



BRANDON SCHOOL DIVISION

September 20, 2017

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

TO BE HELD MONDAY, SEPTEMBER 25, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, September 11, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

- a) Mr. Jamie Rose, President, CUPE Local 737, September 2, 2017, sent to Trustees and Senior Administration, informing that the Manitoba Government has proclaimed the week of September 25 to September 29, 2017, as School Support Staff Recognition Week. Mr. Rose encourages everyone to acknowledge and thank school support staff for the important role they play in our schools and in the lives of Division students. (Appendix 'A')
Receive and file.

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – September 25, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- | | |
|--|-----------|
| a) Finance Committee Meeting | M. Sefton |
| b) Personnel and Policy Committee Meeting | J. Murray |
| c) Education and Community Relations Committee Meeting | G. Buri |
| d) Finance and Facilities Committee Meeting | M. Sefton |

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

- a) Learning Opportunities – 2017-2018 Calendar of Events (Appendix 'B')
- b) Ebulletin – Sept 13 2017 (Appendix 'C')
- c) Memo – Fair Dealing Guidelines of the *Copyright Act* (Appendix 'D')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 91/2017 That the amount of \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.
- 92/2017 That the appointment of SNC Lavalin as Consultant for the École Harrison – Steam Heating System Replacement Project, be approved, subject to Public Schools Finance Board (PSFB) approval.
- 93/2017 That the following guidelines be initiated for the 2018-2019 Preliminary Budget Preparation:
- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
 - b) A 1.5% inflationary increase be provided for controllable services and supplies;
 - c) A 1.5% inflationary increase on the school instructional supply budget;
 - d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
 - e) The 2018-2019 Budget provide for expected enrollment growth.

5.06 Bylaws

By-law 9/2017

2nd Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, "Meetings of the Board", Section V, 'Committees', Section VI, "Public Participation at Board Meetings", and Section VII, "General", be now read for the second time, having been first read on September 11, 2017.

By-law 10/2017

2nd Reading:

That By-law 10/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 4/2014 which authorizes payment of indemnities and mileage to Trustees, originally passed September 22, 2014, to add sections to replace Policy 2006 – "Trustee Professional Development", be now read for the second time, having been first read on September 11, 2017.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, October 10, 2017, Conference Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Tuesday, October 10, 2017, Boardroom.

7.00 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. (Public), MONDAY, SEPTEMBER 11, 2017.

PRESENT:

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

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

The Chairperson called the meeting to order at 6:03 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added six (6) items for In-Camera.

Mr. Kruck - Mr. Buri

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Special Board Meeting held August 28, 2017 were circulated.

Ms. Bambridge – Mr. Murray

That the Minutes be approved.

Carried.

- b) The Minutes of the Board Meeting held August 28, 2017 were circulated.

Mr. Buri – Mr. Sumner

That the Minutes be approved.

Carried.

- c) The Minutes of the Inaugural Board Meeting held September 5, 2017 were circulated.

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

Mr. Murray – Mr. Sefton
That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:

2.01 Student Issues

- Reports

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Matter and answered Trustee questions.
- b) Dr. Marc Casavant, Superintendent/CEO and Mr. Mathew Gustafson, Assistant Superintendent, provided an update on a Student Matter.
- c) Trustee Murray spoke on a Student Matter.
- d) Trustee Sefton spoke on a Student Matter and the Board Provided direction to the Chairperson.

- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Mr. Mathew Gustafson, Assistant Superintendent, provided an update on a Personnel Matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter.
- d) Trustee Sumner requested information on a Personnel Matter.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports

- a) The Superintendent/CEO provided information on a Property Matter.

- Trustee Inquiries

2.04 Board Operations

- Reports

- a) Trustees discussed a Board Operations Matter and provided direction to the Secretary-Treasurer.
- b) The Superintendent/CEO provided information on a Board Operations Matter.
- c) The Secretary-Treasurer provided information on a Board Operations Matter.

- Trustee Inquiries

Mrs. Bowslaugh – Mr. Kruck

That the Committee of the Whole In-Camera do now resolve into Board. (6:45 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:01 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:

3.01 Presentations For Information

- a) Trustee Linda Ross presented on Rae Hutton's research entitled: *"Exploring the Effectiveness and Impact of the MHSAA Policy on Transgender Students: Learning From the Experiences of Trans Youth in Manitoba High Schools"*.

Trustee Ross highlighted the following during the presentation:

- Research Questions
- MHSAA Transgender Policy
- Response from school divisions
- Recruitment of Participants
- Participants
- Results
- Findings
- Student Comment

Trustees spoke in favour of this valuable research and noted it was very admirable but they were disappointed that people in education did not take more of an interest in this important work.

Trustees agreed that Trustee Ross will contact Manitoba School Boards Association (MSBA) and suggest this topic for a workshop at the March Annual General Meeting. Trustee Ross will also email the presentation to Manitoba School Division Board Chairs for their review.

- b) Trustee Ross gave a verbal report of the Board's visit to the new Neelin Off-Campus Program site. She noted the new program site is remarkable and amazing, with more space, resources and age-appropriate spaces.

Trustees noted that they were very impressed with the use of space and all the thought that went into the furniture, colours and design.

Trustee Bartlette requested if a video of the Off-Campus Program could be made for the Brandon School Division website. Dr. Casavant indicated this suggestion will be looked into.

3.02 Communications For Information

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the September 11, 2017 Report of Senior Administration:

- Administrative Information

- Celebrations
 - Red Ribbon Readers
- Information Items
 - Professional Development Calendar
 - Graduation Rates
- Business Arising for Board Action
 - Information for Discussion and Correspondence

Ms. Bambridge – Mr. Sefton

That the September 11, 2017 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) MSBA Resolutions Committee

Trustee Ross provided a verbal report on the MSBA Resolution Committee meeting.

Dr. Ross – Mr. Sefton

That the Report be received and filed.

Carried.

b) Board Strategic Planning Meeting

Trustee Ross provided a verbal report on the Board Strategic Planning meeting held on August 31, 2017.

Trustee Bowslaugh wanted it noted that the meeting was held at the Division Administration Office.

Dr. Ross – Mr. Bartlette

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

- From Previous Delegation

- From Board Agenda

- MSBA Matters

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

80/2017 Mr. Sumner – Mr. Murray

That the following Committees, Sub-Committees and External Board Representatives for the 2016-2017 school year be and are hereby discharged with thanks:

Divisional Futures & Community Relations
Education
Facilities/Transportation
Finance
Personnel
Policy Review

MSBA Resolutions

Aboriginal Education Advisory
Brandon Community Drug & Alcohol Education Coalition
Friends of Education Fund
Job Evaluation Review
School Division/Parent/Guardian Advisory
Support Personnel Labour Management
Teacher Liaison
Workplace Safety & Health

Brandon Urban Aboriginal Peoples' Council
Food For Thought
Joint Division/City Task Force Ad-hoc
Carried.

81/2017 Mr. Murray – Mr. Buri

That the Committees of the Board, effective September 11, 2017, be and are hereby approved as follows:

Education and Community Relations: P. Bartlette, P. Bowslaugh, G. Buri, Alternate – K. Sumner

Finance and Facilities: G. Kruck, M. Sefton, K. Sumner, Alternate – P. Bartlette

Personnel and Policy: S. Bambridge, J. Murray, L. Ross, Alternate – M. Sefton

Carried.

82/2017 Mr. Murray – Mr. Buri

That Ad-Hoc Committees of the Board, effective September 11, 2017 be and are hereby approved as follows:

MSBA Resolutions: J. Murray, M. Sefton

Joint City Task Force Ad-Hoc: P. Bowslaugh, G. Buri, G. Kruck, Alternate - S. Bambridge

Carried.

83/2017 Mr. Buri – Mr. Murray

That the Sub-Committees of the Board, effective September 11, 2017 be and are hereby approved as follows:

Aboriginal Education Advisory: P. Bowslaugh, Alternate – G. Buri

Brandon Community Drug and Alcohol Education Coalition: P. Bartlette, Alternate – P. Bowslaugh

Brandon Urban Aboriginal People's Council: K. Sumner, Alternate – G. Buri

Food For Thought: K. Sumner, Alternate – G. Buri

Friends of Education: G. Buri, Alternate – P. Bowslaugh

Job Evaluation Review: J. Murray, L. Ross, Alternate – S. Bambridge

School Division/Parent/Guardian Advisory: P. Bartlette, P. Bowslaugh,

Alternate – G. Buri

Support Personnel Labour Management: S. Bambridge, Alternate – J. Murray

Teacher Liaison: S. Bambridge, J. Murray, M. Sefton, Alternate – L. Ross

Workplace Safety and Health: G. Kruck, Alternate - M. Sefton

Carried.

84/2017 Mr. Buri – Mr. Sumner

That the new Board Policy Manual be adopted as presented.

Carried.

85/2017 Mr. Kruck – Mrs. Bowslaugh

That the Board Annual Work Plan for 2017-2018 be adopted as presented.

Carried.

86/2017 Mr. Bartlette – Mr. Sefton

That the Board of Trustees Governance Goals be updated and accepted as follows:

Education and Community Relations:

1) Continue to monitor the Continuous Improvement Plan results.

2) Build Relationships with existing and new stakeholder groups

Finance and Facilities:

1) Implement a multi-year budget strategy to plan for future sustainability and, subject to provincial funding support, attempt to limit special levy increases to the sum of inflationary pressures plus enrollment growth.

2) Continue to lobby for a new school in South Brandon while developing new and existing spaces to support current and future programming.

Carried.

87/2017 Mr. Kruck – Mrs. Bowslaugh

That the revised Brandon School Division Organization Chart be adopted as presented.

Carried.

88/2017 Mr. Sefton – Mr. Bartlette

That the Shared Services Agreements between the Division and Christian Heritage School for the 2017-2018 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.

89/2017 Mr. Sefton – Mr. Bartlette

That the low Tender from Flynn Canada Ltd. in the amount of \$250,456 (plus GST) for the Waverly Park School Roof Replacement Project be accepted, subject to approval by the Public Schools Finance Board.

Carried.

90/2017 Mrs. Bowslaugh – Mr. Kruck

That the Board submit to the Manitoba School Boards Association (MSBA) resolutions on the following:

- 1) MSBA lobby the Province of Manitoba to enact legislation requiring vaccination of school children;
- 2) MSBA conduct a review of the powers of the Provincial executive and the MSBA executive.

Carried.

5.06 Bylaws

Ms. Bambridge

By-Law 8/2017

2nd Reading

That By-law 8/2017 being a borrowing by-law in the amount of \$1,685,000 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Various	16/17 Skills Strategy Equipment Enhancement Fund
New Era School	Grooming Room and Exterior Ramp
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
George Fitton School	Roof Replacement
King George School	Roof Replacement
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
Meadows School	Foundation waterproofing

be now read for the second time, having been first read on August 28, 2017.

Carried.

3rd Reading

That the rules be suspended and By-Law 8/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

Mr. Sumner

By-Law 9/2017

1st Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, "Meetings of the Board", Section V, 'Committees', Section VI, "Public Participation at Board Meetings", and Section VII, "General", be now read for the first time.

Carried.

Mr. Sumner

By-Law 10/2017

1st Reading:

That By-law 10/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 4/2014 which authorizes payment of indemnities and mileage to Trustees, originally passed September 22, 2014, to add sections to replace Policy 2006 – “Trustee Professional Development”, be now read for the first time.

Carried.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, September 12, 2017, Boardroom.
- b) Education and Community Relations Committee Meeting – 1:00 p.m., Monday, September 18, 2017, Boardroom.
- c) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, September 19, 2017, Boardroom.
- d) Green Acres School, New Gymnasium Visit – 5:30 p.m., Monday, September 25, 2017, Green Acres School.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, September 25, 2017, Boardroom.

7.00 ADJOURNMENT

Mr. Buri – Ms. Bambridge

That the Board do now adjourn. (8:22 p.m.)

Carried.

Chairperson

Secretary-Treasurer



September 2nd, 2017

Good Evening Trustees and Senior Administration:

CUPE 737 would like to inform you that the Manitoba Government has proclaimed the week of September 25th to September 29th, 2017 as School Support Staff Recognition Week.

I would encourage everyone to acknowledge and thank school support staff for the important role they play in our schools and in the lives of our students.

Thank you for allowing me to share this important happening with you.

Jamie Rose, President

A handwritten signature in blue ink, appearing to read "Jamie Rose".

CUPE 737

Jamie Rose
President

Kim Castle
Vice President

Sylvie Konkin
Recording Secretary

Barb Gribben
Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

September 25, 2017

A. Administrative Information

I. CELEBRATIONS

1. BRANDON SCHOOL DIVISION SUMMER FUN GOLF TOURNAMENT

The first ever BSD Summer Fun Golf Tournament was held on Sunday, September 17, 2017. The tournament raised approximately \$1500, which will be donated to the Friends of Education. This money will go towards establishment of scholarships for students who demonstrate acts of kindness to their fellow students, staff, and community. These scholarships will be available to students from Kindergarten through Grade 12.

Forty-three golfers participated in this tournament and it is hoped that it will become an annual event.

2. DIVISION-WIDE PROFESSIONAL DEVELOPMENT DAY – SEPTEMBER 27, 2017

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from September 6, 2017 to September 19, 2017.

- September 6, 2017 – Administration Office staff meeting
- September 7, 2017 – telephone meeting with Ms. Anne Saftich, IBM Canada
- September 11, 2017 – tour of Neelin High School Off Campus (new premises)
- September 13, 2017 – telephone meeting with Chief Ian Grant and Deputy Chief Balcaen, Brandon Police Service

“Accepting the Challenge”

- September 14, 2017 – retirement event for Chief Ian Grant, Brandon Police Service
- September 15, 2017 - meeting with Dr. Karen Rempel, Director, Centre for Aboriginal and Rural Education Studies, Brandon University
- September 15, 2017 - meeting with Mr. Russ Paddock, Athletic Director, Brandon University
- September 15, 2017 - meeting with Mr. Jaime Polmateer, Editor, Westman Journal
- September 17, 2017 – Brandon School Division Summer Fun Golf Tournament
- September 18, 2017 – meeting with Mr. Kevin Tacan, Indigenous Elder

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	1 total	1 – 7 day	Assaultive Behaviour
High Schools	10 total	1 – 3 day	Drug and Alcohol Policy
		6 – 5 day	Drug and Alcohol Policy
		2 – 3 day	Assaultive Behaviour
		1 – 3 day	Unacceptable Behaviour

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

PROCLAMATION RE: PEACE DAYS 2017

For Information Dr. Casavant

Correspondence has been received from Honourable Ian Wishart, Minister of Education and Training, proclaiming September 15, 2017 to September 22, 2017 as Peace Days 2017. The proclamation is intended to increase public awareness of the importance of peace, and to help students learn more about their duties as citizens in promoting understanding, kindness, non-violence, peace and compassion in our evolving multicultural democracy.

PROCLAMATION RE: SCHOOL SUPPORT STAFF RECOGNITION WEEK

For Information Dr. Casavant

Correspondence has been received from Honourable Ian Wishart, Minister of Education and Training, proclaiming September 25, 2017 to September 29, 2017 as School Support Staff Recognition Week. This proclamation is made in honour of the work done every day by school support staff for Manitoba's Kindergarten to Grade 12 students. School support staff help schools ensure that the education our students receive is engaging and of high quality, preparing students for lifelong learning and participation in a socially just, democratic and sustainable society.

2. MANITOBA BAND ASSOCIATION

For Information Dr. Casavant

Correspondence has been received from Alexis Silver, Vice-President, Manitoba Band Association (MBA), acknowledging the outstanding contributions of Mr. Graydon Cramer, Teacher, Waverly Park School, as a Regional Representative for the MBA. The Manitoba Band Association is a non-profit organization devoted to the development of band in Manitoba.

3. HEAD TEACHERS 2017-2018

For Information Dr. Casavant

The Superintendent/CEO has approved the following Head Teachers for the 2017/2018 school year:

Alexander	Shannon Kohut, Coralie Church, Krista Clayton
Betty Gibson	Craig Anderson, Cathy Watt-Gauthier, Stephen Reid
Crocus Plains	Ingrid Gross, Shawn Baker
Earl Oxford	Kimberly Humphries, Marc Plante
George Fitton	Jennifer Meadows, Bart Brown
Green Acres	Shane Baranyk, Malcom Oldcorn, Therese Shamray
Harrison	Bernie Perreux, Glen Simard, Laura Cox
J.R. Reid	Cori Biech, Cathie Cullen, Shannon Graham
King George	Bryce Ketcheson, Kelly Walker, Cynthia Kelly
Kirkcaldy Heights	Warren Birch, Kimberly Perkins
Linden Lanes	Angeline Templeton, Maria O'Greysik
Meadows	Janelle Jones, Teresa Flannery
Neelin	Robert Cullen, Trevor Korman
Neelin High School Off Campus	Brandy Hamilton, Ryan Felstead, Carolyn Blaine
New Era	Nicole Olson, Neil Bessette
O'Kelly	Maureen Thompson, Curtis Halls, Lee-Anne Featherstone
Riverheights	Tyson Ramsey, Sharon Bartley
Riverview	Cathy Grain, Kelly Corkish Makkituq, Gayle Krippy White
St. Augustine	Bryan Letain, Joey Patsack
Spring Valley	Crystal Todd
Valleyview	Wendy Piche, Donald Beaney, Margo Bell
Vincent Massey	Ashley Dyson, Brooke Williams
Waverly Park	Jeff Sawchuk, Bobbi Meyer

4. BRANDON UNIVERSITY EXHIBIT, "100 YEARS OF LOSS"

For Information Dr. Casavant

Brandon University is hosting an exhibit, "100 Years of Loss", which explores the legacy of the residential school system. The exhibit is located in the Gathering Space on the first floor of the John E. Robbins Library at Brandon University, where it will be open to the public during normal library hours from September 25-October 20, 2017.

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT PLAN UPDATE

For InformationM. Gustafson and G. Malazdrewicz

A verbal update on the Continuous Improvement Plan will be provided at the meeting. Please see Appendix A.

2. INDIGENOUS LANGUAGE COURSE REVIEW

For Information M. Gustafson

Mr. Gustafson will provide an annual update on the progress of the Indigenous Language Course in the Brandon School Division. Please see Appendix B.

3. OPENING WEEK ENROLLMENT NUMBERS

For Information G. Malazdrewicz

Please see Appendix C for the preliminary enrollment numbers for 2017/2018.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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



BRANDON
SCHOOL DIVISION
WWW.BSD.CA

Responding to Diversity:

Currently...

There is ineffective utilization of system supports to address learning gaps in classrooms.

We Need...

- Clarity in roles/responsibilities.
- Equity in allocation of resources.
- Consistent skill sets/performance levels.
- Consolidated staffing positions.
- Fewer models/initiatives.
- Greater consistency in application of supports.
- Professional Collaboration.
- Consistent accountability across the Division.

Therefore We Will...

- Develop a common understanding of RTI and then focus on system-wide implementation.
- Develop a common understanding of what co-planning and co-teaching look like in action and then focus on system-wide implementation.
- Define roles and responsibilities of school teams and Divisional support.
- Develop a common understanding of PLCs then focus on system-wide implementation.

So That...

Our Schools will effectively utilize system supports through the Response to Intervention (RTI) framework.

Sprint Process 1-4 week cycle

Sprint process that utilizes the PLC and RTI structures with the support of the Digital Toolkit to build capacity in the areas of:

- Clarity in roles and responsibilities of staff and teams
- Clarity in indicators of student learning needs, Tier 2/3 interventions, and the measures of effectiveness
- Defining Foundational outcomes in Academic and Social Behaviours
- Defining Foundational outcomes in Literacy
- Defining Foundational outcomes in Numeracy

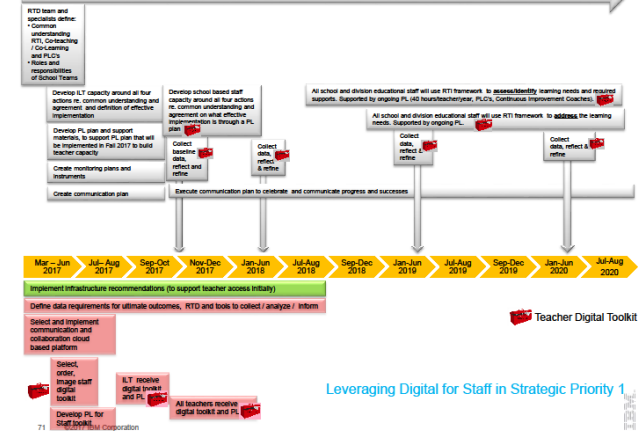
Concentrated Learning about:

- RTI
- PLC
- Digital toolkit

Creates the necessary tools/structures for building capacity

Appendix A

Priority #1: Responding to Student Diversity K-12



The Learning Sprint Process requires further refinement/ focusing of learning targets. The broad outcome/boulder target is narrowed to a highly specific outcome/sand target. Ex. Clarity in roles and responsibilities of staff and teams requires specific learning targets/outcomes organized in a critical path. Each specific learning target/outcome is worked through the sprint process (1-4 weeks). The last step of the sprint process is to review and assess, and reset learning sprint.

Indigenous Language Course Review 2016/2017

Executive Summary

The process for reviewing the Indigenous Language Courses used process measures, demographic measures, and outcome measures including Student surveys/Teacher feedback.

Student and Teacher feedback identified the weekly full year model needed to be changed. There was a significant course withdrawal rate where students identified the timetable issues as a major factor. Delays in obtaining limited teaching permits delayed the start of the courses.

There was no ability to measure the impact of the Indigenous language courses on attendance, course completion, intention to graduate, and credit completion with any statistical significance. However, there are positive indicators that the majority of students who were registered in the courses intended to finish high school and had future aspirations for college or university. There was an increase in attendance rates and a slight increase in credit completions. Further study is required to determine the significance of the early indicators.

Process measures:

- Courses started in October due to delays in Provincial certification for the teachers.
- Course credits were granted through a language challenge exam. Instructors were registered as language examiners with the Province.
- Courses ran once per week for the full year in all four sites.
- Instructors and students identified that having the course once per week for a full year negatively impacted the course delivery and student-teacher relationships.
- There were limited curricular resources available for Indigenous Language courses.
- Salary costs for all four languages in all four buildings: \$47,270.
- Total language resources cost: \$2500.

Demographic measures:

Grade distribution

Grade 9	13%
Grade 10	34%
Grade 11	24%
Grade 12	29%

Language Course Selection

Anishinaabe	22%
Cree	48%
Dakota	19%
Michif	11%

Outcome Measures:

- 153 students enrolled in the 4 courses.
- There was a large drop in registrations during the school year largely due to timetable conflicts, students not wanting a noon hour class, concerns with full year courses, and students changing schools.
- 50 students received credits.

Student survey results:

- Survey was designed as a pre-post survey. However, only 24 students completed both the pre and post survey.
- Given the low numbers of pre-post surveys and attendance/credit completion rates, we were not able to measure the impact that Indigenous Language courses had on increasing school and post-secondary participation and success rates.
- The surveys indicated a high level of student confidence to finish high school (90%) and 61% of respondents had future plans to attend University or College.

Combined pre/post survey results

Intention to finish High School

Very confident	41	51%
Pretty confident	31	39%
Unsure	5	6%
Not confident	1	1%
Prefer not to answer	2	3%

Future Aspirations

Get a job	5	6%
Go to University	40	50%
Attend College	9	11%
Unsure	16	20%
Prefer not to answer	3	4%
Multiple	7	9%

Course Completion and Attendance Rates 2015/16 – 2016/17 comparison

- Unable to compare course completion and attendance rates for Grade 9 students since attendance and course completion are assessed differently.
- Students in alternative programming either in 2016 or 2017 are not able to be included as their course completion and attendance is assessed differently. This left 48 students in comparison group.
- In the comparison group, there was a 6% decrease in absenteeism
- In the comparison group, there was a slight increase in the average number of credits obtained.

Appendix C

2017.09.11 am data

	2016 Actual	2017 Target	+/- 2016	2017 To date	+/- 2016	+/- Target
Total	8731	8888	157	8925	194	37
9 to 12	2799	2912	113	2897	98	(15)
K to 8	5932	5976	44	6028	96	52
K	715	716	1	745	30	29

2.22 % Growth

3.50 % Growth

1.62 % Growth



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Tuesday, September 5, 2017 – 2:30 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner
D. Labossiere, E. Jamora
Guest: S. Bambridge

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 2:32 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The Secretary-Treasurer added two (2) items to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 15, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Confirm Payments of Account (June & July)

The payments of account for the month of June and July were reviewed with Trustees asking questions for clarification. The reports were accepted as circulated.

B. Review Preliminary 2016-2017 Results

Mr. Denis Labossiere, Secretary-Treasurer, reviewed and provided highlights of the 2016-2017 Preliminary Financial Statements, noting that revenue is slightly lower (0.07%) than budget and operating expenses (prior to transfers to Capital) are 2.14% lower than budget.

The Variance Summary Report was reviewed by the Secretary-Treasurer. The projected Net Current Year Surplus is approximately \$1,346,000 after transfers to Capital. Trustees asked questions in regards to various variances for which the Secretary-Treasurer provided further information.

The Accumulated Surplus Analysis – Operating Fund Reports were reviewed. The projected amount over the 4% Cap per Ministerial Policy is \$1,109,000. Trustees asked questions for clarification regarding school carryforwards, transfers to Capital, non-vested sick leave, etc.

6. CAPITAL RESERVES

The Secretary-Treasurer reviewed the projected Capital Reserves balances as of June 2017 and June 2018.

He indicated that based on the 2016-2017 Preliminary Financial Statements, the Division's Accumulated Surplus will amount to 5.16% of Operating Fund Expenses based on PSFB calculations. As this amount exceeds the 4% policy limit set by the Province, the Secretary-Treasurer recommended that \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve. The transfer will result in a school bus reserve for approximately 10 buses and will allow the Board to minimize the effect on taxes for 2018-2019 by replacing 4 buses through the reserve instead of the 2018-2019 budget.

Trustees asked questions for clarification.

The Committee agreed to the recommendation suggested by Mr. Labossiere.

Recommendation:

That the amount of \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.

7. OPERATIONS INFORMATION

8. NEXT REGULAR MEETING: TBD, Boardroom

The meeting adjourned at 3:27 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Personnel and Policy Committee Minutes

Tuesday, September 12, 2017 – 3:30 p.m.
Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge, L. Ross, M. Sefton (Alternate)
M. Casavant, D. Labossiere, B. Switzer

1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:32 p.m. by Trustee Bambridge.

2. ELECTION OF CHAIR

It was agreed that Trustee Jim Murray would serve as Committee Chairperson for 2017-2018.

3. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The following Minutes were received as information:

- June 16, 2017 - Personnel Committee
- June 21, 2017 - Policy Review Committee

5. MEETING DATES FOR 2017-2018

The Committee reviewed the dates for the Committee's quarterly meetings.

6. REVIEW COMMITTEE RESPONSIBILITIES

The Committee reviewed the recently updated Committee Responsibilities from the Board Strategic Planning meeting held on August 31, 2017.

7. COMMITTEE DIRECTION FOR 2017-2018 IN RELATION TO THE COMMITTEE RESPONSIBILITIES

The Committee discussed the process for the review of policies and procedures. Dr. Casavant indicated that in the future, Senior Administration would bring revised administrative procedure(s) through the Committee for review. The administrative procedure(s) would then be provided to the Board for information.

Mr. Denis Labossiere, Secretary-Treasurer, provided and reviewed the direction the Committee set for 2016-2017. It was noted that Job Evaluation is ongoing, and that consultations with staff regarding substitutes was completed.

8. COMMITTEE GOVERNANCE GOAL ITEMS

9. OTHER COMMITTEE GOVERNANCE MATTERS

A. Job Evaluation Update

Ms. Becky Switzer, Director of Human Resources, provided a Job Evaluation update. She noted that last year the Brandon School Division embarked on obtaining the services of a Job Evaluation Consultant, which resulted in the hiring of Curt Penner. Ms. Switzer reviewed the three (3) phases of the Job Evaluation process:

Phase 1 – Needs Analysis

Phase 2 – Functional/Technical Requirements

Phase 3 – Vendor/Solution Qualifications, Evaluations, Comparisons and Selection

Ms. Switzer indicated that the deadline for the Request for Proposal (RFP) submissions is September 18, 2017. During the review of the proposals there will be an opportunity to view demos from vendors including how their product will work with the new Enterprise Resource Planning (ERP). The goal is to have information available to meet the 2018-2019 Budget timelines.

Ms. Switzer will bring further information to the Committee's November meeting regarding Job Evaluation.

B. Report on Survey Conducted Regarding Recruitment Advertising

In response to an inquiry by Trustee Sefton in the 2016-2017 school year, Ms. Switzer reviewed her memorandum to the Committee regarding current recruitment strategies for the Brandon School Division focusing on costs associated with advertising in the newspapers. The Personnel Committee had also recommended that the Office of Human Resources conduct a survey of applicants to ascertain how they go about searching for jobs in general and how they learned about the job they were currently applying for.

Based on 2016-2017 expenditures, approximately \$42,000 was spent on recruitment advertising.

Results collected clearly demonstrated that the Division website (79.54%) is the main point of contact for applicants to learn about jobs in the Brandon School Division, and the second highest source is word of mouth (16.83%).

Results also indicated that applicants typically search for jobs on the Division website (69.11%) and using web search (10.39%).

The Committee discussed advertising teaching and support positions on various education related websites. Discussion took place regarding the potential of Ms. Switzer and a team from the Division travelling to universities and conducting mini-interviews with students. These visits would also include presentations to recruits on Brandon as a community.

The Committee discussed the effectiveness of newspaper advertising and how the majority of applicants no longer use newspapers for searching for jobs.

The Committee agreed that Ms. Switzer should look at other methods for recruitment and research the cost of travel to universities, and provide this information to the Committee at a future meeting.

Trustees asked questions for clarification.

C. Personnel Matter – In-Camera Discussion

The Director of Human Resources provided updates to the Committee regarding three (3) Personnel Matters.

The Secretary-Treasurer provided an update to the Committee regarding one (1) Personnel Matter.

D. Sub Committee Reports – The Committee received as information and reviewed the following:

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee – NIL
- Teacher Liaison Committee – NIL

10. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - NIL

11. NEXT REGULAR MEETING: TBD, Boardroom.

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

J. Murray (Chair)

S. Bambridge

L. Ross

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Education Committee Minutes

Monday, September 18, 2017 – 1:00 p.m.
Boardroom, Administration Office

Present: G. Buri (Chair), P. Bartlette, P. Bowslaugh, K. Sumner (Alternate)
M. Casavant
Guest: S. Bambridge

1. ELECTION OF CHAIR.

The Education Committee Meeting was called to order at 1:02 p.m.

It was agreed that Trustee George Buri would serve as Committee Chairperson for 2017-2018.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of June 20, 2017 (Education Committee) and May 29, 2017 (Divisional Futures & Community Relations), were received as information.

4. MEETING DATES FOR 2017-2018

The Committee reviewed the dates for the Committee's quarterly meetings.

5. REVIEW GOVERNANCE GOALS & RESPONSIBILITIES

The Committee reviewed and discussed the Committee Governance Goals and Responsibilities. Dr. Casavant asked questions for clarification regarding the review of curriculum matters.

6. COMMITTEE DIRECTION FOR 2017-2018 IN RELATION TO THE COMMITTEE GOVERNANCE GOALS & RESPONSIBILITIES

The Committee discussed the following items:

- 1) Student voice lunch focus groups
- 2) High school site visits with students which will include consultations on programming
- 3) Middle Years Program Option Review
- 4) Board Work Plan and Engagement
- 5) School Fees and Fundraising
- 6) Continuous Improvement Plan
 - Trustee Bartlette asked questions regarding the Continuous Improvement Plan, and how the Board will receive information on ongoing work. Dr. Casavant responded that the Board will be connected to this work through Specialist and Senior Administration updates at Board meetings.

The Committee agreed to meet at 1:00 p.m. on October 16, 2017 to discuss school fees, fundraising and the Middle Years Program Option Review.

7. COMMITTEE GOVERNANCE GOAL ITEMS

a) School Fees Review

Dr. Casavant reviewed the projected timelines of the new administrative procedures for School Fees and Fundraising. Dr. Casavant noted he will be seeking feedback on the Administrative Procedures from School Leaders, Senior Administration and the Committee before having it officially adopted.

Dr. Casavant indicated he will have a new administrative procedures with options regarding school fees and fundraising for the Committee meeting on October 16th.

b) Middle Years Program Review

Dr. Casavant spoke to this item and reviewed his handout which outlined the Middle Years Program Review timeline. Dr. Casavant asked questions for clarification regarding the participation of the Board of Trustees in this process.

The Committee discussed possible dates for public consultations in regards to the Middle Years Program Review. A decision will have to be made once all Board members review their calendars.

8. OTHER COMMITTEE GOVERNANCE MATTERS

9. OPERATIONS INFORMATION

10. NEXT REGULAR MEETING: Monday, October 16, 2017, 1:00 p.m., Boardroom

The meeting adjourned at 2:12 p.m.

Respectfully submitted,

G. Buri, Chair

P. Bartlette

P. Bowslaugh

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, September 19, 2017 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, M. Clark
Guest: L. Ross

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:02 p.m. by Trustee Kruck.

2. ELECTION OF CHAIR

It was agreed that Trustee Mark Sefton would serve as Committee Chairperson for 2017-2018.

3. APPROVAL OF AGENDA

Trustee Kruck added Computer Reserves to the agenda.

Mr. Denis Labossiere, Secretary-Treasurer, added Playgrounds to the agenda.

The agenda was approved as amended.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The following Minutes were received as information:

- June 19, 2017 – Facilities and Transportation Committee
- September 5, 2017 – Finance Committee

5. REVIEW GOVERNANCE GOALS AND RESPONSIBILITIES

The Committee reviewed the recently updated Committee Governance Goals and Responsibilities from the Board Strategic Planning meeting held on August 31, 2017.

6. MEETING DATES FOR 2017-2018

The Committee reviewed the dates for the Committee's monthly meetings. Mr. Labossiere indicated that the November 21, 2017 meeting may need to be rescheduled due to potential conflicts with the installation of the new ERP system. The November date will be discussed at the October meeting when further information is available. The meeting on Tuesday, May 15, 2018 was rescheduled to Tuesday, May 22, 2018 at 1:00 p.m. to accommodate the timing of audit reports.

7. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2018-2019 Budget Preparations

2018-2019 Budget Schedule

Mr. Labossiere reviewed the Budget Schedule and Annual Planning Cycle.

Consumer Price Index (CPI)

The Secretary-Treasurer reviewed the Manitoba CPI rate for the months of September 2016 to July 2017 (1.2%) and the current Manitoba CPI for 2017 (January to July) is 1.4%. The Canadian CPI for the above periods is 1.5%.

Factors That Will Affect the 2018-2019 Budget

Mr. Labossiere spoke to this item and reviewed the memo provided to the Committee. The Secretary-Treasurer noted revenue, expenditures and other factors which will affect the development of the 2018-2019 budget.

Further discussions were held regarding Funding, Board of Trustee Election Costs, Program Reviews and WCB rates and claims.

(Trustee Ross exited at 1:51 p.m.)

2018-2019 Budget Preparation

Mr. Labossiere reviewed the 2018-2019 Budget Preparation memo provided to the Committee. Trustees asked questions for clarification.

The Committee agreed to the following recommendations for the 2018-2019 Preliminary Budget Preparation:

Recommendation:

That the following guidelines be initiated for the 2018-2019 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) A 1.5% inflationary increase be provided for controllable services and supplies;
- c) A 1.5% inflationary increase on the school instructional supply budget;
- d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2018-2019 Budget provide for expected enrollment growth.

Trustee Request Form

The Secretary-Treasurer reviewed the updated Trustee Budget Request form for 2018-2019, which takes into consideration motion 48/2017 and the revised Board Goals. Trustee Budget Requests are due by noon on Tuesday, October 31, 2017, although it is recommended that the requests be submitted as early as possible.

B. Establish Stakeholder Budget Dates and Questions

The Committee set the following Stakeholder meeting dates:

- Parent Councils – Tuesday, October 17, 2017 – 7:00 p.m.
- Employee Groups – Wednesday, October 18, 2017 – 4:30 p.m.
- Chamber of Commerce – Wednesday, October 25, 2017 – 4:30 p.m.

The Committee reviewed the 2017-2018 Stakeholder questions and agreed to use the same questions for the 2018-2019 Stakeholder Meetings. These questions will be provided to the Stakeholders prior to their meeting with the Finance and Facilities Committee:

- 1) Do you have any questions regarding the Brandon School Division budgeting process?
- 2) What areas of concern should Brandon School Division be focusing on in the upcoming budget deliberations?

- 3) Are there additions that you would recommend the Brandon School Division consider in this budget?
 - Indicate timelines for addition(s):
- 4) Are there reductions that you would recommend the Brandon School Division consider in this budget?
 - Indicate timelines for reduction(s):

8. OTHER COMMITTEE GOVERNANCE MATTERS

A. École Harrison – Steam Heating System Replacement Design Authorization

Mr. Mel Clark, Director of Facilities and Transportation, spoke to this item, noting that design authorization has been received from PSFB to replace the heating system at École Harrison. Mr. Clark and Mr. Labossiere recommended using SNC Lavalin for this project.

A discussion also took place regarding the replacement of the Johnson Controls while upgrading to the new steam heating system similar to the controls installed at Vincent Massey. Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

Recommendation:

That the appointment of SNC Lavalin as Consultant for the École Harrison – Steam Heating System Replacement Project, be approved, subject to Public Schools Finance Board (PSFB) approval.

B. Computer Disposals

The Secretary-Treasurer reviewed the information and three options provided by Mr. Brent Ewasiuk, Director of Management & Information Systems Technology, regarding disposal of old computer units.

Trustees asked questions regarding the “Certificate of Destruction” required to ensure hard-drive removal or clearing. The Committee supports the use of these computers by volunteer community groups and discussed a Request for Proposal with the hope of recycling/repurposing the units back into the community.

Information will be provided to Mr. Ewasiuk, to request an RFP to recycle/repurpose the units, with preference being given to community use of computers.

C. Soccer Field Development

Mr. Clark reviewed his letter to the Committee regarding the Joint Use Agreement between BSD and the City budget request 2018.

The Committee discussed the Division and City increasing their current funding by \$10,000 each per year to \$30,000, for a total of \$60,000. Mr. Clark provided rationale for this request:

- Recent playing field re-development at Kirkcaldy Heights School was approximately \$50,000, which exceeded budget;
- He discussed the advantages of laying sod vs seeding costs, timelines and irrigation.

Trustees asked questions for clarification. The Committee agreed to bring this item forward as a budget request for 2018-2019. The Committee will also discuss this item at the Joint City/BSD meeting.

D. Playgrounds

Mr. Labossiere spoke to this item and reviewed the information distributed at the meeting regarding the School Playground Funds and School Playground Replacement Schedule. Mr. Labossiere noted that

some schools/parent councils have difficulty raising the funds to purchase new playgrounds and that the cost for a new playground ranges from \$100,000 to \$120,000.

The Committee discussed increasing the BSD contribution from \$30,000 to \$50,000 per playground. The Committee agreed to bring this item forward as a budget request for 2018-2019. The Committee discussed the City contribution and is hoping that they will match BSD's contribution. The Committee will also discuss this item at the Joint City/BSD meeting.

E. Confirm Payments of Account (August)

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

F. Computer Reserves

Trustee Kruck asked questions for clarification regarding computer reserves. Mr. Labossiere indicated that the Division does not currently have a computer reserve for computer replacements and that Mr. Ewasiuk will be presenting an eight (8) year plan to the Board in October.

9. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - New Era Grooming Room and Wheelchair Ramp
 - Green Acres Gymnasium and Heating System Replacement
 - King George Roof Replacement
 - George Fitton Roof Replacement
 - Waverly Park Roof Replacement
 - Earl Oxford Grooming Room
- The Secretary-Treasurer provided a further update on the Land Exchange – Trinity Site and the Easement Agreement for the Fiber Optic Conduit at Kirkcaldy Heights School.

10. NEXT REGULAR MEETING: Tuesday, October 17, 2017, 1:00p.m., Boardroom.

The meeting adjourned at 2:49 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)



Learning Opportunities

2017-2018 Calendar of Events



www.mbschoolboards.ca

Our 2017-18 Learning Opportunities calendar will help trustees and boards plan for the upcoming year. This calendar provides an overview of conferences, workshops and other learning opportunities that will be of interest to trustees and administrators. Where possible, we have included preliminary program and registration information, and links to relevant websites.

Our on-line calendar contains the most up-to-date details about these and other events, so visit our [website](#) often!

2017

September to November	Manitoba School Boards Association and Manitoba Teachers' Society Workplace Safety & Health sessions
October 5 to 6	EdCan Network (by CEA) Symposium, Toronto
October	Regional Meetings—Manitoba School Boards Association
November 3	MERN Fall 2017 Forum, Brandon
November 17	Manitoba School Boards Association Trustee Education Session, Winnipeg

2018

January 26	MERN Winter 2018 Forum, Winnipeg
February 1 to 2	DisruptEd 2018, Winnipeg
March 9	MERN North 2018, The Pas
March 15 to 16	Manitoba School Boards Association Annual Convention, Winnipeg
April 6	MERN Urban 2018 Forum, Winnipeg
April 7 to 9	National School Boards Association Annual Convention, San Antonio
April 29 to May 1	CAPSLE Conference, Halifax
May 11	MERN Spring 2018 Forum, Winnipeg
July 4 to 5	National Trustee Gathering on Aboriginal Education, Halifax
July 5 to 7	CSBA Congress 2018, Halifax



Manitoba School Boards Association Fall 2017 Regional Meetings

In late October, the association will be holding fall regional meetings. Dates and locations are:

Region 1:	October 23, Brandon
Region 2:	October 26, Carman
Region 3:	October 27, St. Andrews
Region 4:	October 21, Cranberry Portage
Regions 5/6:	October 28, Winnipeg

Agendas will be distributed in early autumn.

Association Workshops and Resources

Fall 2017 Trustee Education Workshop
Telling Stories about Schools: Building Public Support
November 17, 2017
Norwood Hotel, Winnipeg



Marc Kuly

This full-day session will provide both theory and practical information to add to your advocacy toolkit. The focus will be on communication and using positive stories to help people understand the strengths of today's public schools, and how school boards make good schools better.

Workshop leader Marc Kuly directs the Service Learning Program for Faculty of Education at the University of Winnipeg. He draws on fifteen years of experience as an inner city educator to guide the program towards experiences that allow students to recognize the strength that lies in diversity. Committed to the promise of schools to develop a robust public, Marc uses storytelling to help students connect across differences. Marc received the 2008 Manitoba Foundation for the Arts award for excellence in arts education and was featured in the Gemini Award winning documentary, *The Storytelling Class*.

Watch for full program and registration information coming soon!

Trustee Education Learning Centre

Leadership and professional development sessions for trustees and senior administrators are offered through the association's Education and Communication Services Department. For information about customized sessions for individual boards, contact [Janis Arnold](#), Board Development Consultant at the association office.

Also, keep an eye on the [Trustee Education](#) tab of the association's website or check out the bi-weekly E-bulletin for more information on other events, new resources and e-learning opportunities throughout the year.

Risk Management

The association's Risk Management Department offers relevant sessions throughout the year, and around the province. Sessions on playground safety and maintenance are offered upon request. A series of full-day sessions on workplace safety and health, which are offered in conjunction with The Manitoba Teachers' Society, will be offered throughout the province this fall. Dates and places are as follows: Thompson (Sept. 18); Flin Flon (Sept. 19); Swan River (Sept. 20); Dauphin (Sept. 25); Winnipeg (Oct. 2 and Nov. 2); Altona (Oct. 4); Brandon (Oct. 18 and 19); and Stonewall (Oct. 30). For more information on these sessions or other risk management services, contact [Darren Thomas](#) at the association office.

Stakeholder Workshops/Special Events/Conferences

EdCan Network (by CEA) Symposium
Well-being: A Key to Success
October 5 to 6, 2017
Holiday Inn International Airport and
Conference Centre, Toronto



Leading experts will share the latest data on how stress and anxiety affect learning, and the workplace factors that can protect and support student and educator mental health and well-being. As a follow-up to CEA's 2016 First Nations Schools First! Symposium, this event will also place a special focus on the urgent need to strengthen student and educator well-being in Indigenous schools.

To learn more or to register, visit the symposium's [website](#).

DisruptED

February 1 to 2, 2018
RBC Convention Centre, Winnipeg

DisruptEd is billed as an unconference that will get educators, industry leaders and students thinking, talking and exploring the potential of technology and education. This two-day event promises provocative speakers and ideas that will accelerate the future of STEM education in Canada. Event sponsors include the University of Manitoba, Red River College, the Manitoba Association of School Superintendents, and the Canadian Museum for Human Rights. Details are being posted as they become available at www.educationdisrupted.ca.



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email jesau@mbschoolboards.ca to sign up for the
Manitoba School Boards Association E-bulletin today!

CAPSLE Conference

Education Law: A Bridge
Over Troubled Waters

April 29 to May 1, 2018

Halifax Marriott Harbourfront, Halifax



The Canadian Association for the Practical Study of Law in Education (CAPSLE) is a national organization whose aim is to provide an open forum for the practical study of legal issues related to and affecting the education system and its stakeholders. Each year, CAPSLE holds a national conference to help it further this important goal by bringing together educators, lawyers, academics and others interested in the relationship between education and law, and more specifically in the practical application of the law in the education context. The conference planning committee is currently in the process of finalizing the agenda for the 2018 conference, which is being built around the theme of "Education Law: Bridging Troubled Water." Visit the [conference](#) website for more information, including the preliminary schedule and speakers confirmed to-date.

Manitoba Education and Research Network (MERN) Events

The [Manitoba Education Research Network](#) (MERN)

works to improve the quality of education in



Manitoba Education Research Network

Manitoba's schools by establishing partnerships for research studies, collecting and analyzing data and supporting other forms of research activity. The network is a collaborative effort on the part of Manitoba's faculties of education, Manitoba Education, and affiliated partner organizations including the Manitoba School Boards Association. Each year, MERN organizes a number of sessions to facilitate sharing among members. Offerings for the upcoming year are outlined below.

Forums

Fall 2017 Forum, "Learners at the Centre", November 3, 2017, Brandon University, Brandon

Winter 2018 Forum, "Partners in Learning", January 26, 2018, Frontier School Division (Winnipeg, Cranberry-Portage, Thompson and live streamed)

North 2018, "Education in Rural and Remote Communities", March 9, 2018, University College of the North – The Pas Campus

Urban 2018, "Educating for Truth and Reconciliation", April 6, 2018, Urban Circle Training Centre, Winnipeg

Spring 2018 Forum, "Inquiry in Teaching and Learning", May 11, 2018, Université de Saint-Boniface, Winnipeg

School Board Association Conferences

The Manitoba School Boards Association's annual convention will have a new format in 2018! Instead of offering both pre-convention and convention sessions, we are combining everything into a comprehensive, two-day event. One day will be devoted exclusively to professional development, and one day will be dedicated to the business of the association. Regional elections, as well as elections for executive officers, will be held on the business day. And in accordance with the wishes of the majority of school boards, the President's Banquet will continue to be part of this event. In 2018, the convention will be held on March 15 to 16. Format and program details are still being finalized, but watch for them later this fall, on the association website, in the bi-weekly E-bulletin, and in the weekly divisional mail.

In 2018, the National Trustee Gathering on Aboriginal Education and the CSBA Congress will be held July 4 – 7 in Halifax, N.S. The theme for both of these events is the geographically-appropriate "Navigating the Waters". Over the next few months, the 2018 CSBA Congress [website](#) will be updated with program and registration information, which will also be included in our bi-weekly E-bulletin.



The National [American] School Boards Association Annual Conference will be held in San Antonio, April 7 - 9, 2018. The theme for the 2018 edition of this always-exciting event is "Be Extraordinary." General registration will open on October 25, 2017. For program, registration and accommodation details, visit the [conference website](#).



Opportunities Offered By Partner Organizations

Manitoba Teachers' Society (MTS), Manitoba Association of School Superintendents (MASS) and Manitoba Association of School Business Officials (MASBO) events often include educational components that will be of interest to school board members. Check for upcoming events by visiting our partner organization websites by following the links from our [website](#).

e-bulletin

September 13, 2017

Appendix 'C'

MANITOBA
School Boards
ASSOCIATION

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GETTING YOUR MESSAGE OUT



Community Voice
Getting Your Message Out

Our latest Division Dispatch, [Getting Your Message Out](#), provides a toolkit that will help trustees and school boards share positive stories about today's public schools, with a focus on the role school boards play in making good schools better. The eight short clips offer practical advice on a wide range of communication topics, such as working with both traditional and social media. Several segments touch on the importance of focusing and refining communications through the development of key messages and elevator speeches. Others examine the importance of networks as part of an effective communications strategy, and the impact that day-to-day operations can have on more formal communications efforts.

You can view either the complete video (25 minutes), or individual segments (3-4 minutes each). Content is also available in [text format](#), and we have included [additional resources](#) and [discussion questions](#) that will help boards examine and assess their own efforts at getting their message out. All videos and related materials can be accessed from our [Division Dispatches—Community Voice](#) page.

And one final note—a special thank you to the eight trustee “volunteers” who lent their voices and faces to this project. We sincerely appreciate their assistance!

LEARNING OPPORTUNITIES

Our annual [Learning Opportunities calendar](#) was distributed in last week's divisional e-mail. This resource will help trustees and boards plan for the upcoming year by providing an overview of conferences, workshops and other learning opportunities that may be of interest. It also includes preliminary program and registration information, where available, and links to relevant websites. Upcoming events include:



- the association's fall regional meetings at locations across the province from October 21 to 28, which will include information sessions on several emerging school-related issues;
- our November 17 workshop with Marc Kuly on [Telling Stories About Schools: Building Public Support](#) (registration info coming soon); and
- several [MERN](#) events, including that organization's Fall Forum on November 3 in Brandon, which focuses on learners at the centre.

Our on-line calendar contains the most up-to-date details about these and other events, so visit our website often!

NEW FROM THE DEPARTMENT

In August, Manitoba Education and Training released [Supporting Transgender and Gender Diverse Students in Manitoba Schools](#). This new document will support schools and school divisions in fulfilling a shared responsibility to promote the dignity, respect, and equity of transgender and gender diverse students in safe, caring, and inclusive schools and learning environments. The document provides guiding principles, an overview of legal and policy developments in Manitoba, information about trans and gender diverse identities, guidelines for working with trans and gender diverse students, and information about trans and gender diverse support services in Manitoba and Canada. The department will be hosting half-day information sessions on this topic in Winnipeg on October 12. The [registration form](#) for these sessions is available online.



JUST FOR STUDENTS

The [First Page](#) is a brand new creative writing challenge for students in Grades 7 to 12, created by CBC Books. The challenge is intriguing: write the first page of a book (300-400 words) set 150 years in the future, with the protagonist facing an issue that's topical today and setting the scene for how it's all playing out in a century and a half. The deadline for submissions is November 30, 2017.



Applications are now being accepted for the 2018 [Horatio Alger Scholarships](#). The Horatio Alger Association of Canada provides \$650,000 annually in need-based scholarships (up to \$10,000 each) for deserving students in their terminal year of high school.

JUST A REMINDER

Annual membership forms were distributed to all school divisions in last week's divisional email. Please return the completed forms to [Jennifer Esau](#) as soon as possible after your inaugural meeting, so we can ensure our records are up-to-date. Thank you.



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

September 14, 2017

TO: All School Board Chairs

FROM: Ken Cameron, President

RE: Fair Dealing Guidelines of the *Copyright Act*

Please find attached a memo that was sent to all Manitoba Members of Parliament, outlining concerns about possible changes to the fair dealing provisions of the *Copyright Act*. The Canadian School Boards Association sent a similar letter to the federal Minister of Innovation, Science and Economic Development, and the Minister of Heritage, who are both copied on our letter.

As explained in the attachment, the publishing industry has hired lobbyists in an effort to influence government and public opinion concerning the fair dealing guidelines that govern educational use of copyrighted material. The argument is that these guidelines are the reason behind financial losses in the publishing industry, and that they therefore must be radically modified or eliminated. The Fair Dealing Guidelines were instituted in early 2013, following the ruling of the Supreme Court of Canada that allowed for the copying of short excerpts by teachers. The elimination of these guidelines would result in significant cost increases to school boards, and may impact negatively their ability to provide students with a full range of digital and print classroom resources.

We have joined with CSBA and other provincial school board associations in voicing our strong support for the *Copyright Act*, including the current Fair Dealing Guidelines, and would encourage all Manitoba school boards to do the same. Please consider doing so either by submitting your own letter to your Member of Parliament, or by contacting your MP to state your support for the positions put forth by both the Canadian School Boards Association and the Manitoba School Boards Association. We would appreciate receiving a copy of any correspondence you send in this regard. At the same time, we would also remind all boards of the importance of all teachers and other staff abiding by the current Fair Dealing Guidelines in their own day-to-day operations. Manitoba Education and Training has recently distributed posters and booklets that will help in this regard, and CMEC has an online copyright decision-making tool on its website that has proven to be especially helpful for teachers.

Thank you for your attention to this important matter. Should you require any further information or clarification, please don't hesitate to contact either Executive Director Josh Watt or me.

KC/hd



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

September 14, 2017

TO: All Manitoba Members of Parliament

**FROM: Ken Cameron
President**

RE: Support for the Copyright Act

The Manitoba School Boards Association (MSBA) is the provincial body representing 38 school boards across our province. We are writing to you to express the opinions and concerns of those school boards regarding possible changes to the fair dealing provisions of the *Copyright Act*.

To be effective, school boards need to ensure our educators have access to a wide variety of learning resources and educational opportunities. Such resources now include digital materials, online platforms (often funded by Ministries of Education), and a growing body of internet-based material intended to be downloaded and circulated in classrooms. A balanced approach to copyright in Canada is vital to ensure our educators and our students have access to the most relevant and broadest learning opportunities.

An important way that school boards in Canada support teachers is by ensuring they know their rights and responsibilities with respect to copyright. Fair dealing is central to these rights, which have been granted to educators by the Supreme Court of Canada.

Fair dealing allows school board employees (educators) to share with students small amounts of copyright protected works without paying the copyright holder. This right does not come without responsibilities, which are also outlined carefully in resources such as the *Copyright Matters* booklet (now in its 4th edition), the newly launched website www.copyrightdecisiontool.ca, as well as posters and other materials distributed annually by CMEC.

Fair dealing also makes it easier for educators to expose students to a wide variety of information from multiple sources. It allows teachers to tailor material to reflect local issues, the most current global issues, and other specific classroom requirements. These additional resources enhance the primary teacher resource (formerly known as the "textbook") designated and purchased by either the Ministry or the individual school board depending on the jurisdiction.

MSBA is aware that the publishing industry has hired lobbyists to influence government and public opinion, suggesting that the Fair Dealing Guidelines are directly resulting in financial losses. The Fair Dealing Guidelines were instituted in early 2013, following the ruling of the Supreme Court of Canada that allowed for the copying of short excerpts by teachers. Prior to 2013, school boards (or their Ministries) had been paying a Copyright Board certified tariff. Testimony in the above-mentioned Supreme Court hearing demonstrated that the publishing industry had been facing financial challenges in the years prior to the establishment of the Fair Dealing Guidelines. Current financial challenges reflect many other factors including the industry's inability to develop business models that have adjusted effectively to new digital learning developments.

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MSBA strongly supports the *Copyright Act*, including the 2012 education amendments. We oppose any *Copyright Act* amendment that would eliminate educational rights established by the Supreme Court. Further, we believe that an erosion of these rights would have a significant impact on the ability of our members to provide students with broad and comprehensive classroom resources, both digitally and in print.

Sincerely,



Ken Cameron
President

KC/ak

cc The Right Honourable Justin Trudeau, MP, Prime Minister
 The Honourable Navdeep Bains, MP, PC, Minister of Innovation, Science and Economic Development
 The Honourable Mélanie Joly, MP, PC, Minister of Canadian Heritage
 The Honourable Andrew Scheer, MP, Leader of the Conservative Party
 The Honourable Thomas J. Mulcair, MP, Leader of the New Democratic Party
 The Honourable Martine Ouellette, MP, Chef du Bloc Québécois
 The Honourable Elizabeth May, MP, Leader of the Green Party
 The Honourable Brian Pallister, Premier of Manitoba
 The Honourable Ian Wishart, Minister of Education and Training
 All Manitoba School Boards