – 12:00 p.m., Thursday, October 15, 2015, Boardroom.
- f) Facilities & Transportation Committee meeting – 11:30 a.m., Tuesday, October 20, 2015, Boardroom
- g) Finance Committee Meeting – 2:00 p.m., Tuesday, October 20, 2015, Boardroom.
- h) Finance Committee/Principals – Stakeholder meeting 3:00 p.m., Tuesday, October 20, 2015, Boardroom.
- i) Finance Committee/Parent Councils – Stakeholder meeting – 7:00 p.m., Wednesday, October 21, 2015, Boardroom.
- j) French Immersion Kindergarten Registration – Public Consultation – 7:00 p.m., Thursday, October 22, 2015, Riverheights School Gymnasium.
- k) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 26, 2015, Boardroom.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries

**5.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, SEPTEMBER 28, 2015.

## **PRESENT:**

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

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

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

## **REGRETS:**

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

## **AGENDA**

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

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

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

Trustee Sefton noted he had one In-Camera item to discuss, Trustees-only, together with the Director of Human Resources.

Dr. Ross – Ms. Bambridge  
That the agenda be approved as amended.  
Carried.

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

- a) The Minutes of the Board Meeting held September 14, 2015 were circulated.

Mr. Bartlette – Mr. Buri  
That the Minutes be approved.  
Carried.

### **2.00 GOVERNANCE MATTERS:**

**2.01 Presentations For Information**

Kevin Tacan, Native Elder with the Brandon School Division, was recognized for being awarded Aboriginal Educator of the Month by Manitoba's Education and Advanced Learning – Aboriginal Directorate. Mr. Tacan noted he has worked with the Division since 1996, and works with staff and students to bring an Aboriginal perspective into schools. Mr. Tacan indicated he works in all the Division schools, adds cultural components to talks with students, and he encourages students to further their education. Trustee Sefton thanked Mr. Tacan for all he does for the Division.

**2.02 Reports of Committees****a) Education Committee Meeting**

The written report of the Education Committee meeting held September 21, 2015 was circulated.

Committee Chair Trustee Bambridge noted the date of the Public Consultation for the French Immersion Kindergarten Registration has been changed to October 22, 2015, 7:00 p.m. at Riverheights School gymnasium.

Ms. Bambridge – Mrs. Bowslaugh  
That the Minutes be received and filed.  
Carried.

**b) Facilities & Transportation Committee Meeting**

The written report of the Facilities & Transportation Committee meeting held September 22, 2015 was circulated.

Trustees asked questions for clarification regarding the Capital Maintenance Budget.

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

**c) Finance Committee Meeting**

The written report of the Finance Committee meeting held September 23, 2015 was circulated.

Trustees asked questions for clarification regarding controllable services and supplies.

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

**2.03 Delegations and Petitions****2.04 Communications for Action****2.05 Business Arising**

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

a) School Reports:

- NIL

b) Learning Support Services Presentation:

Student Achievement Results 2014-2015

Marnie Wilson, Research, Assessment, and Evaluation Specialist, gave a presentation to the Board of Trustees and provided a Summary of Student Achievement Results 2014-2015:

Purpose of the Report

- Comprehensive overview of BSD student achievement results for the 2014-2015 school year
- Literacy and numeracy
- K-12

Assessment Terminology

1. Formative and Summative Assessment
2. Criterion-references versus norm-referenced
3. Proficiency Levels (MANE – Meeting, Approaching, Not Meeting, Exceeding Expectations)
4. Classroom-based versus event-based assessment

Summary of:

- Phonological Awareness Screening
- Kindergarten Continuum
- Full Day Every Day Kindergarten
- Divisional Summative Assessments
- Provincial Formative Assessments
- Grade 12 Standards Tests

**P.A.S.T. Summary:**

- Significant gains in the percentage of students meeting developmentally appropriate phonological awareness skills (from 27% to 73%).
- However, at least 89 students entering Grade 1 will require additional supports in order to be successful.

**Kindergarten Continuum Summary:**

- In the vast majority of skills assessed, at least ¾ of the exiting Kindergarten students are meeting or exceeding most expectations
- Much growth over the year, especially considering increased expectations
- Most progress in rhyming, identification of letter sounds, listening skills, colouring, and accurate drawing
- Areas of difficulty: word recognition and forward counting
- Overall, literacy is domain of greatest concern, but also greatest growth

**Full Day Every Day Kindergarten Summary:**

- The FDED Kindergarten experience is one factor that is contributing to **closing the gap** in phonological awareness.
- **Greater gains** in % meeting many literacy and expectations in particular.

**Summative Assessment Results**

- First division-wide collection of end-of-year results
- Conducted at grades 3,5 & 7
- Assess core competencies in
  - Reading
  - Writing
  - Numeracy

(Trustee Ross exited the meeting at 7:56 p.m. and returned at 7:58 p.m.)

**Provincial Formative Assessment Results**

- English Literacy
  - Slight increase
  - On par with provincial results
- Numeracy
  - Steady performance
  - On par with provincial results
- French Literacy
  - Grade 3 = much higher; Grade 8 = much lower

**Grade 12 Provincial Tests Summary:**

- Overall trend: on par or above Manitoba average
- ELA: showing steady, consistent improvements
- Math: trend analysis will be possible in the years to come

**Looking Forward:**

- Areas of greatest challenge monitored continuously
- Year-end summative evaluations
- Student growth

Trustee Murray asked questions for clarification regarding more literacy and numeracy teachers; if the Division had more people, would we get better results, or would teachers work less. Trustee Murray also asked if an increase in Professional Development in the area of literacy and numeracy would assist, and is this fair of Trustees to request this opinion.

Dr. Michaels responded that the Division could use more staff in the areas of literacy and numeracy. In response to the PD question, Dr. Michaels agreed that targeting funds for literacy and numeracy would be very important for the Board. Work in the Brandon School Division in literacy and numeracy is seen as highly commendable work in the Province of Manitoba.

Trustees asked Ms. Wilson questions for clarification.

Trustee Sefton thanked Ms. Wilson for attending the meeting and for bringing this information to the Board in an easy to comprehend manner.



c) Items from Senior Administration Report:

- Christian Heritage Shared Services Agreements – Refer Motions.
- Big Brothers and Sisters of Brandon Mentoring Program – Refer Motions.
- Head Teachers – Refer Motions.

The Secretary-Treasurer, Mr. Denis Labossiere spoke on the Big Brothers and Sisters of Brandon Mentoring Program contract for the 2015-2016 school year. The Big Brothers and Sisters coordinate the program through the School Liaison chosen by the Principal and make arrangements for mentors assigned to each school and student.

The Secretary-Treasurer spoke to the Shared Services Agreements between the Division and Christian Heritage School for the provision of busing and use of resources for home economics and industrial arts programming for the 2015-2016 school year.

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

Ms. Barb Gribben, CUPE Local 737 regarding Scent Free Policy Procedures. Ms. Gribben noted that she is still awaiting an update on the procedures for this policy as another school year has started with no procedures in place. Ms. Gribben reminded the Board that last year during the Trustee forum, she specifically asked Trustee Murray when he was re-elected, when he would have procedures in place for the Scent Free Policy and his response was “six months”. Almost a year later we do not have procedures. Ms. Gribben asked for an update on when the procedures will be in place so the policy can be enforced.

Trustee Sefton responded to Ms. Gribben, and noted that it is in process, and the Policy Review Committee meets on Tuesday, September 29 and will be setting dates for Scent Consultations.

## **2.07 Motions**

119/2015 Mr. Buri – Ms. Bambridge

That the Shared Services Agreements between the Division and Christian Heritage School for the 2015/2016 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

Carried.

120/2015 Mr. Bartlette – Mrs. Bowslaugh

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.

Carried.

121/2015 Mrs. Bowslaugh – Mr. Bartlette

That the people recommended by the Principals of the schools for the position of Head Teachers for the 2015/2016 school year be approved as identified in the Report of the Senior Administration.

Carried.

122/2015 Mr. Sumner – Mr. Bartlette

That the following guidelines be initiated for the 2016-2017 Preliminary Budget Preparation:

- a) A 2.0% inflationary increase for the Capital and Maintenance Budget;
- b) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, school bus maintenance, taxes and utilities;
- c) A 3.0% inflationary increase provided for controllable services and supplies;
- d) A 2.0% inflationary increase on the school instructional supply budget;
- e) The 2016-2017 Budget provide for expected enrollment growth

Trustee Bartlette asked the Secretary-Treasurer for additional detail with respect to item e). Mr. Labossiere responded that the Division will be calculating the enrollment estimate for next year and will set aside amounts for the additional students based on current allocations.

Carried.

123/2015 Mrs. Bowslaugh – Mr. Murray

That effective immediately we address the all day every day need at King George School a need as presented from the parents to implement an all day every day Kindergarten.

Trustees spoke for and against this motion. Trustee Bowslaugh thanked the Trustees for their debate and noted she will bring this item forward at budget time.

Defeated.

## **2.08 By-Laws**

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

Trustee Sumner asked if the Board could hear about the plans regarding the use of schools for the upcoming Federal Election; he noted in recent years parent councils have expressed concern with regards to members of the public having access to the school, especially schools where the public has to pass through the school to access the polling station. What plans are in place for this upcoming election to control the access of the public and ensure the security of our students in those schools.

Mr. Labossiere responded that Elections Canada will have a security guard present during polling on October 19. They have contracted with Paladin Security to provide a security guard at each location starting at 8:30 a.m. and will work through until the Elections Officer in charge at each location releases them from their duties which could be between 9:00 p.m. and 10:00 p.m.

Trustee Sumner suggested that the guards be reminded to keep an eye on the hallways the public has to travel down to access the polling station.

Trustee Sumner asked when the information on our upcoming Public Consultations will be provided on the Brandon School Division website. Dr. Michaels, Superintendent, noted that the information will be updated as soon as the dates have been confirmed.

Trustee Murray provided information to Senior Administration, making them aware of a potentially unsafe path students are using when they travel to and from Waverly Park School.

### **3.00 ADMINISTRATIVE INFORMATION:**

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

Dr. Michaels, Superintendent, reviewed the Report of Senior Administration from September 28, 2015 and highlighted the following items:

- Academic Preparedness - Earl Oxford School
  - o Writing traits
  - o Establishment of professional learning communities
  - o Introduction to the pathways to personalized learning
  - o Student Achievements
- Individual Education Plans
  - o 20% of the students in Grades 1 to 8 are on full IEP's
  - o A further 15-20% are likely to be placed on an IEP as they progress – these students are internally funded
  - o Over 40% of students receiving adaptations to the curricula
  - o 25 students are waiting for observation assessment intervention from the school psychologist.

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

- Global Citizenship – Meadows School
  - o Student Achievements
    - Selected to be on the national Recording of O'Canada.
    - Mock election will take place prior to the Federal Election, with the 4 candidates participating in a Leaders debate.

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

- Health and Wellbeing – Spring Valley Colony School
  - o Student Achievements
- Health and Wellbeing – Roots of Empathy.

Trustees asked questions for clarification regarding the class sizes at Earl Oxford School and the date and time of the electoral debate at Meadows School.

Dr. Ross – Mr. Buri

That the September 28, 2015 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

#### **3.03 Announcements**

- a) Policy Review Committee Meeting – 12:00 p.m., Tuesday, September 29, 2015, Boardroom.
- b) Divisional Futures and Community Relations Committee Meeting – 1:00 p.m., Tuesday, September 29, 2015, Boardroom.

- c) Personnel Committee Meeting – 11:30 p.m., Tuesday, October 13, 2015, Boardroom
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, October 13, 2015, Boardroom

Mr. Murray – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (9:04 p.m.)

Carried.

#### IN COMMITTEE OF THE WHOLE IN CAMERA

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

##### **4.01 Student Issues**

- Reports
- Trustee Inquiries

##### **4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report was presented.
- Trustee Inquiries

##### **4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

##### **4.04 Board Operations**

- Reports
- Trustee Inquiries

Mr. Buri - Mr. Sumner

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

Carried.

#### **5.00 ADJOURNMENT**

Mr. Buri – Mr. Sumner

That the meeting does now adjourn (9:20 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Tuesday, September 29, 2015, 12:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge, P. Bartlette, M. Sefton, K. Sumner.  
Dr. D. Michaels, Mr. D. Labossiere.

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### 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:16 p.m. by Trustee Sefton.

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

It was agreed that Mr. Peter Bartlette would serve as Committee Chairperson for 2015-2016. It was further agreed that the Policy Review Committee meetings would be held, with one exception, on the third Thursday of each month from 12:00 p.m. to 1:30 p.m. as follows:

Thursday, October 15, 2015	12:00 p.m.
Thursday, November 19, 2015	12:00 p.m.
Thursday, December 10, 2015	12:00 p.m.
Thursday, January 21, 2016	12:00 p.m.
Thursday, February 18, 2016	12:00 p.m.
Thursday, March 17, 2016	12:00 p.m.
Thursday, April 21, 2016	12:00 p.m.
Thursday, May 19, 2016	12:00 p.m.
Thursday, June 16, 2016	12:00 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

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

The Minutes of May 26, 2015 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Scent Policy #1023 (Procedures)

The Committee discussed the public consultation process in regards to the upcoming Scent Policy 1023 (Procedures) consultation.

The Committee agreed they would like to hold consultations with students, parents and staff. Consultations will occur on the following dates:

- November 2, 12:00 pm - Middle Years Students
- November 3, 12:00 pm - High School Students
- November 17, 1:00 pm - Principals
- November 18, 7:00 pm - Parent Councils
- November 26, 4:30 pm - Out of Scope Staff, BTA & CUPE

B) Electronic Meetings – Policy #2019

Mr. Denis Labossiere, Secretary-Treasurer spoke to this item and provided information from other divisions. Mr. Labossiere also referenced portions of The Public Schools Act regarding electronic meetings. Trustees discussed that the original intent for the policy was the ability for Trustees to connect to meetings electronically in exceptional circumstances or emergency situations. Due to time constraints, the Committee agreed to defer this topic until the next Policy Review Committee Meeting.

C) Sponsorship Policy Development

Deferred until next meeting.

6. **OTHER COMMITTEE GOVERNANCE MATTERS**

7. **OPERATIONS INFORMATION**

A) In Progress at Senior Administration – Policy Development for:

- Job Evaluation
- Fifth's Disease
- Car Allowances - Review
- Cell Phone Allowances
- Out of Scope Professional Development

8. **NEXT MEETING: Thursday, October 15, 2015, 12:00 p.m., Boardroom**

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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S. Bambridge

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K. Sumner

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M. Sefton (Alternate)



# BRANDON SCHOOL DIVISION

## Divisional Futures & Community Relations Committee Minutes

Tuesday, September 29, 2015 - 1:00 p.m.

Boardroom, Administration Office

Present: P. Bowslaugh, L. Ross, M. Sefton, K. Sumner

M. Gustafson, Assistant Superintendent

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### 1. CALL TO ORDER

The Divisional Futures & Community Relations Committee Meeting was called to order at 1:28 p.m. by Trustee Pat Bowslaugh.

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

It was agreed that Mrs. Pat Bowslaugh would serve as Committee Chairperson for 2015-2016. It was further agreed that the Divisional Futures and Community Relations Committee meetings would be held on the first Thursday of each month at 12:00 p.m. as follows:

Thursday, November 5, 2015	12:00 p.m.
Thursday, December 3, 2015	12:00 p.m.
Thursday, January 7, 2016	12:00 p.m.
Thursday, February 4, 2016	12:00 p.m.
Thursday, March 3, 2016	12:00 p.m.
Thursday, April 7, 2016	12:00 p.m.
Thursday, May 5, 2016	12:00 p.m.
Thursday, June 2, 2016	12:00 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

The agenda was approved as amended.

Trustee Sefton asked Mr. Mathew Gustafson, Assistant Superintendent, to provide information on the extended hours of the Off-Campus program. Mr. Gustafson noted that he is awaiting information and would provide an update to the Committee once the hours are confirmed.

Trustee Bowslaugh provided a verbal update on a conference she attended as part of the Brandon Urban Aboriginal People's Council.

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

The Minutes of May 11, 2015 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. Global Citizenship & Enhancing Relations

Mr. Gustafson spoke to this item, and noted that Senior Administration recommends that the Committee deal with areas of commonality:

- Strategic Plan

- Governance
- Health and wellbeing

The Committee spoke about meeting with students at schools and having a specific and defined agenda when meeting with different groups. The Committee decided that they would ask 3 questions of the students, one at a time, and request feedback in between questions. The Committee agreed to start with the Senior Years Groups, and meet with all the high schools over the next 3 month period. The decision was made to meet with École secondaire Neelin High School students on November 24, 2015.

Information gathered by the Committee will be taken back to Senior Administration by the Senior Administration representative on the Committee. Trustee Sumner noted that the Divisional Futures & Community Relations Committee is about sharing information and bringing that information back to the Board of Trustees and Senior Administration.

## **6. OPERATIONS INFORMATION**

### Community Mobilization Update:

Trustee Sefton provided the following updates on the Community Mobilization Meetings:

- The group has met 39 times since the end of April
- They have had 66 new discussions
- They have had 227 discussions in total
- The first 30+ discussions represented 1,200 calls to Brandon Police Service
- The group meets every other Tuesday and Thursday from 10:30 a.m. to 12:00 p.m.

Trustee Bowslaugh asked about the potential for hiring another police officer in the schools. Trustee Sefton noted that he had no further information regarding another School Resource Officer.

The meeting adjourned at 2:36 p.m.

Respectfully submitted,

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P. Bowslaugh, Chair

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M. Sefton

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K. Sumner

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L. Ross (Alternate)





# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

October 13, 2015

### A. Business Arising for Board Action

- I. Presentations
- II. Human Resources
- III. Secretary-Treasurer
  - 1. Recognition of Trade Experience .....1
  - 2. Manitoba Family Services – Academic Program .....1
- IV. Superintendent of Schools
  - 1. Vincent Massey High School Off-Site Activity Request.....2
- V. Senior Administration Response to Trustee Inquiries

### B. Administrative Information

- I. Human Resources
  - 1. Personnel Report .....2
- II. Secretary-Treasurer
- III. Superintendent of Schools
  - 1. School Visits (September 17 – October 6, 2015) .....3
  - 2. School Information – Implementation of Strategic Plan 2014-2017
    - A. Academic Preparedness
      - Academic Preparedness at George Fitton School.....3

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*“Accepting the Challenge”*

B. Global Citizenship	
• Global Citizenship at École secondaire Neelin High School.....	4
C. Health and Wellbeing	
• Health and Wellbeing at Valleyview Centennial School .....	5
3. Administrative and Statistical Information	
• Suspensions.....	6

**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. RECOGNITION OF TRADE EXPERIENCE**

For Action ..... D. Labossiere

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

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

Mr. Robert G. Oliver, Vocational Industrial Program – Collision Repair, a total of 213 months or the equivalent of 17.75 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, for a total of 10 (ten) increments.

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

*That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing a total of 10 (ten) increments for work related experience be recognized for Mr. Robert G. Oliver.*

#### **2. MANITOBA FAMILY SERVICES – ACADEMIC PROGRAM**

For Action..... D. Labossiere

An Agreement has been drawn up for the delivery of services by the Division in partnership with Manitoba Family Services for a Level III student currently enrolled in the Brandon School Division. (Appendix A). Mr. Greg Malazdrewicz, Assistant Superintendent, has reviewed and approves of this Agreement. The Agreement is effective for the period September 8, 2015 to June 30, 2016. A motion is included in the

agenda for Board consideration. Please contact me should you require further information.

**RECOMMENDATION:**

*That the Service Purchase Agreement between Manitoba Family Services and Brandon School Division for the delivery services developed by the Division in partnership with Manitoba Family Services for a Level III student for the 2015-2016 school year be approved in the amount of \$10,257.50 for the period September 8, 2015 to June 30, 2016; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.*

**IV. SUPERINTENDENT OF SCHOOLS**

**1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action ..... G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for twenty (20) male Vincent Massey Hockey Team student members in grades 10, 11 and 12 to make a trip to Anaheim, California, USA from November 24 – November 29, 2015.

Mr. Bruce Shamray, Principal, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Donna M. Michaels, Superintendent of Schools/ Chief Executive Officer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

**V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

**B. Administrative Information**

**I. HUMAN RESOURCES**

**1. PERSONNEL REPORT**

For Information ..... B. Switzer

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

**II. SECRETARY-TREASURER**

### **III. SUPERINTENDENT OF SCHOOLS**

#### **1. SCHOOL VISITS (SEPTEMBER 17 – OCTOBER 6, 2015)**

For Information ..... D. Michaels

- September 28, 2015 – School Visit – Sandy Harrison, Principal, Valleyview Centennial School
- September 29, 2015 – School Update Meeting – Rick Stallard, Principal, Earl Oxford School
- October 1, 2015 – School Visit – Chad Cobbe, Principal, Crocus Plains Regional Secondary School

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

For Information ..... D. Michaels

##### **A. ACADEMIC PREPAREDNESS AT GEORGE FITTON SCHOOL**

*Report prepared by Ms. Gail McDonald, Principal, George Fitton School*

George Fitton School has two goals in the Academic Preparedness domain for 2015-2016:

- 80% of the students will show a positive trajectory of one growth level in the area of Mental Math
- 60% of the students will show a positive trajectory of one growth level in writing for students currently at ND, 1 or 2.

To achieve these benchmarks, teachers will work in professional learning communities (PLCs) to determine the learning needs of each student and to plan and assess authentic and personalized learning experiences for each child. Essential learning outcomes will be determined and appropriate strategies at all grade levels.

Support teachers consisting of Resource, Reading Recovery, Literacy Support, HALEP, Teacher Librarian, and EAL teachers are responsible for working within the classroom settings to support developmentally appropriate classroom practice at each level. Instructional blocks of time have been scheduled to focus on Literacy and Numeracy outcomes.

Professional Learning Community (PLC) meetings take place to discuss individual student programming based on the school's response to intervention model. The academic growth of the student is the responsibility of the PLC and no longer just the responsibility of the classroom teacher.

The Grade 7 and 8 Professional Learning Community has focused on integrating content subjects and making cross curricular connections. Teachers feel the importance of integrating social studies and science into Math and ELA to increase literacy and numeracy instructional time. An emphasis has been placed on developing project based learning for Science and Social Studies based on the Universal Design Learning Model.

Student Achievement: Students from Grades 7 & 8 will be presenting “Project of Heart” at the October 6 & 7, 2015 “Creating a New Legacy” conference at the Victoria Inn in Brandon. December 10, 2015 – “Project of Heart” students will be presenting at the National Human Rights Day Forum in Brandon.

## **B. GLOBAL CITIZENSHIP**

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

On Tuesday, October 6, 2015, students from École secondaire Neelin High School enrolled in Mr. Rob Langston’s Geography 40S class, will travel to Riding Mountain National Park to participate in another unique and interesting educational event referred to as BioBlitz.

BioBlitz is a learning opportunity that results as part of a partnership with National Geographic, the Royal Canadian Geographical Society, Canadian Geographic Education and Parks Canada. BioBlitz, of course, is a continuation from the International OPEN Water Project which involved the Geographic Alliances of Canada, North Dakota and Minnesota. The initial and very successful citizenship science portion of the OPEN Water project was hosted this past spring by the Brandon School Division at Neelin where high school students and teachers from Minot, North Dakota and The Pas, Manitoba worked alongside our own Neelin students.

The authentic learning opportunity taking place on October 6, 2015 will also serve as a pilot project that will hopefully be replicated with students from Saskatchewan and other school sites from within Manitoba including Neelin students during the spring of 2016.

This learning opportunity for students will begin with an educational and safety presentation from the staff of Riding Mountain National Park. Once the opening activities have been introduced and completed, students will enter the field to collect aquatic species for identification purposes and will participate in using the iNaturalist mapping application (or a similar mapping product) allowing students to record their field findings. Upon return to Neelin, the grade 12 students will summarize their experiences creating ESRI (Environmental Systems Research Institute) story maps of their research and discoveries from their field experience venture.

Invitations were sent out to partners of the OPEN Water project to attend this event. The invite list includes award winning teacher and chair of Canadian Geographic Education, Connie Wyatt Anderson from The Pas, Manitoba as well as faculty from the International Institute of Sustainable Development and the University of Manitoba. Accessing the expertise of individuals in this field only further enhances the learning opportunities for our high school students.

### Student Achievement Information

Sarah Blaikie, current grade 12 student at Neelin participated in the Western Canada Summer games this past August in Wood Buffalo, Alberta in the sport of judo. Sarah returned home proudly with a bronze medal for her level of excellence in her chosen sport.



Kendra Maxon (grade 12) and Jaerin Yang (grade 10) recently attended the Canadian National Student Leadership Conference in Halifax, Nova Scotia as student council representatives from Neelin.

Neelin's undergraduate population of current grade 10, 11 and 12 students were recognized at the school's Academic Recognition Celebration held at the school on Monday, September 28, 2015. This event recognized the individual academic high mark accomplishments of our students from their 2014-2015 academic school year. Students who made the honour roll at their respective grade levels were placed on the Neelin Honour Society Roll: 38 grade 9 students from 2014-2015, with Alexandra Forsythe receiving the General Proficiency Award for the highest overall average; 34 grade 10 students from 2014-2015, with Aidan Trembath receiving the grade 10 General Proficiency Award; and 22 grade 11 students from 2014-2015, with Ellie Duncan receiving the grade 11 General Proficiency Award.

As well, all students who participated in extra-curricular activities from last year were recognized with participation certificates at Monday's event. This assembly was conducted in front of the entire current student population including our new grade 9 students to Neelin and was attended by parents and staff of our school community. Our new students along with our brand new grade 9 students witnessed firsthand the level of pride and excellence that is expected of our students.

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

*Report prepared by Ms. Sandy Harrison, Principal, Valleyview Centennial School*

#### School Based Initiatives in the area of Health and Wellbeing

We have 63 students in parent run and Divisional lunch programs. After the children have had their lunch they have an opportunity to spend some physical activity time in the gym. This term we are focusing on traditional Indigenous Challenges. The students have learned Cherokee One-Foot Kick, and Head over Heels, with many more to come.

Our middle years students are welcome to participate in a dualathlon; students bike and run. They are encouraged to improve their times and achieve a personal best focusing on improvement of endurance and speed.

Our middle years students are also involved in school soccer representing Valleyview at the culminating grade 4 and grade 5/6 jamboree.

#### Bullying Education

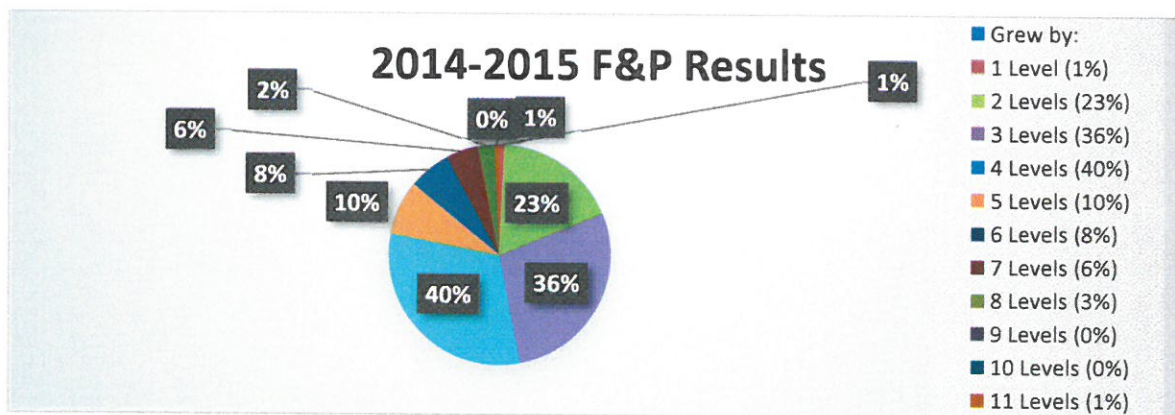
At Valleyview we have a "Bucket Filler" program. The students are "caught" filling others' buckets by being kind, helpful and respectful. The Bucket Fillers have their picture displayed on a bulletin board in our hallway as a means of recognition.

Our grade 5/6 class were working to "Build the Kindness", and so the students built and decorated a "buddy bench" to place in our playground. The purpose of this bench is if a student has no one to play with at recess or needs a friend they sit on the bench and their peers can approach them and include them in play.

Another group of students baked cookies and invited our service providers (police, fire) in, thanked them for their work in helping to keep us safe and shared their baking.

The third group focused on our school community and created personalized banners for all staff and decorated the hallways with positive messages as well as decorated the gym and thanked our volunteers at the Volunteer Assembly.

#### Student Achievement Information



### **3. ADMINISTRATIVE AND STATISTICAL INFORMATION**

#### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Alexander	1 total	1 – 3 day	Assaultive Behaviour
Crocus Plains	1 total	1 – 20 day	Assaultive Behaviour