



BRANDON SCHOOL DIVISION

November 7, 2018

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

TO BE HELD MONDAY, NOVEMBER 12, 2018
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, October 22, 2018.
Adopt.
- b) Inaugural Meeting, November 5, 2018.
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

- a) Mr. Rob Langston, Teacher, École secondaire Neelin High School, receiving recognition for being the recipient of The Royal Canadian Geographical Society's 2018 Geographic Literacy Award for his award-winning work to advance geography teaching in Canada.

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- b) Review Report of Senior Administration – November 12, 2018.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

- a) e-bulletin – October 24 2018 (Appendix 'A')
- b) Manitoba's Excellence in Education Awards 2018-2019 (Appendix 'B')
- c) Call for Workshop Proposals (Appendix 'C')
- d) Detailed Program Fall (November) Event (Appendix 'D')
- e) Local Voices Local Choices

5.04 Public Inquiries (Max. 15 Mins)

5.05 **Motions**

- 71/2018 That the following Committees, Sub-Committees and External Board Representatives for the 2017-2018 school year be and are hereby discharged with thanks:

Education and Community Relations
Finance and Facilities
Personnel and Policy

MSBA Resolutions

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

Joint Division/City Task Force Ad-hoc

- 72/2018 That the Committees of the Board, effective November 12, 2018, be and are hereby approved as follows:

Education and Community Relations: K. Fallis, D. Kejick, L. Letain,
Alternate – P. Bartlette

Finance and Facilities: P. Bartlette, S. Montague, K. Sumner, Alternate – J. Murray

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

- 73/2018 That the Ad-Hoc Committee of the Board, effective November 12, 2018 be and is hereby approved as follows:

MSBA Resolutions: J. Murray, L. Ross

- 74/2018 That the Sub-Committees of the Board, effective November 12, 2018 be and are hereby approved as follows:

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

Brandon Urban Aboriginal People's Council: K. Sumner, Alternate – S. Montague

Friends of Education: L. Letain, Alternates – S. Bambridge and L. Ross

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

Parent/Guardian/Division: K. Fallis, D. Kejick, Alternate – S. Bambridge

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

Teacher Liaison: S. Bambridge, J. Murray, L. Ross, Alternate – K. Fallis

Workplace Safety and Health: S. Montague, Alternate - K. Sumner

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Personnel and Policy Committee Meeting – 3:30 p.m., Tuesday, November 20, 2018, Boardroom.
- b) Education and Community Relations Committee Meeting – 1:00 p.m., Wednesday, November 21, 2018, Boardroom
- c) Finance and Facilities Committee and Brandon Chamber of Commerce - Stakeholder Meeting – 12:00 p.m., Thursday, November 22, 2018, Boardroom.
- d) Finance and Facilities Committee Meeting – 1:00 p.m., Thursday, November 22, 2018, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 26, 2018, 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), OCTOBER 22, 2018.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, 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, Ms. Elaine McFadzen, Acting Assistant Superintendent.

REGRETS:

Mr. G. Kruck.

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.

Trustee Bowslaugh added one (1) item for In-Camera.

Mrs. Bowslaugh – Mr. Murray

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held October 9, 2018 were circulated.

Ms. Bambridge – Mr. Sumner

That the Minutes be approved.

Carried.

Mr. Murray - Mr. Bartlette

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
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) The Superintendent/CEO provided information on a Personnel Matter.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
 - a) The Secretary-Treasurer provided an update on a Property Matter.
 - b) The Secretary-Treasurer provided information on a Property Matter and received Board Direction.
- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) The Secretary-Treasurer provided information and the Board discussed two (2) Operations Matters.
 - b) The Secretary-Treasurer provided an update on a Board Operations Matter and received direction from the Board.
 - c) Trustee Bowslaugh asked for direction on a Board Operations Matter and the Secretary-Treasurer provided information on the Board process.
- Trustee Inquiries

Mr. Sumner – Ms. Bambridge

That the Committee of the Whole In-Camera do now resolve into Board. (6:55 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action**

- a) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the

consolidated statement of financial position as at June 30, 2018 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred Motions.

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2017-2018 Audited Financial Statements. Mr. Birkhan had also attended the Finance and Facilities Committee Meeting on October 17, 2018, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompassed testing the balances and disclosures included in the financial statements provided by management. The audit opinion does present a clean unqualified opinion, which means the financial statements are sufficient for decision making purposes. For the year ended June 30, 2018, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. He also presented the auditor's report on student enrolment and no errors or issues came up during the course of the audit.

Mr. Birkhan indicated that there are two sets of financial statements encompassed within the body of the statements. Number one, the statements themselves are a consolidated set of financial statements. The consolidated set of financial statements include a statement of financial position and a consolidated income statement to start. That includes both operating and capital activities. It is important to note that those first two consolidated pages don't entirely represent what the division budgets do, and what is required to be raised from taxpayers. They encompass and are required to effectively generate an operating surplus on an annual basis because they also include the required surplus to reinvest and pay for increase in capital asset basis. When we start talking about the second set of statements, there is a second income statement and a second statement of financial position which is just on your operating fund. The operating fund is the one that ties more closely into the budget process and that operating statement effectively deals with the revenue coming into the School Division on an annual basis, the majority of which are government grants and property tax revenues, or funds allocated through the property tax system. The operating statement also shows expenditures, of which the most is spent on payroll. There are also facility costs, and other costs associated with running a school division.

Mr. Birkhan noted that in the 2017-2018 year, the Division did report an operating surplus of \$267,000, after transfers to capital and reserves. The current year's surplus does increase the accumulated surplus to \$3.3M. Of this amount, \$537,000 has been designated for future purposes. That leaves \$2.89M, which is 2.8% of the division's annual budget. The surplus overall is 8 working days of expenses. Mr. Birkhan indicated that the Province mandates surplus maximums. With those surplus maximums, it's important to maintain a surplus to be able to deal with things as they come along. Having the ability to deal with potential future employee benefits, to deal with potential

contracts that might span year-ends, it's important to maintain a surplus so you're not forced to make short-term cash flow decisions that may be actual long term bad investment decisions.

It is important to maintain some level of reserve funds also to finance and smooth out capital expenses. It is important for proper long-term fiscal management to have resources available for capital and to have resources available for operating activities. He stressed that we have to be careful on how we interpret the figures because there are a number of pages and the statements do include a consolidated set but it is important to look at the operating set that deals with what's in and what's out on an annual basis. Mr. Birkhan noted that the Brandon School Division's financial affairs are in very strong hands. He thanked Mr. Labossiere and his team for their cooperation during the course of the audit.

Trustee Bowslaugh thanked Mr. Birkhan for his presentation and information.

Trustee Ross thanked Mr. Birkhan for his work and also recognized the work of Mr. Labossiere and Ms. Eunice Jamora, Assistant Secretary-Treasurer, and the rest of their team for doing such an admirable job day in and day out.

- b) Correspondence from The Honourable Kelvin Goertzen, Minister of Education and Training, October 5, 2018, sent to Chairs of School Boards, Superintendents of School Divisions, Principals of Schools, Directors of First Nations and Tribal Councils, Presidents of Advisory Councils for School Leadership/Parent Councils, announcing the launch of Manitoba's Excellent in Education Awards to celebrate outstanding teachers and school administrators whose stimulating educational practices have a profound impact on both student learning and engagement. School Trustees, Superintendents, principals, teacher colleagues, students and parents are encouraged to nominate the exceptional educators in their community who are deserving of recognition, in the following award categories:

- Teaching Excellence
- Outstanding New Teacher
- Outstanding Team Collaboration
- Outstanding School Leader
- Premier's Award for Excellence in Education

Contact details and complete information on these awards is provided on the website: www.edu.gov.mb.ca/k12/excellence/. Deadline for submissions is November 30, 2018.

Referred Business Arising.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the October 22, 2018 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Colonel Chris Hadfield – Presentation to Students – October 12, 2018
 - Youth Revolution Kickoff – October 12, 2018
- Information Items
 - Manitoba Education and Training Correspondence:
 - Proclamation: Manitoba School Library Day – October 22, 2018
 - High School Indigenous Language Course Review 2017-2018
- Presentations
 - Reading Recovery Specialist – V. Mitri
 - Continuous Improvement at St. Augustine School – C. Czarnecki, T. Hayter

Trustees asked questions for clarification.

Ms. Bambridge – Mr. Murray

That the October 22, 2018 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Finance and Facilities Committee Meeting

The written report of the Finance and Facilities Committee meeting held on October 17, 2018 was circulated.

Trustee Bartlette asked questions for clarification regarding the playground replacement schedule.

Mr. Sefton – Ms. Bambridge

That the Report be received and filed as amended.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from The Honourable Kelvin Goertzen, Minister of Education and Training, from Communications for Action 3.02 b), regarding the launch of Manitoba's Excellence in Education Awards to celebrate outstanding teachers and school administrators who go above and beyond to benefit students.

Trustee Ross noted the information will be forwarded to schools and encouraged people to participate.

- MSBA Matters

- a) Call for Nominations and Resolutions
- b) MSBA Survey
- c) Memo – "Talking to Kids About Cannabis" Fact Sheet
- d) Memo – November 29th and 30th Events
- e) Memo – Fall 2018 Registration Form
- f) E-news October 10, 2018
- g) Provincial Executive Highlights October 2018
- h) Manitoba's Pre-Budget Consultation – An Education Perspective: Summary

Trustee Sumner noted that the government is asking for public input on the budget and he encouraged community members to complete the survey.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

68/2018 Mr. Bartlette – Mr. Sefton

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2018 be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Carried.

69/2018 Mrs. Bowslaugh – Mr. Sumner

That the following guidelines be initiated for the 2019-2020 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 2.4% inflationary increase be provided for controllable services and supplies;
- c) A 2.4% inflationary increase on the school instructional supply budget;
- d) A 2.4% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2019-2020 Budget provide for expected enrollment growth.

Carried.

Late Motion:

70/2018 Mr. Sefton – Mr. Bartlette

That MCM Architects Inc. be authorized to proceed with the Construction Documents for Maryland Park School, and that the Architect be authorized to forward the plans to The Public Schools Finance Board.

Carried.

5.06 Bylaws**5.07 Giving of Notice****5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) School Trustee Elections, Wednesday, October 24, 2018.
- b) Trustee Training and Orientation - 9:00 a.m., October 30, 2018, Training Centre/Boardroom.
- c) Inaugural Board Meeting – 7:00 p.m., Monday, November 5, 2018, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 12, 2018, Boardroom.

Trustee Ross noted that there are Trustees not returning to the Board table by choice, and possibly not returning but not by choice, and that this is the last meeting of the current Board. Trustee Ross acknowledged the service of everyone on the Board including Mr. Buri who left in May 2018, and encouraged everyone to go out and vote.

Trustee Bowslaugh presented the Division with a gift of an Indigenous plaque, which refers to the Seven Teachings of the Indigenous Peoples.

7.00 ADJOURNMENT

Mr. Sefton – Mr. Bartlette

That the Board do now adjourn. (8:28 p.m.)

Carried.

Chairperson

Secretary-Treasurer



MINUTES OF THE INAUGURAL 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, NOVEMBER 5, 2018.

PRESENT:

Ms. Sherilyn Bambridge, Mr. Peter Bartlette, Ms. Kim Fallis, Ms. Delvina Kejick, Ms. Lisa Letain, Mr. Stephen Montague, Mr. Jim Murray, Dr. Linda Ross, Mr. Kevan Sumner.

Secretary-Treasurer, Mr. Denis Labossiere, Recording Secretary, Ms. Bernadene Sangster.

Senior Administration: Dr. Marc Casavant, Superintendent/CEO, Mr. Mathew Gustafson, Assistant Superintendent, Ms. Elaine McFadzen, Acting Assistant Superintendent.

Secretary-Treasurer, Mr. Denis Labossiere was in the Chair.

The Acting Chairperson called the meeting to order at 7:00 p.m., with a traditional heritage acknowledgement, followed by the singing of O'Canada.

CALL:

The Acting Chairperson advised that the Inaugural Meeting of the Board had been called for the purpose of organization for the ensuing year, as set forth in the Agenda.

AFFIDAVITS OF QUALIFICATION AND OATHS OF OFFICE AND ALLEGIANCE:

Judge Hewitt-Michta was present to conduct and witness the completion of the Oath of Office by each Trustee. Judge Hewitt-Michta swore the Trustees in as a group following which they individually signed their Affidavit of Qualification and Oath of Office and Allegiance of Trustee, witnessed by Judge Hewitt-Michta.

STATEMENT OF ASSETS AND INTERESTS:

The Acting Chairperson advised that he had in his custody as Secretary-Treasurer the Statements and Assets and Interests filed by the nine elected Trustees in accordance with Section 39.3 of The Public Schools Act.

ELECTION OF CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted Trustee Sumner had requested his name be brought forth for the position of Chairperson of the Board for the ensuing year.

The Acting Chairperson invited further nominations for the position of Chairperson of the Board for the ensuing year, noting that a nominator only was required.

Trustee Murray nominated Trustee Ross. Trustee Ross allowed her name to stand.

Mr. Bartlette – Ms. Bambridge
That nominations do now cease.

Carried.

Each of the candidates for Chairperson presented a few words to the Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Chairperson of the Board was held by secret ballot, The Acting Chairperson, with the Superintendent/CEO as witness, counted the ballots.

The Acting Chairperson declared Trustee Ross to be duly elected by majority vote as Chairperson of the Board for the ensuing year commencing November 5, 2018.

ELECTION OF VICE-CHAIRPERSON OF THE BOARD:

The Acting Chairperson noted Trustees Bambridge, Montague and Sumner had requested their names be brought forth for the position of Vice-Chairperson of the Board for the ensuing year.

Trustee Sumner withdrew his nomination for Vice-Chairperson.

The Acting Chairperson invited further nominations for the position of Vice-Chairperson of the Board for the ensuing year, noting that a nominator only was required.

There were no further nominations from the floor.

Ms. Bambridge – Ms. Fallis
That nominations do now cease.

Carried.

Each of the candidates for Vice - Chairperson presented a few words to the Trustees in support of their nomination, including qualifications and past experiences.

An election for the position of Vice - Chairperson of the Board was held by secret ballot, The Acting Chairperson, with the Superintendent/CEO as witness, counted the ballots.

The Acting Chairperson declared Trustee Bambridge to be duly elected by majority vote as Vice - Chairperson of the Board for the ensuing year commencing November 5, 2018.

Mr. Murray – Dr. Ross
That the ballots be destroyed.

Carried.

The Acting Chairperson invited the newly elected Chairperson, Trustee Ross, to assume the Chair for the conduct of the remainder of the meeting.

CHAIRPERSON'S REMARKS:

Linda Ross

"I would like to thank you for your support. I am honoured to fulfil this position for another year. I am sure we are going to work very well together. There are exciting times ahead – some of them good, some of them not so good – but they will all be exciting. We have the new school to look forward to and we have the Education Review coming up. I'm not sure if that's something to look forward to or not but that remains to be seen. So there's lots of work to be done here. We have new faces around the table and a new influx of energy so I think that it's going to be a really good year."

VICE-CHAIRPERSON'S REMARKS:

Sherilyn Bambridge

"Thank you very much for your vote of confidence. All I have to say is pitter, patter, let's get at 'er because we have some really important stuff to get through in the next four years."

SECRETARY-TREASURER'S DECLARATION OF OCCUPATIONS OF TRUST:

The Secretary-Treasurer read a letter addressed to the Board of Trustees wherein he advised, in accordance with the provisions of Section 53(5) of The Public Schools Act, that he holds no occupations of trust other than that of Secretary-Treasurer of The Brandon School Division.

ADJOURNMENT:

Mr. Murray – Ms. Bambridge

That the meeting do now adjourn (7:25 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 12, 2018

A. Administrative Information

I. CELEBRATIONS

1. **BOOK DONATION FROM WESTMAN DELTA DKG**

Ms. Teresa Flannery, President, and Ms. Susan Gilleshammer, Vice-President, Westman Delta DKG will be in attendance to present a donation of books to Brandon School Division

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from October 17, 2018 to November 6, 2018.

- October 17, 2018 – meeting with Mr. Rod Sage, City Manager/CAO, City of Brandon
- October 17, 2018 – Province of Manitoba Brandon East Public Pre-Budget Consultation
- October 22, 2018 – meeting with Ms. Candace Turchinski, MNP
- October 23, 2018 – school visit and meeting with teachers, Spring Valley School; and meeting with Mr. Sam Hofer, Spring Valley Colony
- October 23 – meeting with Ms. Susan Gilleshammer, Vice Principal, Neelin High School Off Campus re: Indigenous Culture Program
- October 24, 2018 – school visit – J. R. Reid School
- October 25, 2018 – telephone meeting with Inspector Greg Hebert, Brandon Police Service
- October 25, 2018 – meeting with School Leaders, High Schools
- October 26, 2018 – Southwest Superintendents Group meeting
- October 29, 2018 – Brandon School Division Research Advisory Committee meeting

“Accepting the Challenge”

- October 29, 2018 – telephone meeting with Ms. Melissa Verge, Education Reporter, The Brandon Sun
- October 30, 2018 – Board of Trustees Orientation Meeting
- November 1, 2018 – meeting with Ms. Tara Somerset, Mr. Aaron Gunson, Ms. Myrna Large, and Ms. Melissa Jansen of the Brandon Schools Instrumental Music Association
- November 1, 2018 – meeting with Mr. Kevin Nabess, Director of Education/Principal, Sioux Valley Education
- November 5, 2018 – No Stone Left Alone Ceremony, Brandon Municipal Cemetery
- November 6, 2018 – meeting with Chief Jennifer Bone, Sioux Valley Dakota Nation
- November 6, 2018 – meeting with Mr. Jeff Bettel and Ms. Eunice Jamora, Assistant Secretary-Treasurer

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	7 total	2 – 3 day 1 – 3 day 1 – 3 day 1 – 5 day 2 – 5 day	Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Drug and Alcohol Policy Assaultive Behaviour
High Schools	41 total	9 – 3 day 6 – 3 day 12 – 3 day 1 – 3.5 day 1 – 4 day 1 – 4 day 1 – 5 day 2 – 5 day 6 – 5 day 1 – 10 day 1 – 15 day	Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour Drug and Alcohol Policy Assaultive Behaviour Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Assaultive Behaviour Assaultive Behaviour

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

For InformationDr. Casavant

Correspondence has been received from Ms. Sharon Curtis, Acting Director, Education Administration Services Branch, Manitoba Education and Training, advising of the transition of student record services from the Professional Certification Unit located in Russell, Manitoba to the Education Administration

Services Branch in Winnipeg. These services include issuing student MET numbers upon request, the annual collection of marks for high school students, and issuing a provincial Statement of Marks to clients requesting this service.

2. BOOK DONATION

For Information Dr. Casavant

Mr. Claren Turner purchased 126 books and donated them to Brandon School Division. This is the sixteenth year that Mr. Turner has donated such materials to the Division, in support of students.

V. PRESENTATIONS

1. FRENCH LANGUAGE SPECIALIST

For Information E. Eberts

Ms. Eva Eberts, French Language Specialist, will provide an update on her current work with Brandon School Division.

2. CONTINUOUS IMPROVEMENT AT BETTY GIBSON SCHOOL

For Information B. Aston, K. Hutsal, K. Adams, C. Battersby, C. Watt-Gauthier, T. Sveistrup, H. Perreault

Mr. Blaine Aston, Principal; Ms. Kristy Hutsal, Vice Principal; Ms. Krista Adams, Continuous Improvement Coach; Ms. Cheryl Battersby, Kindergarten Teacher; Ms. Cathy Watt-Gauthier, Literacy Support/Grade 4 Teacher; Ms. Tarah Sveistrup, Grade 5/6 Teacher; and Ms. Hollee Perreault, Numeracy and Literacy Support will present on Continuous Improvement initiatives in progress at Betty Gibson School.

3. MONITORING REPORT ON CONTINUOUS IMPROVEMENT REPORT 2017/2018

For Information M. Wilson, Dr. Casavant

Ms. Marnie Wilson, Research, Assessment, and Evaluation Specialist and Dr. Marc D. Casavant, Superintendent/CEO will present some of the pertinent content contained in the Continuous Improvement Report 2017/2018. This presentation will provide information to the Board for their consideration related to Board Goal #1 – Education and Community Relations, Monitoring of Continuous Improvement Plan Report. Appendix A is the template that was designed for Board monitoring of its goals.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

2. DISCHARGE/APPOINT BOARD COMMITTEES

For ActionD. Labossiere

A motion has been included in the agenda appointing the new committee members.

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



MONITORING REPORT

1. This monitoring report pertains Board Goal #1 Education and Community Relations: Monitoring of Continuous Improvement Plan Report.

The Continuous Improvement Report for the 2017/2018 school year was finalized and submitted to Manitoba Education and Training on October 31, 2018. This report is available on the Brandon School Division website, and copies are provided to the Board of Trustees for their information.

2. Monitoring Period

This goal is monitored from September to June of each school year and reported in November.

3. Reasonable Interpretation of this Goal

I interpret this goal of monitoring the Continuous Improvement Plan Report to mean:

- The Continuous Improvement Plan Report will illustrate the improvements we are making towards closing the achievement gaps that were identified in the Continuous Improvement Plan

4. Limitations, with respect to this goal

- We are limited by the data that we collect, and by what we currently collect manually. We don't have a centralized process or tool to gather it all electronically. We are working towards having a centralized data warehouse for all of this information.
- We are still very early in the process of implementing our Continuous Improvement Plan. As we continue to utilize the Response to Intervention model, and focus our collaborative teacher teams on foundational outcomes, this will assist our ability to comply with this goal.
- We need to review how we allocate resources to our Tier II and Tier III students.
- We need to create a process to provide clarity on the roles and responsibilities of staff who provide supports to our Tier II and Tier III students.

5. Presentation

The Continuous Improvement Report 2017/2018 was organized and produced by Ms. Terri Curtis, Communications Coordinator, and Ms. Marnie Wilson, Research, Assessment, and Evaluation Specialist.

The Continuous Improvement Report 2017/2018 is presented by Ms. Marnie Wilson, Research, Assessment, and Evaluation Specialist, and Dr. Marc D. Casavant, Superintendent/CEO.

6. Statement of compliance or non-compliance with the following as evidence

For this Board Goal, I, Dr. Marc D. Casavant, Superintendent/CEO, am reporting partial compliance as we are making great strides towards closing the gaps in a number of areas; however, there is still a lot of work to do in the Continuous Improvement Plan. By taking action on a number of areas we need to address, it is my belief that we will be able to continue to close the achievement gaps that currently exist.

7. Statement of Acceptance

That the Board finds acceptable/not acceptable the monitoring report on Education and Community Relations Goal #1, Monitoring of Continuous Improvement Plan Report, and does so by this motion.



e-bulletin

October 24, 2018

Appendix 'A'

MANITOBA
School Boards
ASSOCIATION

191 Provencher Blvd. Winnipeg, MB R2H 0G4
Phone: 204-233-1595 Toll Free: 1-800-262-8836

www.mbschoolboards.ca

Follow us on Twitter [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)

LOCAL VOICES, LOCAL CHOICES

School boards are grassroots, democratic bodies, and Local Voices, Local Choices is our grassroots campaign to inform communities and mobilize public support for the work they do, and the role they play in shaping local schools that are responsive to student and community needs.



*Local Voices
Local Choices*

Because schools belong to communities

We have established dedicated [web](#) and [Facebook](#) pages to provide resources associated with the campaign. To date, these resources include a short video that addresses the importance of keeping school boards both local and elected (available in [French](#) or [English](#)) and a template letter of support for school board governance (also available in [French](#) and [English](#)). We have also posted the [first](#) of what will be a series of articles under the banner The Veteran's Voice, in which local veterans share their thoughts on the connections between military service, democracy and elections. The Facebook page provides a forum for trustees and community members to comment on anything they see on our page, as well as to post their own stories about what local choices in education have meant for them.

There are also resources available on our [advocacy page](#) that complement this campaign. The most comprehensive of these is an [education perspective on Manitoba's 2019 pre-budget consultation](#), which examines the implications of questions being asked in the online consultation about education.

New resources will be added in the months leading up to the government's promised review of K-12 education, which is expected to launch early in the new year. We encourage you to share these resources with your local communities, tell us your stories on Facebook, and check back often for updates. You can also follow us on Twitter and Instagram (@MbSchoolBoards), where we are using the hashtag #localvoiceslocalchoices.



#localvoiceslocalchoices

TALKING TO KIDS

It's been one week since the recreational use of cannabis became legal in Canada, and while the initial flurry of media coverage leading up to and immediately following this change has abated somewhat, questions and confusion remain. To help clarify the situation, especially as it applies to young people in Manitoba, the association, in cooperation with MAPC, has produced a fact sheet, Talking to Kids about Cannabis. The fact sheet, which is available in [English](#), [French](#) and [Tagalog](#), is intended to provide students and their parents with the facts they need to make healthy, safe and informed choices when it comes to cannabis use.



The fact sheet includes information about the physiological and psychological impacts of cannabis use, details of the legal situation in Manitoba, and a glossary of additional resources for more information. You can link to the documents from our [homepage](#), or find them as downloads under [student safety](#) on the [risk management](#) page.

POST ELECTION FOLLOW-UP

Once the 2018 school trustee elections results are known, we will be issuing a call for nominations to fill any resulting vacancies on the association's executive. By-elections will be held in conjunction with the special general meeting and regional meetings scheduled for November 30, 2018, at the Victoria Inn in Winnipeg. Watch your email or the association website for details.



Election results for [Brandon S.D.](#) and divisions within the [City of Winnipeg](#) will be posted on election night. We will be posting the results [for all other divisions](#) as they are available on October 25.

And finally, please return your completed association membership form to us as soon as possible after your inaugural meeting. Information on that form is used to compile our internal database, and to update the members section of our website.

follow us [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)



18

MANITOBA'S
EXCELLENCE
IN EDUCATION
AWARDS

Appendix 'B'

19





A photograph of a classroom with several tables and chairs. On the left, there is a blackboard and a whiteboard. The room has large windows on the right side. The text "ELIGIBILITY" is overlaid on the bottom left of the image.

ELIGIBILITY

At the time of nomination, all nominees must be educators who:

- hold a valid, permanent Manitoba teaching certificate
- work directly with Kindergarten to Grade 12 students in a school setting on a daily basis

THE AWARDS

Since 2006, Manitoba has recognized outstanding educators whose stimulating educational practices have a profound impact on student learning and engagement.

Awards are presented in the following categories:

TEACHING EXCELLENCE

(three awards)

OUTSTANDING NEW TEACHER

(one award)

OUTSTANDING TEAM COLLABORATION

(one award)

OUTSTANDING SCHOOL LEADER

(one award)

PREMIER'S AWARD FOR EXCELLENCE IN EDUCATION

(one award)

Each award recipient will be invited to attend a reception at the Legislative Building and will be presented with a certificate and a monetary gift of \$500.

TEACHING EXCELLENCE AWARD

The nominees must have completed over two years of teaching as of June 2018 in a Manitoba school. These teachers demonstrate exemplary professional practices and an exceptional ability to inspire students and colleagues.

OUTSTANDING NEW TEACHER AWARD

The nominees must have a maximum of two years of teaching experience as of June 2018. These new teachers demonstrate great enthusiasm and professional skills that foster a love of learning in students.

OUTSTANDING TEAM COLLABORATION AWARD

The nominated team must consist of two or three educators. These educators demonstrate a remarkable collaborative effort while spearheading an exceptional initiative that fosters student learning and engagement.

OUTSTANDING SCHOOL LEADER AWARD

The nominees must be principals or vice-principals. These passionate administrators demonstrate an exemplary ability to bring out the best in students and staff in order to create a stimulating learning environment in which each individual can thrive.

PREMIER'S AWARD FOR EXCELLENCE IN EDUCATION

The recipient of this award will be selected from among all the nominees for the above-mentioned categories. This educator distinguishes himself/herself by his/her most remarkable contribution to student learning and engagement.



NOMINATIONS

The following individuals who have direct knowledge of the nominee's contribution may nominate an eligible educator for an award:

- student
- parent/legal guardian
- colleague
- school administrator
- school division administrator
- school trustee

Please note that each nomination requires two nominators, one of whom must be an educator from the nominee's school or a school division administrator.

Complete information on the nomination process, including selection criteria and required forms, are posted on the website for Manitoba's Excellence in Education Awards:

www.edu.gov.mb.ca/k12/excellence/

SUBMISSION DEADLINE

The submission deadline is
November 30, 2018.

Only complete nomination packages
including all required signatures
will be considered.

For further information, contact:

Jeannette Aubin
Manitoba Education and Training
Phone: 204-945-6263
Toll free: 1-800-282-8069, ext. 6263
Email: excellence@gov.mb.ca

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

November 7, 2018

TO: The Chairperson and Superintendent, All Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: **Call for Workshop Proposals**
Manitoba School Boards Association 2019 Convention, March 14 and 15, Delta Winnipeg

The theme for the Manitoba School Boards Association 2019 convention is ***Leadership, Service and Advocacy: Leading in a Time of Change***. Through plenary sessions and concurrent workshops, delegates will examine in-depth one of their fundamental responsibilities, leadership, by delving into the challenges and opportunities that role brings in a rapidly evolving educational, social and political environment.

Once again this year, we are inviting school boards to share with their colleagues stories from their own divisions that speak to the central theme of the convention, leading in a time of change. Proposals may highlight board decisions and actions related to a specific societal, educational or political change. Alternately, boards may wish to focus on mechanisms or processes they have adopted to help them identify important developing trends, or to enable them to respond quickly and effectively to emerging needs.

Workshops will be held throughout the day on Thursday, March 14, and all will be one hour in length. To submit a proposal, please complete the attached form and return it our meeting planner Riel Dion (email ree@plannersplus.ca) at your earliest convenience, but no later than December 7, 2018. While we appreciate all submissions, time constraints and programming requirements may prevent us from accommodating all proposals.

If you have any questions, please don't hesitate to contact either Riel at the email address above, or me at hdemetriooff@mbschoolboards.ca or by phone 204-594-5175. Thank you.

:hd
Attachment



Leadership, Service and Advocacy: Leading in a Time of Change
Manitoba School Boards Association 2019 Convention—March 14 to 15 – Delta Hotel Winnipeg
Call for Workshop Proposals

The theme for the Manitoba School Boards Association 2019 convention is ***Leadership, Service and Advocacy: Leading in a Time of Change***. Through plenary sessions and concurrent workshops, delegates will examine in-depth one of their fundamental responsibilities, leadership, by delving into the challenges and opportunities that role brings in a rapidly evolving educational, social and political environment.

School boards are invited to share with their colleagues stories from their own divisions that speak to the central theme of the convention, leading in a time of change. Proposals may highlight board decisions and actions related to a specific societal, educational or political change. Alternately, boards may wish to focus on mechanisms or processes they have adopted to help them identify important developing trends, or to enable them to respond quickly and effectively to emerging needs.

Working title of session: _____

Presentation Overview (up to 250 words; attach an additional page, if required):

Workshops will be held on Thursday, March 14, 2019.
Please indicate your preferred presentation time, below.

Morning _____ Afternoon _____ No preference _____

Contact information: Division/District: _____

Name: _____ Position/Title: _____

Telephone: _____ Email: _____

Please complete this form and return it by e-mail to Riel Dion (ree@plannersplus.ca)

Deadline for consideration: December 7, 2018.

Thank you!

November 7, 2018

TO: The Chairperson, Superintendent and Secretary-Treasurer, All Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: **Detailed Program—November Event**
November 29 and 30, 2018—Victoria Inn, Winnipeg

Please find attached the detailed program for our upcoming professional development sessions and association meetings, which will be held on November 29 and 30 at the Victoria Inn in Winnipeg.

This program is being sent as a follow-up to the my memo of October 10, in which I provided highlights of these two days. The current attachment provides a greater level of detail for both days. For your convenience, I have also attached the registration form, which was originally sent along with the October 10 memo.

If you have already registered, thank you. If not, just a reminder that the registration deadline for these events is November 20, 2018. If you have any questions, please don't hesitate to email me at hdemetriooff@mbschoolboards.ca. Thank you.

:hd
Attachment



Manitoba School Boards Association
Fall Professional Development and Meetings
November 29 and 30, 2018
Victoria Inn, Winnipeg

Program Overview

Thursday, November 29, 2018—Trustee Professional Development

	Stream 1: New Trustee Orientation	Stream 2: Trustee Professional Development
8:00 a.m.	Registration—Centennial Ballroom Foyer—refreshments available	
9:00 a.m.	Welcome—Centennial 1, 2, 6	
9:15 a.m.	New trustee orientation begins	Sessions 1a and 1b
10:30 a.m.	Break	
10:45 a.m.	New trustee orientation continues	Sessions 2a and 2b
12:00 noon	Lunch	
1:15 p.m.	New trustee orientation continues	Sessions 3a and 3b
2:30 p.m.	Break	
2:45 p.m.	New trustee orientation concludes	Sessions 4a and 4b
4:00 p.m.	Adjournment	

New Trustee Orientation: Topics covered in the new trustee orientation stream will include:

- An overview of Manitoba's K-12 education system, and the role of school boards within that system
- What it means to govern
- Board structures and operations
- Education finance 101
- The board's role as employer
- An overview of the role and services of the Manitoba School Boards Association

Trustee Professional Development: Sessions in this stream are recommended for experienced or returning school trustees. A full description of each of these sessions can be found on pages 3 and 4 of this document. Delegates will be able to choose from one workshop in each time slot.



Program Overview (Continued)

Friday, November 30, 2018—General Meeting and Regional Meetings

- 8:00 a.m. Registration—Centennial Ballroom foyer--Refreshments available
- 8:45 a.m. Welcome (Centennial 1, 2 and 6)
- 9:00 a.m. General session (Centennial 1, 2 and 6)
- Association overview/update (Josh Watt, Executive Director)
 - Financial report/budget (Sandy Nemeth, Vice-President)
 - Executive resolutions
 - MUST Fund report
 - Nominations and Elections
 - Report of the Nomination Committee
 - Nominations for Executive officer positions (to be elected in March 2019)
 - By-election for President—candidate speeches, Q & A, and balloting
- 10:45 a.m. Break
- 11:00 a.m. Regional meetings (Region 1: Centennial 1, 2 and 6; Region 2: Centennial 4; Region 3: Centennial 5; Region 4: Embassy F; Region 5/6: Centennial 3)
- Regional resolutions (Director)
 - Regional nominations (for positions to be elected in March 2019—Regions 2, 4, and 5 only—staff)
 - MUST Fund elections (Regions 1, 2 and 3 only—staff)
 - Regional issues (Director)
- 12:15 p.m. Lunch (Centennial 1, 2 and 6)
- 1:30 p.m. Provincial issues (Centennial 1, 2 and 6)
- Pending education review
 - Provincial teacher bargaining
 - Other
- 4:00 p.m. Adjournment



THURSDAY, November 29, 2018

Concurrent Sessions

Session 1: 9:15 to 10:30 a.m.

- a. **School Boards' Code of Conduct: Lessons Learned—Janis Arnold, Board Development Consultant (Centennial 4)**
In 2012, the provincial government implemented legislation that required all school boards to adopt a Code of Conduct for school trustees. Since then, lessons have been learned and solutions discovered as to how your Code of Conduct can better serve your board and division.
 - b. **Risk Management: Best Practices and Emerging Trends—Darren Thomas, Risk Manager (Centennial 5)**
A critical element of MSI (Manitoba School Insurance), the association's risk management department works to keep insurance costs as low as possible for school divisions by keeping on top of emerging trends and best practices associated with the protection of life and property. This session will help participants to better understand both the duties of the association's Risk Manager, and the proactive role school divisions can play in ensuring safety and controlling insurance costs.
-

Session 2: 10:45 to 12:00 p.m.

- a. **Public Interest Disclosure Investigations—Lori Roberts, Manager of Public Interest Disclosure Investigations with Manitoba Ombudsman (Centennial 4)**
The presentation will explain the role of the Manitoba Ombudsman, the purpose of the Public Interest Disclosure (Whistleblower Protection) Act and describe the roles and responsibilities of management and employees as they relate to the act. The session will provide an opportunity to ask questions that will enhance understanding of whistleblower protection, which is being extended to school divisions and their employees.
 - b. **The Legalization of Cannabis: Considerations for School Divisions—George Coupland, Director, Labour Relations and Human Resource Services (Centennial 5)**
With the legalization of recreational cannabis, school divisions need to ensure that their existing policies and procedures reflect this new reality. This session will identify some of the key considerations for school boards and administrators in terms of potential cannabis use in the school environment, and the rights and responsibilities as employers.
-



Session Descriptions (Continued)

Session 3: 1:15 to 2:30 p.m.

a. **Legislative Update—George Coupland, Director of Labour Relations and Human Resource Services (Centennial 4)**

Although *The Public Schools Act* and *The Education Administration Act* are the two pieces of legislation that relate specifically to public education, many others impact particular aspects of school division operations. This session will provide an overview of both new legislation and amendments to existing laws of which school boards and administrators need to be aware.

b. **From the Trust to the Torch (and everything in between)—Josh Watt, Executive Director (Centennial 5)**

During this session, we will explore the historical context for the trust that has been placed in school boards in Manitoba by our communities, going back in time to the very origins of school boards in North America. We will journey through the evolution of our local community rights to democratic representation in matters of public education. We will learn about the many milestones that have paved the way for local school board governance in Manitoba today. We will celebrate school boards' rich legacy of social equality— as the only level of elected government where women are represented in equal measure to the communities they serve. This session will conclude by providing more information regarding *The Veterans' Voice* project launched by MSBA in connection with the 100th anniversary of the end of the First World War. We will learn why it is important for each of our school communities to carry the torch of remembrance, given the importance of defending and protecting our system of local democracy.

Session 4: 2:45 to 4:00 p.m.

a. **Good Governance Checklist for Student Achievement—Janis Arnold, Board Development Consultant (Centennial 4)**

The overarching themes of leadership, stewardship and relationship are a school board's guide for student achievement. We will look at what this means in a practical sense and the correlation to the real work around the board table.

b. **Getting your "Local Voices, Local Choices" Message Out—Heather Demetriooff, Director, Education and Communication Services (Centennial 5)**

The Manitoba School Boards Association collectively and school boards individually are working to share the message that local voices making local choices in education are a critical component of an effective and responsive public school system. In this session, participants will explore ways in which the strategies and tactics identified in the association's video series *Community Voice—Getting your Message Out* can be used to help meet this challenge.



Trustee PD & Association Meetings

Registration Form • Victoria Inn Winnipeg • November 29 & 30, 2018

To Register:

Please return this completed form to the association office no later than November 20. Please fax to the attention of **Jennifer Esau** (204-231-1356) or email: jesau@mbschoolboards.ca. Forms can also be mailed to: 191 Provencher Blvd., Winnipeg, MB R2H 0G4

Cancellation Policy:

Full refunds will be made for registrations cancelled prior to the registration deadline indicated above. No refunds will be available for cancellations received after that date, but substitutions will be allowed.

(Please Print)

Division/District:

Name	Position	Trustee PD (Nov. 29)	General & Regional Meetings (Nov. 30)

Total Fees	\$	+ GST (5%)	\$	Total Payable	\$
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Cheque enclosed: _____ Please invoice: _____

THINGS TO NOTE:

- Registration fee for November 29 is \$95 plus GST, which includes materials, lunch and breaks.
- There is no registration fee for November 30; lunch will be provided.
- Rooms are available at the Victoria Inn Winnipeg, 1808 Wellington Avenue, at a rate of \$134, single or double occupancy. Phone (204) 786-4801, and cite Group# 807393 or MSBA to obtain the conference rate within our room block.
- Contact **Jennifer** at the association office should you have specific food allergies or dietary restrictions.

SCHEDULE:

The program will run from 9:00 a.m. to 4:00 p.m. both days. Registration will open at 8:00 a.m.