



# BRANDON SCHOOL DIVISION

May 23, 2018

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

TO BE HELD MONDAY, MAY 28, 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

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, May 14, 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) École secondaire Neelin High School Spartan Travel Club, presenting to the Board on their recent trip to Italy.

**3.02 Communications for Information**

- a) Letter to MSBA Executive from Cindy Cassils, Board Chairperson, Southwest Horizon School Division (SHSD), April 27, 2018, advising that the Southwest Horizon School Division Board of Trustees Supports Turtle Mountain School Division's letter dated April 20, 2018 regarding MSBA membership fees and MUST Fund annual Fees. Ms. Cassils notes that Southwest Horizon is in a similar position to Turtle Mountain School Division in that their MSBA fees make up roughly 4% of their total Administration budget. Ms. Cassils adds that SHSD has had to make several reductions to their Administration budget to comply with the provincial government's directive to meet the administration cap and maintain an accumulated surplus no greater than 4%. SHSD supports Turtle Mountain's letter requesting MSBA find operating efficiencies and to consider decreasing fees especially once MSBA meets its target of having an unrestricted accumulate surplus balance equivalent to six months of its annual operating budget. (Appendix 'A')

Receive and File.

- b) Letter to MSBA Executive from Garry Draper, Board Chairperson, Fort La Bosse School Division, May 15, 2018, advising that the Fort La Bosse School Division supports Turtle Mountain School Division's letter dated April 20, 2018 regarding MSBA membership fees and accumulated surplus. Mr. Draper indicates that due to the Provincial government's directive on the administration cap many school divisions have had to significantly reduce their administration budgets including restructuring their governance model resulting in a reduction in the number of trustees. MSBA services such as labour relations and the schools' insurance program are critical to school divisions' operations. Fort La Bosse urges the Provincial Executive to review the value of other services offered to school divisions and as part of the review, they would like the Executive to include the accumulated surplus policy. (Appendix 'B')

Receive and File.

- c) Letter to Derek Dabee, Chair, Board of Trustees, Seven Oaks School Division, from the Honourable Ian Wishart, Minister of Education and Training, May 14, 2018, responding to the request for a review of cameras mounted on school buses for the purpose of capturing imagery of motorists who fail to stop when the exterior stop arm of a school bus has been extended and the bus lights are flashing while drivers load and unload students. Mr. Wishart confirms that school divisions have the option of installing exterior stop arm cameras on school buses through the Menu Based Bidding purchasing process introduced in March 2018. By-pass traffic violations captured by the exterior stop arm cameras on school buses and accompanied by the prescribed school bus driver report, enable local law enforcement to charge motorists who commit this violation. Those charged are subject to a fine and face the additional consequence of losing merit points on their driver's license. Mr. Wishart notes that school divisions are best positioned to make determinations about installing exterior cameras on school buses on routes that would further support the safety of students, adding that driver's license demerits applied

to motorists who commit by-pass violations remains an important deterrent in contributing to this goal. (Appendix 'C')

Receive and File.

### **3.03 Communications for Action**

- a) Ms. Robyn Romeril, Recording Secretary, CUPE Local 737, May 12, 2018, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent three days per week from his workplace starting September 4, 2018 to June 28, 2019. As President of CUPE Local 737, Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc. (Appendix 'D')

Refer Motions.

### **4.00 REPORT OF SENIOR ADMINISTRATION**

#### **- From Report of Senior Administration**

- a) Review Report of Senior Administration – May 28, 2018.

### **5.00 GOVERNANCE MATTERS**

#### **5.01 Reports of Committees**

- a) Finance and Facilities

M. Sefton

#### **5.02 Delegations and Petitions (Max. 15 minutes)**

#### **5.03 Business Arising**

##### **- From Previous Delegation**

##### **- From Board Agenda**

##### **- MSBA Issues**

- a) eBulletin – May 23, 2018 (Appendix 'E')
- b) Election Resource Memo (Appendix 'F')
- c) Candidate Information Sessions (Appendix 'G')
- d) School Boards and Trusteeship Document (Appendix 'H')
- e) Advocacy Communications Plan Workshop

#### **5.04 Public Inquiries (Max. 15 Mins)**

#### **5.05 Motions**

- 42/2018 That the request involving thirty-six (36) female Vincent Massey High School basketball students in grades 9 to 12 to make a trip to Minneapolis, Minnesota, November 23 to November 25, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.
- 43/2018 That the request involving twenty-four (24) male and one (1) female Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Columbus, Ohio,

November 22 to November 26, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

- 44/2018 That the Tender from Waste Management, in accordance with the conditions and specifications, for Refuse Removal and Recycling Services at Brandon School Division schools, the Administration Office, and the Maintenance / Transportation Building, in the following amounts (taxes included) be accepted.

<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Total</u>
\$53,187.75	\$54,783.39	\$56,426.88	\$164,398.02

- 45/2018 That the request of CUPE Local 737, that the President of the Association for the 2018-2019 school year, Mr. Jamie Rose, be seconded from the Division for three days per week starting September 4, 2018 to June 28, 2019, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

## **5.06 Bylaws**

### **By-Law 2/2018**

#### **3<sup>rd</sup> Reading:**

That By-law 2/2018 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2018 to June 30, 2019 be now read for a third time, having been read for a second time on May 14, 2018.

## **5.07 Giving of Notice**

## **5.08 Trustee Inquiries**

## **6.00 ANNOUNCEMENTS**

- a) Brandon School Division Long Service Employee Recognition Evening – 7:00 p.m., Thursday, May 31, 2018, Clarion Hotel and Suites.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 11, 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), MONDAY, MAY 14, 2018.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck (by phone), 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 6:07 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.

Trustee Murray added three (3) items for In-Camera.

Ms. Bambridge – Mrs. Bowslaugh  
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 on April 23, 2018 were circulated.

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

- b) The Minutes of the Board Meeting held April 23, 2018 were circulated.

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

Mr. Sefton – Mr. Murray  
That the Board do now resolve into Committee of the Whole In-Camera. (6:10 p.m.)  
Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### **2.00 IN CAMERA DISCUSSION:**

#### **2.01 Student Issues**

##### **- Reports**

- a) Trustee Murray provided information on one (1) Student Matter.

##### **- Trustee Inquiries**

#### **2.02 Personnel Matters**

##### **- Reports**

- a) Confidential #1 – Personnel Report was presented.  
b) Mr. Denis Labossiere, Secretary-Treasurer, provided information to the Board regarding a Personnel Matter.  
c) The Secretary-Treasurer provided information and received Board direction on a Personnel Matter.

##### **- Trustee Inquiries**

#### **2.03 Property Matters/Tenders**

##### **- Reports**

- a) The Superintendent/CEO provided information on a Property Matter and received direction from the Board.  
b) Trustee Bowslaugh provided feedback on a Property Matter and the Secretary-Treasurer responded with information on the matter.

##### **- Trustee Inquiries**

#### **2.04 Board Operations**

##### **- Reports**

- a) The Secretary-Treasurer provided information on two (2) Board Operations Matters and received Trustee direction.  
b) The Superintendent/CEO provided information on a Board Operations Matter.  
c) Trustee Murray provided information on a Board Operations Matter.

##### **- Trustee Inquiries**

- a) Trustee Murray requested information on a Board Operations matter. The Secretary-Treasurer responded to the inquiry.

Mr. Sefton – Mr. Bartlette  
That the Committee of the Whole In-Camera do now resolve into Board. (6:57 p.m.)  
Carried.

The Chairperson called the public portion of the meeting to order at 7:03 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

### **3.00 PRESENTATIONS AND COMMUNICATIONS:**

#### **3.01 Presentations For Information**

- a) Mackenzie Clark, Grade 8 École Harrison Student, was recognized for receiving the MTS Young Humanitarian Award on April 12, 2018. Trustee Ross asked Mackenzie to share his projects with the Board. Mackenzie spoke on his recent fundraising event, the Pedal for Paws Charity Ride, which is a 5km or 10km bike ride. The Ride raised \$1,200 in one day, and since April this year, \$4,000 has been raised. Trustee Ross noted that Mackenzie had many more activities he was involved in, and has helped raise approximately \$16,000. Many of Mackenzie's projects include working with the Humane Society. Trustee Ross added that the Division is honoured to have Mackenzie as a student.
- b) George Fitton School Students, Teacher and School Principal, were recognized for their participation in this year's Caring For Our Watersheds Competition. Students spoke on their projects, which included building Purple Martin birdhouses with the Riverbank Discovery Centre; a Watershed Festival, where the group asked several grade 7 and 8 students in their school to help them have a festival at their school to raise the awareness of the watershed; and a Watershed Themed Escape Room, with the scenario going through all schools in the Division. Trustee Ross thanked the students for attending, adding that the Division is very proud of their accomplishments.

Trustee Bowslaugh indicated that she was impressed with the students' creativity, ingenuity and deep thinking, and that they would be role models for other students.

#### **3.02 Communications For Information**

- a) Garth Nichol, Board Chair, Turtle Mountain School Division, April 20, 2018, sent to Mr. Ken Cameron, President, Manitoba School Boards Association (MSBA) and cc'd to Board Chairs, expressing concern regarding the current MSBA membership fees as well as MUST Fund annual fees. Mr. Nichol cites the provincial government's reduction of the formula guarantee and restrictions on the administration cap, which has put tremendous pressure on school divisions. Mr. Nichol notes the accumulated unrestricted surplus of the MSBA was reported at \$1,357,204 as of June 30, 2017, which is very high when compared to an annual budget of approximately \$3,200,000. He believes that there should be an ability to reduce fees to school divisions by finding further efficiencies within the MSBA, as well as accessing the unrestricted surplus.

Ordered Filed.

#### **3.03 Communications For Action**

- a) Kerri Malazdrewicz and Jamie Harrison, Student Council Teacher Advisors, École secondaire Neelin High School, requesting financial support in sending Neelin High School Student Representative Council (SRC) members to the Canadian Student Leadership Conference to be held from September 25 – 29, 2018, in Edmonton, Alberta. The SRC is sending three student delegates, along with two teacher supervisors, which will incur a total cost of \$4,875.00.

Referred Motions.

- b) Ms. Alison Johnston, Secretary, Brandon Teachers' Association, April 27, 2018, addressed to Dr. Casavant, Superintendent/CEO, confirming that Mr. Peter Buehler has been acclaimed as the President of the Brandon Teachers' Association (BTA) for the term beginning July 1, 2018 to June 30, 2019. The BTA Formally requests that Mr. Buehler be seconded full-time, with salary and benefits to be paid by the Association.

Referred Motions.

#### **4.00 REPORT OF SENIOR ADMINISTRATION**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the May 14, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Leadership Summit – Mr. Ron Harkness, Supervisor of Transportation, Canadian Propane Association Summit
    - Manitoba Orff Chapter Children's Day 2018
    - Music Monday – May 7, 2018
    - Brandon School Division Acts of Kindness Scholarship – École O'Kelly School – May 4, 2018
- Information Items
- Presentations
  - Resource Education Specialist – Marsilah Peirson
  - Continuous Improvement at Riverview School – Mr. Kelly Braun, Principal, Ms. Cathy Grain, Resource Teacher and Middle Years Literacy Coach, Ms. Kelly Corkish Makkituq, Teacher Librarian and Continuous Improvement Coach.

Trustee Bartlette asked Ms. Peirson questions for clarification regarding root cause, triggers and next course of action for the individual.

Trustee Ross wished Mr. Braun well in his retirement.

Ms. Bambridge – Mr. Bartlette

That the May 14, 2018 Report of Senior Administration be received and filed.

Carried.

#### **5.00 GOVERNANCE MATTERS**

##### **5.01 Reports of Committees**

- a) Personnel and Policy Committee Meeting  
The written report of the Personnel and Policy Committee meeting held on May 8, 2018 was circulated.

Mr. Murray – Ms. Bambridge

That the Report be received and filed.

Carried.

##### **5.02 Delegations and Petitions**

##### **5.03 Business Arising**

- From Previous Delegation

**- From Board Agenda****- MSBA Matters****5.04 Public Inquiries (max. 15 minutes)****5.05 Motions**

36/2018 Mr. Sumner – Mr. Murray

That the request for financial assistance for three (3) École secondaire Neelin High School students to attend the Canadian Student Leadership Conference to be held in Edmonton, Alberta, from September 25 - 29, 2018 be approved in the amount of \$1,200.00.

Carried.

37/2018 Ms. Bambridge – Mr. Murray

That the request of the Brandon Teachers' Association, that the President of the Association for the 2018/2019 school year, Mr. Peter Buehler, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Superintendent/CEO, the affected school principal, and Mr. Buehler, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

Carried.

38/2018 Mr. Murray – Ms. Bambridge

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

Carried.

39/2018 Mr. Murray- Ms. Bambridge

That the request involving Vincent Massey High School history students in grades 10 to 12 (number of students to be determined) to make a trip to Greece and Italy, March 21 to March 31, 2019 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

Carried.

40/2018 Mr. Sumner – Mr. Murray

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of Occupational Therapy services effective April 1, 2018 be approved.

Trustee Bartlette requested the amount of this agreement. Mr. Labossiere responded that the budget for this agreement is \$26,100.

Carried.

41/2018 Ms. Bambridge - Murray

That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services effective April 1, 2018 be approved.

Carried.

**5.06 Bylaws**

Mrs. Bowslaugh

**By-Law 2/2018****2<sup>nd</sup> Reading:**

That By-law 2/2018 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2018 to June 30, 2019 be now read for a second time, having been first read on April 23, 2018.

Carried.

Mr. Bartlette

**By-Law 3/2018****2<sup>nd</sup> Reading:**

That By-law 3/2018 being a borrowing by-law in the amount of \$297,800 upon the credit of the Division by the issue and sale of the security to meet partial costs for the construction of:

**School****Project**

Betty Gibson School

Grooming Room

Earl Oxford Middle School

Grooming Room

George Fitton School

Roof Replacement

Green Acres School

Gymnasium Addition

Green Acres School

Heating System and Unit Ventilator Replacement

Harrison School

Steam Heating System Replacement

King George School

Roof Replacement

New Era School

Grooming Room and Exterior Ramp

Waverly Park School

Roof Replacement

be now read for the second time, having been first read on April 23, 2018.

Carried.

**3<sup>rd</sup> Reading:**

That the rules be suspended and By-Law 3/2018 be now read for a third and final time, and taken as read, finally passed.

Carried.

Mr. Sefton

**By-Law 4/2018****2<sup>nd</sup> Reading:**

That By-law 4/2018, being a borrowing by-law in the amount of \$25,000,000 for the purpose of temporary advances and loans for the purpose of making progress payments on the New Southeast Brandon K-8 school, be now read for the second time, having been first read on April 23, 2018.

Carried.

**3<sup>rd</sup> Reading:**

That the rules be suspended and By-Law 4/2018 be now read for a third and final time, and taken as read, finally passed.

Carried.

**5.07 Giving of Notice**

**5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, May 22, 2018, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, May 28, 2018, Boardroom.

**7.00 ADJOURNMENT**

Mr. Sefton – Mr. Sumner  
That the Board do now adjourn. (8:17 p.m.)  
Carried.

\_\_\_\_\_  
Chairperson

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

## Appendix 'A'

April 27, 2018

Provincial Executive  
Manitoba School Boards Association  
191 Provencher Boulevard  
Winnipeg, Manitoba R2H 0G4

Attention: Ken Cameron, President

Dear Mr. Cameron,

On behalf of the Southwest Horizon School Division Board of Trustees, I am writing you to support Turtle Mountain School Division's letter dated April 20, 2018 regarding MSBA membership fees and MUST Fund annual fees.

Although we are not disputing the value we receive from the services MSBA provides us, specifically your labour relations services, Southwest Horizon School Division is in a similar position to Turtle Mountain School Division in that our MSBA fees make up roughly 4% of our total Administration budget. Like other divisions across the province, SHSD has had to make several reductions to our Administration budget to comply with the provincial government's directive to meet the administration cap and maintain an accumulated surplus no greater than 4%.

Therefore, we support Turtle Mountain's letter requesting MSBA to find operating efficiencies and to consider decreasing fees especially once MSBA meets its target of having an unrestricted accumulated surplus balance equivalent to six months of your annual operating budget.

Yours Truly,



Cindy Cassils  
Board Chairperson

cc.     Region 1 Board Chairs





## FORT LA BOSSE SCHOOL DIVISION

PREPARING STUDENTS FOR THE FUTURE

[www.flbsd.mb.ca](http://www.flbsd.mb.ca)

May 15, 2018

Provincial Executive  
Manitoba School Boards Association  
191 Provencher Blvd  
Winnipeg MB R2H 0G4

Attention: Ken Cameron, President

Dear Mr. Cameron:

On behalf of the Fort la Bosse School Division Board of Trustees, I am writing you this letter to support Turtle Mountain School Division's letter dated April 20<sup>th</sup>, 2018 regarding, in particular, MSBA membership fees and accumulated surplus.

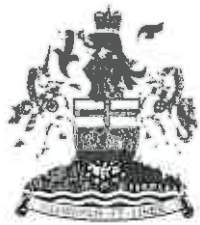
Due to the provincial government's directive on the administration cap many school divisions have had to significantly reduce their administration budgets including restructuring their governance model resulting in a reduction in the number of trustees. MSBA services such as labour relations and the schools' insurance program are critical to school divisions' operations. However, we urge the Provincial Executive to review the value of other services offered to school divisions. As part of this review, we would like the Executive to include the accumulated surplus policy.

As a result of the review, we would like MSBA to find operating efficiencies to help school divisions reduce administration costs.

Yours truly,

A handwritten signature in blue ink that reads "Garry Draper".

Garry Draper  
Board Chairperson



## Appendix 'C'

RECEIVED  
MAY 16 2018

**MINISTER  
OF EDUCATION AND TRAINING**

Room 168  
Legislative Building  
Winnipeg, Manitoba, Canada  
R3C 0V8

Mr. Derek Dabee  
Chair  
Board of Trustees  
The Seven Oaks School Division  
830 Powers Street  
Winnipeg MB R2V 4E7

MAY 14 2018

Dear Mr. Dabee:

I am responding to your letter requesting a review of cameras mounted on school buses for the purpose of capturing imagery of motorists who fail to stop when the exterior stop arm of a school bus has been extended and the bus lights are flashing while drivers load and unload students.

I can confirm that school divisions have the option of installing exterior stop arm cameras on school buses. The optional purchase of stop arm cameras has been available through the former School Bus Central Tender purchasing process and continues to be included in the Menu Based Bidding purchasing process introduced in March 2018. The video imagery captured in this way by school bus drivers is valid evidence accepted by the Manitoba judicial system.

By-pass traffic violations captured by exterior stop arm cameras on school buses and accompanied by the prescribed school bus driver report, enable local law enforcement to charge motorists who commit this violation. By using this process, motorists are not only subject to a fine but face the additional consequence of losing merit points on their driver's licence. This is a significant deterrent available under The Highway Traffic Act that is not available when private companies are engaged to provide image capturing enforcement system services. In other words, demerits cannot be applied when automated photo radar enforcement systems are used and contracted for by the City of Winnipeg which is the only entity authorized under this Act to contract for private photo enforcement services.

.../2

Mr. Derek Dabee  
Page 2

While I recognize that student safety is our shared and ever-present goal, school divisions are best positioned to make determinations about installing exterior cameras on school buses on routes that would further support the safety of students. Driver's licence demerits applied to motorists who commit by-pass violations remains an important deterrent in contributing to this goal.

Thank you for raising this matter on behalf of your school board.

Sincerely,

ORIGINAL SIGNED BY  
**IAN WISHART**  
Ian Wishart

c. **The Manitoba School Boards Association**



May 12, 2018

## Appendix 'D'

Denis Labossiere, Secretary-Treasurer  
Brandon School Division  
1031-6<sup>th</sup> Street  
Brandon, Manitoba R7A 4K5

Dear Mr. Labossiere:

We request permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent three days per week from his workplace starting September 4, 2018 to June 28, 2019. As President of CUPE Local 737 Jamie will be conducting union business on the days he is booked off. We are requesting that Jamie be booked off every Tuesday, Wednesday, and Thursday.

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

Yours truly,

A handwritten signature in blue ink that reads "Robyn Romeril".

Robyn Romeril ,  
Recording Secretary, CUPE Local 737



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

May 28, 2018

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. 2018 PROVINCIAL JUNIOR AND INTERMEDIATE HONOUR BAND

Brandon School Division was well represented in the 2018 Provincial Junior and Intermediate Honour Band. J. R. Reid students Joseph H., and Kate B.; Crocus Plains student Jackie P.; Neelin students Leeanne G., Janis K., Serena A.L., and Jessica O.; and Vincent Massey students Bryce F., Owen P.T., Amaya S., Ryker M., and Jonathan L. were selected to participate following an audition process that included a pool of the most experienced band students in Manitoba. Three days of intense rehearsals culminated in a performance on May 5 in Winnipeg.

##### 2. ORATORICAL EVENTS

The Brandon School Division Grade 4 Oratorical Event occurred on May 4, 2018 at George Fitton School. Nine schools participated. Darci D. from St. Augustine School was selected the winner for her speech, *Family Reunions*.

The Brandon School Division Middle Years Oratorical Event took place on May 9, 2018 at Lorne Watson Hall in the School of Music at Brandon University. Thirty-nine students from 13 schools participated. Merrick S. from St. Augustine School was selected the grade 5/6 winner for his speech, *The Man with Colourful Suits & Ties*. Ashlyn W. from Alexander School was selected the grade 7/8 winner for her speech, *Running Late*.

The Brandon School Division Concours d'art oratoire was held on April 5, 2018. The winners were as follows: Grade 3/4 Early Immersion – Zoe R.; Grade 5/6 Early Immersion: Nathan S.; Grade 5/6 Français – Annabelle P.; Grade 7/8 Early Immersion – Lauryn M.; Grade 7/8 Français – Akim D.M.

*“Accepting the Challenge”*

The winners represented Brandon School Division at the Provincial Concours d'art oratoire at Université Saint Boniface on May 5, 2018. At that event, Zoe R. from École Harrison received the bronze medal for the Early Immersion Grade 3/4 category, and Lauryn M. from École New Era School received the silver medal for the Early Immersion grade 7/8 category.

### **3. CROCUS PLAINS REGIONAL SECONDARY SCHOOL DINNER THEATRE – MAY 10 – 12, 2018**

Crocus Plains Regional Secondary School hosted a dinner theatre based on the popular show, Footloose – The Musical. This event was a sold out affair and was very well received by all who attended.

## **II. COMMUNITY CONNECTIONS**

The following community connections were made by Dr. Casavant, Superintendent/CEO from May 8, 2018 to May 22, 2018.

- May 8, 2018 – Brandon School Division Research Advisory Committee meeting
- May 8, 2018 – meeting with Mr. Richard Bruce, Executive Director, and Ms. Joy Escalera, Manager of Settlement Services and RAP Program, Westman Immigrant Services, and Mr. Mathew Gustafson, Assistant Superintendent
- May 14, 2018 – meeting with MCM Architects and Public Schools Finance Board
- May 15, 2018 – Divisional Leadership Team meeting
- May 16, 2018 – Brandon School Division/Brandon Teachers' Association Professional Development Fund Committee
- May 17, 2018 – Chamber of Commerce *State of the City* Luncheon

## **III. SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	2 total	1 – 3 day 1 – 4 day	Unacceptable Behaviour Drug and Alcohol Policy
High Schools	10 total	1 – 3 day 2 – 3 day 2 – 3 day 1 – 5 day 2 – 5 day 2 – 5 day	Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Weapons Drug and Alcohol Policy Assaultive Behaviour

#### **IV. INFORMATION ITEMS**

##### **1. SCHOLARSHIP AGREEMENT CHANGE FOR THE 2017/2018 SCHOOL YEAR**

For Information .....D. Labossiere

The following scholarship agreement change has been requested by the contributors for the 2017-2018 school year:

- PEO Chapter R: Updated the date of the agreement for the 2017-2018 school year.

This is provided as information.

##### **2. BUS/VEHICLE ACCIDENT**

For Information .....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Tuesday, May 15, 2018. At approximately 4:04 p.m., while on regular route Blue 4, Bus 40-09 was involved in a collision. While turning onto Brandon Avenue from the École secondaire Neelin High School bus loop exit the bus came into contact with a fence pole. There were 34 students on board the bus at the time. There were no injuries to anyone on board the bus or to anyone outside the vehicle. There was a little damage to the fence and damage to the bus bumper. The accident has been reported to Manitoba Public Insurance. This is provided as information.

#### **V. PRESENTATIONS**

##### **1. GAY STRAIGHT ALLIANCE PRESENTATION**

For Information ..... T. Leach, C. Coleman, K. Jackson

Staff, including Counsellors and an Educational Assistant, and students from Crocus Plains Regional Secondary School, École secondaire Neelin High School, and Vincent Massey High School will provide information on Get REAL inclusivity workshops that were held in May 2018. Get REAL is a youth-focused non-profit organization that encourages LGBTQ+ students and their allies to share their stories. Get REAL programming aims to break down prejudice, promote unity, and foster compassion in the world.

##### **2. EDUCATION TECHNOLOGY SPECIALIST**

For Information .....B. Wyzlic

Mr. Brian Wyzlic, Education Technology Specialist, will provide an update on his portfolio.

### **3. CONTINUOUS IMPROVEMENT AT KING GEORGE SCHOOL**

For Information ..... B. Miller, K. Shamanski, C. Kelly, D. Foord, J. Gudnason, D. Rochelle

Ms. Barbara Miller, Principal, Ms. Kalia Shamanski, Early Years Teacher, Ms. Cynthia Kelly, Middle Years Teacher, Mr. Devin Foord, Continuous Improvement Coach, Ms. Jackie Gudnason, Social Emotional Coach, and Ms. Denise Rochelle, Literacy Coach/Intervention will present on Continuous Improvement initiatives in progress at King George School.

## **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.

#### **2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action .....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix A for Board of Trustees consideration) for thirty-six (36) female basketball students in grades 9 to 12 to make a trip to Minneapolis, Minnesota, November 23 to November 25, 2018.

Mr. Bryce Ridgen, School Leader, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc D. Casavant, Superintendent/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

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

*That the request involving thirty-six (36) female Vincent Massey High School basketball students in grades 9 to 12 to make a trip to Minneapolis, Minnesota, November 23 to November 25, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.*



### **3. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action .....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for twenty-four (24) male and one (1) female hockey student in grades 10 to 12 to make a trip to Columbus, Ohio, November 22 to November 26, 2018.

Mr. Chad Cobbe, School Leader, Crocus Plains Regional Secondary School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc D. Casavant, Superintendent/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

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

*That the request involving twenty-four (24) male and one (1) female Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Columbus, Ohio, November 22 to November 26, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.*

## **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

# Finance and Facilities Committee Minutes

Tuesday, May 22, 2018 – 1:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), K. Sumner  
D. Labossiere, E. Jamora, C. Cramer  
Regrets: G. Kruck

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### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added two (2) Property Matter items for In-Camera.

The agenda was approved as amended.

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

The Minutes of the April 17, 2018 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### **A. March Audit/Public Sector Compensation Disclosure Report**

The March Audit report was reviewed, discussed and accepted.

The Public Sector Compensation Disclosure Report for 2017 was reviewed and accepted.

#### **B. In-camera – Property Matter**

The Secretary-Treasurer provided information regarding a Property Matter.

#### **C. In-Camera – Property Matter**

Mr. Labossiere provided information on a Property Matter request and received Committee direction. The Committee agreed to refer this matter to a future Finance and Facilities Committee meeting in the fall.

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

**A. Accessibility Report**

Ms. Caroline Cramer, Director of Facilities and Transportation, provided an update on Brandon School Division's Accessibility Plan.

**B. Tender – Refuse Removal and Recycling 2018**

Ms. Eunice Jamora, Assistant Secretary-Treasurer, spoke to this item and reviewed the proposals received.

Mr. Labossiere indicated that the tender received from Waste Management is below current costs and budget for 2018-2019. Trustees asked questions for clarification.

The Committee agreed with the recommendation as submitted.

**Recommendation:**

That the Tender from Waste Management, in accordance with the conditions and specifications, for Refuse Removal and Recycling Services at Brandon School Division schools, the Administration Office, and the Maintenance / Transportation Building, in the following amounts (taxes included) be accepted.

<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>	<b><u>Total</u></b>
\$53,187.75	\$54,783.39	\$56,426.88	\$164,398.02

**C. Sub-Committee Reports**

- Workplace Safety and Health Committee (WPS&H)
  - May 8, 2018

**D. Confirm Payments of Account (April)**

The payments of account for the month of April were provided for information. The report was accepted as circulated.

**E. Review Monthly Reports (April)**

Mr. Labossiere reviewed the Summary of Forecasted Variances for the 2017-2018 school year. Trustees asked questions for clarification.

The monthly reports were accepted as circulated.

**6. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided updates on the following project:
  - New School
- The Assistant Secretary-Treasurer reviewed the summaries for tenders under \$50,000.

**7. NEXT REGULAR MEETING: Tuesday, June 19, 2018, 1:00 p.m., Boardroom.**

**Finance and Facilities Committee Meeting Minutes, May 22, 2018**

The meeting adjourned at 2:50 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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G. Kruck

---

K. Sumner

---

P. Bartlette (Alternate)

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
 Brandon MB R7B 2K8  
 Phone (204) 726-6361  
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<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> May 8, 2018  <b>Date of next meeting:</b> October 9, 2018  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Glen Kruck Craig Laluk Greg Malazdrewicz Caroline Cramer  Becky Switzer	<b>Occupation</b> Trustee School Administrator Assistant Superintendent Director Facilities / Transportation Director Human Resources	<b>Present</b> x x x x  x	<b>Absent</b>       
	<b>Worker Members</b> Peter Buehler Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President Teacher Utility/CUPE President School Admin Assistant Educational Assistant	x x x  x	   x
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>Agenda Approval:</b> J. Rose, called the meeting to order at 1:07 p.m.	➤ The agenda for May 8, 2018 was accepted and filed without additions/deletions.	
	<b>A. Minutes: March 6, 2018</b>	➤ J. Rose referred to the minutes and asked for any errors or omissions. The meeting minutes of March 6, 2018 were adopted as circulated. ➤ Accepted and Filed.	
2017/05/09	<b>B. Outstanding Issues:</b> 1. Right to Know – Members working with violent students – Update, G. Malazdrewicz (Attachment #1)	➤ Deferred Issue from March 6, 2018. ➤ Handout: "Behaviour Intervention for Educational Assistants, a toolkit to provide school teams a guide to train education assistants working with students with behavioural challenges (2018). ➤ G. Malazdrewicz shared with the Committee the collaborative document put together by Brandon School Division's Resource Education Specialist and the Inter Agency Articulation Specialist. The comprehensive document is the first of its kind in the Province of MB. The document is designed in 3 steps: - Step 1: 10 Behaviour Management Strategies for Educational Assistants & Paraprofessionals - Step 2: Designated intervention team member(s) will review the Student Specific Intervention Plan for Educational Assistants with EA. - Step 3: The Intervention Team will determine a regular schedule to meet with and review student specific planning with the Educational Assistant. ➤ The document was well received. The Committee was impressed with the comprehensive work done to complete the task requested. A discussion for possible avenues to deliver the training/material occurred. The Committee suggested the document be labelled to include teachers. ➤ Mr. Maladrewicz advised the document will require feedback from those using it, such as Principals and Resource teachers. Once feedback is received and reviewed the draft document will be finalized and implemented. The document	Behaviour Intervention for Educational Assistants (DRAFT) – update – B. Switzer

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

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

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

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

( x ) Print name of Employer Co-Chair C. Cramer ( x ) Print Name of Worker Co-Chair J. Rose

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

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		will be delivered to School Principals to be presented to Staff on September 4, 2018.	
2017/05/09	2. Procedures for HSL and BSSAP Working Alone Guidelines – Transportation of student(s) in Personal Vehicles, Update J. Rose	<ul style="list-style-type: none"> <li>➤ C. Cramer advised she collected edits/suggestions and made revisions to the Safe Work Procedure. The Committee agreed to minor revisions in the wording of the document and declared the document complete. B. Switzer reiterated the process, the Safe Work Procedure will now move to Senior Administration for final approval on May 16, 2018</li> <li>➤ C. Cramer/D. Armstrong/C. Laluk will collaboratively review the existing BSD Working Alone Guidelines to ensure that they are appropriately worded and comprehensive in their focus. The draft it will be forwarded to the Committee via email for review and comments by May 18, 2018.</li> </ul>	Working Alone Guidelines–update – C. Cramer
	<b>C. <u>Review of Selected Site Inspection Reports:</u></b>	<ul style="list-style-type: none"> <li>➤ <b>K-8 Schools:</b> Earl Oxford (Mar 19/18), JR Reid (Mar 6/18), Meadows (Mar 20/18), St. Augustine (Apr 9/18) and Waverly Park (Dec 11/17).</li> <li><b>High Schools:</b> Neelin OC (Jan 16/18).</li> <li>➤ D. Armstrong reviewed the current site inspection reports with the Committee.</li> <li>➤ <b>Previous, K-8 Schools:</b> Betty Gibson (Oct 11/17), École Harrison (Feb 28/18), Linden Lanes (Nov 30/17) and Riverview (Jan 10/18).</li> <li><b>Previous, High Schools:</b> Vincent Massey/École secondaire Neelin (Jan 9/18)</li> <li>➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal.</li> </ul>	
	<b>D. <u>Correspondence:</u></b>	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the document, <i>MSBA Electrical Safety</i> with the Committee. He advised the document has been forwarded to the schools with the direction to post on WPSH bulletin boards. The Committee agreed to a necessary emphasis being placed on <b>effective communication</b> of WPSH information. A discussion occurred around the various places where the information was shared: regular school safety meetings, bulletin boards and word of mouth.</li> <li>➤ E. Been advised it would be beneficial for School WPSH Representatives to actively work at creating awareness: refer to the WPSH Bulletin Boards, identify the school WPSH Representatives and to share information outside of meetings with staff at their schools.</li> </ul>	
	<b>E. <u>New Business:</u></b> 1. Incident Report, March 1, 2018 to April 30, 2018 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the Incident Reports with the Committee.</li> <li>➤ The degree of the categories used in reporting incidents was clarified and discussed.</li> </ul>	
	2. Violent Incident Report, May 2017-2018 – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the data presented with the Committee.</li> <li>➤ The Committee suggested to categorize and break down the data. It was felt that one report/year presented very little information or details. It was suggested that since the data reports on violent incidents a monthly review versus a yearly review would be more beneficial, statistically. The monthly data could be useful in identifying trends or areas that need attention.</li> </ul>	Violent Incident Reporting - Monthly Reports with categorization – Update, D. Armstrong.
	3. Incident Investigation Summary Report, Crocus Plains RSS, Welding Department – D. Armstrong	<ul style="list-style-type: none"> <li>➤ D. Armstrong reviewed the Crocus Plains Incident Investigation Report with the Committee. A comprehensive and thorough investigation was completed. At the time of the Central WPSH Committee meeting, a Safe Work Order and an Improvement Order were placed on the machinery. D. Armstrong informed the Committee the investigation file will remain open for a period of 2 years.</li> </ul>	

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

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	4. Near Miss Report, Crocus Plains RSS, Welding Department – D. Armstrong	➤ D. Armstrong explained the Near Miss Report that occurred at Crocus Plains RSS.	
	5. Near Miss Report, Crocus Plains RSS, Automotive Department – D. Armstrong	➤ D. Armstrong explained the Near Miss Report that occurred at Crocus Plains RSS. As a result of this report a new Safe Work Procedure had been created: all car keys will be locked in one central location. Students will not have unsupervised access to the keys.	
	6. Proposed meeting dates for 2018-2019:	➤ The Committee agreed to the proposed dates of October 9, 2018, January 8, 2019, March 12, 2019 and May 14, 2019.	
	7. Ready and easily available WPSH Report Forms – P. Buehler	➤ P. Buehler shared his concern regarding the lack of ease when accessing WPSH forms. He shared WPSH forms should be clear, easily accessible and in a fillable PDF format. A discussion regarding the current location of WPSH forms occurred. ➤ B. Switzer informed the Committee that the module: Occupational Health & Safety in the new Atrieve software will be introduced in the new school year. She advised if possible a demo will be provided to the Central WPSH Committee at the October 9 <sup>th</sup> meeting. ➤ Until such time when a new system is in place, two locations are available on the Brandon School Division Portal to access forms: - Portal/Administration/Human Resources & Payroll/Employee Safety and Health - Portal/Groups/Workplace Safety & Health/WPSH Forms	Occupational Health & Safety, demo – Update, B. Switzer
	8. Working alone in the Summer months in the 3 high schools (door locks/bells) – J. Rose	➤ J. Rose explained the security concerns faced when employees are working in the high schools over summer months. ➤ It was agreed this item should be referred back to the Director of Facilities and Transportation to follow up.	

**Other Business:** Confirmation of Next Meeting: October 9, 2018

The meeting was adjourned at 2:41 p.m.

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

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



# BEHAVIOUR INTERVENTION

FOR EDUCATIONAL ASSISTANTS

This Toolkit will provide school teams a guide to train educational assistants working with students with behavioural challenges

SASS Spring 2018



**Steps for training Educational Assistants working with students who have behavioural challenges:**

**1. Review Appendix A material**

- 10 Behavior Management Strategies for Educational Assistants & Paraprofessionals  
*EA will sign off that they have read and understand the information with an intervention team member*
- Video (possible)  
*EA will sign off that they have watched and understand the information with an intervention team member*

**2. Review Appendix B Material:**

- Designated intervention team member(s) will review the Student Specific Intervention Plan for Educational Assistants with EA.  
*EA will sign off that they have read and understand the information with the intervention team member*

**3. Review Appendix C Material:**

The Intervention Team will determine a regular schedule to meet with and review student specific program planning with the Educational Assistant.

*EA will sign off when they have had specific training and/or follow up regarding the specific student intervention plan*

## Appendix A

# 10 Behavior Management Strategies for Educational Assistants & Paraprofessionals

By Jennifer Taylor, Michael Edward, Abu Jabbie

<https://www.crisisprevention.com/Blog/June-2016/paraprofessionals>

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The role of an educational assistant is to **watch** for potential problems and **prevent** escalation when possible.

With this in mind, it's important for EAs to develop appropriate skills to manage crisis situations. EAs need the ability to intervene **proactively** before a crisis occurs.

The following characteristics are important to embody when interacting with students with behavioral challenges:

- Honesty
- Confidence
- Openness, care, and empathy
- Humor

By embodying these characteristics, you can work with students to help mold their behavior while helping make sure that their needs are being met.

The following strategies are useful when intervening appropriately in an escalating situation. A good way to start is building a tool kit of go-to strategies to use when students become agitated. By employing these strategies, you move from *reacting* to emergency situations to *responding* to them.

### 1. Active listening

It's important to take into account what students are saying verbally and paraverbally. It's vital to try and really understand what they're asking for. Listen for feelings, not just facts.

To engage in active listening, we must acknowledge that each person has their own truth. When you acknowledge that the other person has experiences that are different than yours, it's easier to find common ground to move forward in behavioral change.

Consider engaging in a **Genuine Encounter Moment**. You can do this by:

- Giving the student total and complete focus
- Giving eye contact and having a friendly and open expression on your face
- Listening closely

- Withholding judgment

Children overwhelmingly are exposed to many more negative comments in a day than positive ones. Some studies show that 90% of comments directed to children are negative or directive. The more you can genuinely engage with your students in an authentic way, the more they feel respected and valued. And this authentic engagement will positively impact their behavior.

**90 percent of what we say to kids is negative or directive. Try these 10 ways to be positive**

## 2. Set clear limits

Students need to know what they're allowed and not allowed to do. They need to have predictable limits to help them make sense of their world, help them feel secure, and provide them with guidance for acceptable behavior. There are four things to consider when [setting limits](#):

- Avoid using fear, intimidation, obligation, and guilt.
- Clearly state the specific boundary with a corresponding consequence.
- The corresponding consequence should be a logical or natural consequence that results from not following the limit, and it should be enforceable.
- Avoid a power struggle.

## #SettingLimits: Sample Situations

TRY SETTING POSITIVE LIMITS AND YOU'LL SEE THE EFFECTS OF OFFERING CHOICES RATHER THAN ULTIMATUMS.

### A PERSON REFUSES TO:

Do classwork.

Put phone away.

Stop yelling.

### NEGATIVE LIMIT:

If you don't finish your work, you won't have any free time.

If you don't put your phone away, you'll go to the office.

If you don't stop yelling, you'll have to leave.

### POSITIVE LIMIT:

After your work is done, you'll have five minutes of free time.

Would you like to put your phone away or go to the office?

When you stop yelling, we can find a solution to what's bothering you.

More on how to set limits effectively: [crisisprevention.com/settinglimits](https://crisisprevention.com/settinglimits)



## 3. Sidestep power struggles

A power struggle occurs when two people hold different ideas and both are unwilling to compromise. Sometimes the best approach to dealing with power struggles is to [avoid them](#). Instead of trying to force students to do what you want, try using these alternatives:

- Establish an agenda for the day.



- Find a common interest and build on that interest.
- Be friendly. Smile!
- Use a one-word direction.
- Remember that “No” is a complete sentence.
- Provide choice.
- Find a win-win. Compromise.
- Brainstorm solutions.

#### 4. Meet their physical and emotional needs

It's important to teach students to become self-aware and to engage in self-care. When your students' physical needs are not being met, they have the potential to escalate into aggressive or acting-out behaviors. A handy way to teach children to remember their physical needs is to use the acronym **HALT**.

- **H** – Hungry. Hunger can be a physical or an emotional need. If the hunger is physical, offer nutritious snacks. If the hunger is emotional, help them name the emotional need they're feeling.
- **A** – Angry. Anger is a normal, healthy emotion. Anger becomes destructive when people express it inappropriately. It's important to name the emotion and to explore what's causing it. Offer solutions like mediating if the student is angry at another person. Physical activity also helps with feelings of anger. Go for a walk. Go to the gym. Do some push-ups.
- **L** – Lonely. Loneliness can occur both in a crowd and by oneself. Students with emotional regulation issues and behavior disorders withdraw into themselves for a variety of reasons. If you notice your student is withdrawn, engage them in conversation. Reach out and engage in active listening. Help the student connect with a peer.
- **T** – Tired. When we're tired, we find it difficult to cope. Problems seem bigger; the world seems more hostile when we're tired. If your student feels tired, encourage them to rest or to take a short nap. If that's not possible, go for a walk around the block or encourage them to take a couple of deep breaths.

#### 5. Daily physical activity

Exercise is an important tool to help students manage both their physical and mental health. Exercise is an effective treatment for mild to moderate depression, anxiety, and stress. Exercise releases endorphins that make you feel good. It promotes neural growth and releases tension. It also allows students to focus on physical activity and interrupt negative thinking. As an added benefit, it improves memory, enhances self-esteem, and improves sleep.

Take your students for a walk through the halls; use the fitness facilities in your school. Even jogging on the spot and doing push-ups and jumping jacks can boost endorphins and reduce tension.

Participate in physical activity with your students. Be a role model for positive behavioral change. Build daily physical activity into the school day. Make moving a lifelong habit.

## **6. Mindfulness and breathing exercises**

**Mindful breathing** is the process of focusing your attention on your breathing and nothing else. You concentrate on the process of your breath moving in and out of your body. The results of **mindfulness** are stress relief, decreased blood pressure, and improved sleep. It has been used to help in the treatment of depression, eating disorders, anxiety, and substance abuse.

There are many examples of breathing exercises that can be found on the Internet. Here we offer one strategy to get you started.

Balloon breathing:

- Inhale fully. Place your hands on your belly and breathe in slowly through your nose.
- Feel your belly fill up as if it's filled with a giant balloon.
- Exhale fully. Open your mouth and blow all of the air out of your body.
- Let your belly get flat like an empty balloon.
- Repeat five times.

## **7. Catch them being good**

Sometimes negative behavior is the only way that students can communicate their needs to you. It may be the only way they know how to get your attention. Instead of reinforcing the negative behavior, try to catch them being good. The goal here is to praise the positive behaviors and neutralize or ignore the negative behaviors.

Steps for catching a student being good:

- Identify the negative or disruptive behavior (one or two behaviors).
- Identify the times when the negative or disruptive behavior occurs in the classroom.
- Identify fixed time intervals through the course of the day in which you will assess to see if your student is engaging in negative behavior.
  - If, at those fixed intervals, the student **is not** engaged in the negative behavior, praise them or reward them.
  - If, at those fixed intervals, the student **is** engaged in the negative behaviors, ignore the behavior (if at all possible).
  - Direct your attention to those students who are acting appropriately and give them praise/rewards.

## **8. Model prosocial skills**

Prosocial skills are those behaviors that we engage in that benefit others. These behaviors include cooperation, sharing work, sharing toys, and emotionally supporting others who are in distress. Students who have behavior disorders often have not developed strong prosocial skills. You can support prosocial skill development by:

- Being a positive role model. The more that students see positive adult interactions, the more likely they are to engage in such activities themselves.
- Talking through common social situations and providing feedback about appropriate social interaction.
- Role-playing. Have students act out social situations and appropriate responses.
- Encouraging structured social play between peers. Play is one of the best ways to encourage sharing, cooperation, and helping.

### 9. Offer choices instead of giving orders

Offering students choices instead of giving an order elicits their cooperation. Choices communicate that their EA/paraprofessional respects them and their opinions. It provides an opportunity for students to build responsibility and be empowered.

Use these guidelines when offering choice to your student:

- Provide two positive options.
- Be clear and specific.
- Make sure that both choices are acceptable and feasible.

When your students are comfortable making choices, modify this choice by using the "First/Then." You can use **First/Then** in this way:

- Present the student with a work task that needs to be accomplished.
- Give the student a choice of two options that they would like to engage in after the work task is completed. It could include:
  - Computer time
  - Time in the playground
  - Coloring/drawing
- When the student has completed the work task, allow them to engage in the second "reward" task.

Using **First/Then** promotes delayed gratification. It enforces the idea that first work has to occur before they are rewarded with a choice task.

### 10. Alter the volume and cadence of your voice

**Do not use 'authoritative language' "You have to do this or you will miss recess!"**

You speak more quietly, your student will have to become quieter to hear you.

- Alter the cadence of your voice and speak more slowly.
- Modulate your tone of voice and be calm and supportive.
- Simplify your vocabulary.



Remember that as your student starts to escalate, they're starting to lose rationality. Speaking loudly and quickly will increase their agitation.

### **Final thoughts**

We've offered some skills to develop in order to help you respond to escalating behavior. When you're in the presence of an escalated student, the first thing to realize is that:

- **you** are actively managing the crisis situation.
- **you** are controlling your own behavior
- **you** are making decisions that will impact how the situation unfolds.

Remember, the outcome of the situation will be impacted by the strategies that you use to de-escalate the agitated student.

Take a deep breath and calm yourself. **Don't *react* to the situation. Use the strategies described above to *respond* to it.** Use your tool kit to help support your student

## APPENDIX B

School

Student Name

Grade

Classroom Teacher

Educational Assistant

Who is on student's intervention team and who will be providing direction to Educational Assistant?

Team Member	Role	Intervention Supports

### Student Programming Needs:

- ☐ Academic
- ☐ Behavioural
- ☐ Sensory
- ☐ Social Emotional
- ☐ Social/Pragmatic Communication Skills
- ☐ Transitions

### Desired/Targeted Behaviour:

--

Specific Skills that need to be taught to address gaps in behaviour.

Note to team: List up to three critical replacement behaviours that need to be taught to support student;

Skill	Who is responsible for teaching?	When will skill be taught?



**Student Specific Response:**

Concerning Behaviour	Triggers	Desired Outcome	Intervention Steps	Who Can Support You

## Appendix C

## Documentation of EA Training and Program Monitoring

[illegible]

# e-bulletin

May 23, 2018

## Appendix 'E'

MANITOBA  
School Boards  
ASSOCIATION

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

[www.mbschoolboards.ca](http://www.mbschoolboards.ca)

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

### TWO-PART JUNE WEBINAR

Our next [webinar](#), a two-part event that will be live on June 5 (1:30 p.m.) and June 12 (11:30 a.m.), is the latest in our superintendent series. It will be presented by Susan Schmidt, Assistant Superintendent of Student Services in the Pembina Trails S.D. The webinar will focus on those sometimes challenging or difficult exchanges that can be a necessary part of your work as a school trustee, a.k.a. Fierce Conversations.

webinar

Based on the work of Susan Scott, Fierce Conversations helps people develop and enhance their skills in transforming conversations. The vision of Fierce Conversations is to build a better world – one conversation at a time. The first session will provide participants with an introduction to Fierce Conversations, while the second webinar will focus on the confrontation conversations model. Resources for this webinar can be downloaded one day before the event; just follow the links on our website. To register, contact [Janis Arnold](#), Board Development Consultant. The registration deadline is 10:00 a.m. June 5 and / or June 12. The archived webinar will be available for viewing shortly after the live event.

### ELECTION PAGE

Our 2018 [school board election page](#) is now live! From now until after the October 24 election, you will be able to link to it directly from our [homepage](#). The page, which will be updated regularly, serves as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards prior to the election.



One key document that is now available is the updated [School Boards and Trusteeship in Manitoba](#), which provides both an overview of the role and work of school boards and general information about running for the important office of school trustee. You will also find links to relevant legislation such as [The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#), and a printable [flyer](#) announcing the dates and locations of our 2018 in-person candidate information sessions—September 10 in Winnipeg, and September 11 in Brandon. An on-demand video version of this session will be available in the coming weeks.

**School Boards** Leadership, Service & Advocacy for Kids Learning & Communities

School Trustee Elections - October 24, 2018

### NAVIGATING THE WATERS

There's still time to register for CSBA's National Gathering on Aboriginal Education and National Congress, July 4 to 7 in Halifax, NS. The aptly-themed event, Navigating the Waters, will offer participants an exciting array of plenary and breakout sessions that will inspire and support them as they guide their divisions and communities in challenging times. Keynote speakers will include recovered lawyer turned feminist comic [Candy Palmater](#), Halifax's Poet Laureate [Rebecca Thomas](#), and [Daniel Christmas](#), Independent Senator for Nova Scotia and the first Mi'kmaq senator to be appointed to the Senate of Canada. For information about the program and speakers, visit the [Congress website](#). To register, visit the separate [registration](#) page.

NATIONAL TRUSTEE GATHERING  
ON ABORIGINAL EDUCATION



NAVIGATING | NAVIGUER  
the waters | les eaux  
Halifax, Nova Scotia  
July 4-5, 2018



CSBA/ACCS CONGRESS



NAVIGATING | NAVIGUER  
the waters | les eaux  
Halifax, Nova Scotia  
July 5-7, 2018

### THIS AND THAT

Barb Isaak, who currently serves as Superintendent/CEO of the Sunrise S.D., has been appointed Executive Director of the Manitoba Association of School Superintendents (MASS). She will assume her new position on August 1, succeeding Ken Klassen who is retiring after five years of service to the association.

The Canadian School Boards Association (CSBA) will be recruiting a new Executive Director, following the resignation of Valerie McLeod earlier this year. Ms. McLeod served the association for six years, helping it strengthen its presence within Canada and beyond, and advancing the role of locally elected school boards across Canada.



Once again this summer, the Manitoba School Boards Association's Risk Management Department will be working with the Commissionaires to provide enhanced security patrols aimed at preventing vandalism to or dangerous behaviour on school property. Divisions within the City of Winnipeg have been asked to identify construction sites or other areas which may require extra attention from the patrols. The request for information was contained in a May 15 memo from Risk Manager Darren Thomas, with a May 29 response deadline.



**SCHOOL  
VANDALISM**

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## Appendix 'F'

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

May 23, 2018

**TO:** Board Chair, Secretary-Treasurer and Superintendent, All Divisions and Districts

**FROM:** Heather Demetriooff, Director, Education and Communication Services

**RE:** 2018 School Trustee Elections

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With the October 24 school trustee elections now five months away, the Manitoba School Boards Association is working to provide the general public, potential candidates and school divisions with information and resources designed to increase awareness and understanding of the importance of these elections, and the processes surrounding them. Included with this memo are two key documents in this regard:

- the updated [School Boards and Trusteeship in Manitoba](#) (formerly the Guide to School Boards and Trusteeship in Manitoba); and
- a [flyer](#) announcing the dates and locations of our 2018 in-person candidate information sessions (an on-demand video version of this session will be available in the coming weeks).

I would ask that you share this information with the Senior Election Official for your division.

These documents, along with links to relevant legislation such as [The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#), can be found on our dedicated 2018 election page at <http://www.mbschoolboards.ca/elections2018.php>. This page will serve as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards prior to the October 24 elections. We will update this page regularly with new information; I will keep you apprised of significant additions in the weeks ahead.

School divisions and districts may find it helpful to include a link to the association's election page or individual association resources on their own websites, as well as division-specific information. This may include details about obtaining or filing nomination papers, a divisional contact who can respond to election-related questions, and, once nominations open, a list of and information about declared candidates. In September, we will be augmenting our own election page with a province-wide list of candidates.

Following the elections, we will again be holding an orientation session for new trustees, on November 29 and 30 at the Victoria Inn in Winnipeg. Program and registration packages will be sent to boards in the fall. We ask that school boards keep these dates in mind as they begin planning their own fall calendars. You may also wish to inform all candidates about this provincial and any local post-election training opportunities.

I hope you find this information helpful in your local election-awareness efforts. Please share it with your board colleagues and administration. Should you have any questions, please do not hesitate to contact me at 204-594-5175 or [hdemetriooff@mbschoolboards.ca](mailto:hdemetriooff@mbschoolboards.ca). Thank you.

/hd

Appendix 'G'

# School Boards

**Leadership, Service & Advocacy for Kids Learning & Communities**

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**School Trustee Elections - October 24, 2018**

## School Board Candidate Information Sessions

Interested in running for your school board, but want to learn more?  
Plan on attending a candidate information session!

**7:00 p.m., Monday, September 10, 2018**  
**Norwood Hotel, 112 Marion St., Winnipeg, MB**

**7:00 p.m., Tuesday, September 11, 2018**  
**Victoria Inn, 3550 Victoria Ave., Brandon, MB**

Can't make either of these sessions? Visit [mbschoolboards.ca](http://mbschoolboards.ca) for information about school boards and school trustee elections.



# School Boards and Trusteeship in Manitoba





# School Boards and Trusteeship in Manitoba

## Table of contents

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Introduction and overview.....	Page 1
The role of school boards and school trustees.....	Page 2
School board elections .....	Page 5
The Manitoba School Boards Association .....	Page 8
FAQ .....	Page 10
For more information .....	Page 11

## Important dates for 2018

September 12 - nominations open

September 18 - nominations close

September 19 - deadline for withdrawal of nomination (conditions apply)

October 24 - election day

## Introduction and overview

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In Canada, education is a provincial responsibility. In Manitoba, the responsibility for the delivery of public education to students in kindergarten through grade twelve graduation has been delegated to school boards.

School boards are elected bodies responsible for the planning and delivery of educational services within geographic regions known as school divisions or school districts. For practical purposes, there is no difference between a division or district. Provincial legislation in the form of *The Public Schools Act* and *The Education Administration Act* defines the structure, obligations and responsibilities of school boards; within the bounds imposed upon them by this legislation, school boards are themselves a law-making level of government.

The primary function of a school board is to set policy. A school board sets policy through the decisions it makes at public meetings. School boards also hold regular committee meetings, at which committee members—trustees appointed to serve in that capacity—consider specific aspects of school board business.

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. School trustees have the same rights as every other elector in the division or district, plus the right to speak and vote at school board meetings. A school trustee has authority only insofar as his or her voice and vote influence the corporate action of the school board. An individual trustee has no authority to act alone unless the board as a whole specifically delegates a responsibility to that individual.





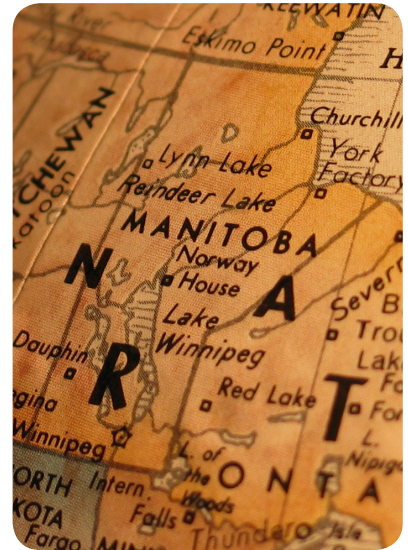
# The role of school boards and school trustees

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The smallest Manitoba school divisions serves a few hundred students, while the largest serves over 30,000. With a few exceptions, school boards range in size from five to nine trustees, and both the size and the nature of the area they represent vary tremendously. This variation can have a significant impact on the way in which education is provided and school boards function. Despite these differences, however, there are two characteristics which are common to all effective school boards: they focus their efforts on improving student achievement, and they are in regular and meaningful contact with the communities they serve.

Most often, school trustees are not professional educators, but that doesn't mean that they don't play an important role when it comes to student achievement. In fact, student achievement is a school board's primary reason for existence. But instead of focusing their attention on what's happening in individual classrooms, effective school boards focus their attention on making sure that learning expectations are high for all students, that the policies and resources to make achieving those expectations possible are in place, and that progress towards meeting student achievement goals is being monitored and reported on a regular basis. Budget allocations, hiring decisions, policies on student assessment and staff professional development—these are just a few of the areas where school board decisions have a profound effect on student learning.

When we talk about school boards interacting with their communities, the term we most often use is “community engagement.” Effective school boards encourage public attendance at their meetings and keep constituents informed about their progress, but community engagement means more than that. Community engagement means developing formal mechanisms to ensure that major policies are enacted only after all sides of a matter have been studied. It means deliberately reaching out to groups who may not be familiar with the school system, or who do not feel they have a stake in its success, and actively seeking their opinions. A school board engages its community when it looks for ways to overcome obstacles to public participation, when it listens to varied opinions without prejudging their value, and when it communicates clearly and openly both the nature of and the reasoning behind its ultimate decisions.



Just as there is no “typical” school board in Manitoba, so too there is no typical school trustee. Board members represent all age groups, all levels of educational attainment, and all occupations. Effective board members do, however, share some very important characteristics.

- Effective board members are characterized by the ability to work as members of a team.
- They maintain open minds, and have the ability to engage in give-and-take and to arrive at a decision.
- They know that authority rests with the board as a corporate body, not with individual trustees, and that they must work with their colleagues in order to achieve their goals.
- They are willing to spend the time required to become informed and to do the homework needed to take part in effective school board meetings.
- They share a strong desire to serve children and their community, as well as a strong belief in the value of public schools.
- Effective board members respect the needs and feelings of other people, and have a well-developed sense of fair play.
- They recognize that the school division or district they serve may be one of the largest businesses in town, and that the board is responsible for seeing that the business is well-managed.

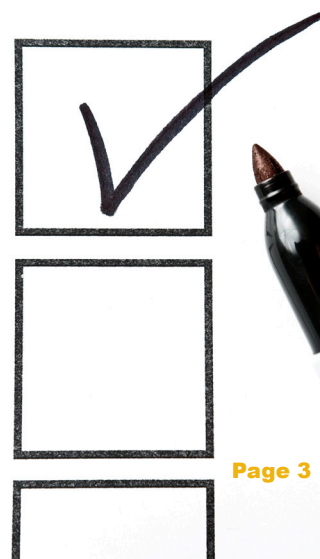
## Duties and powers of school boards

*The Public Schools Act* defines both the “duties” (those things “every school board shall” do) and the “powers” (those things “a school board may” do) of school boards in Manitoba. School board duties are standard throughout the province; combined, they ensure a basic level of public school education to which all Manitobans are entitled. At the same time, school boards may differ on which “powers” they chose to exercise. In this way, they develop schools that reflect the values and concerns of the communities they serve. School boards are responsible for providing adequate school accommodation for students between the ages of 6 and 21, and for employing the necessary teachers and other staff. The school board must authorize the spending of divisional or district funds, and ensure that the proper financial reports are maintained and published or distributed as required. If a program of study is not

offered in a division or district, a school board may be responsible for paying certain costs associated with students attending a school that does offer that program. As well, the school board may be required to provide transportation for students to and from school, if those students reside a minimum distance from their school, or if students have physical or other limitations that render them unable to walk to school.



The list of what a school board *may* do is varied. It includes the provision of nursery schools or kindergarten for children between the ages of 3 and 6, as well as evening and summer school. A school board may choose to provide lunch for its pupils, either with or without charge. A board, with the consent of the Minister of Education, may establish and administer a system of dental and medical inspection of pupils and employees. A school board also has the authority to enter into agreements with other school boards, government agencies or departments, or municipalities, to provide certain facilities or services to its pupils.





## Conduct of school board business

The primary function of a school board is to set policy. These policies are, in effect, the laws under which a division or district operates. Implementation of that policy—that is, the day-to-day management of school business—is the role of the administrative staff hired by a school board.



### POLICIES

A school board sets policy through the decisions it makes at public meetings. *The Public Schools Act* provides that “An act or proceeding of a school board that is not done or taken at a regular or special meeting of the school board, is not valid or binding on any person affected thereby” (Section 35). Combined with the requirement that “Every school board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct” [Section 30(3)], legislation assures that school board business is conducted in an open manner.

In addition to full school board meetings, trustees also attend the meetings of any committees on which they serve. Committees may deal with matters such as finance, personnel, or policy. Special or ad-hoc committees may also be appointed from time to time to deal with special projects or emerging issues. Unlike regular or special school board meetings, committee meetings do not have to be held in public, but may be held in-camera. These committees don’t make final decisions themselves. Their role is to investigate, deliberate, and report back to the full board. The board then has the option of adopting the recommendations of the committee at its public meeting, modifying any proposed course of action, or rejecting a committee report outright.

One special committee is the Committee of the Whole. Membership on the Committee of the Whole is the same as membership on the board—that is, all of a division’s or district’s trustees. The difference between a Committee of the Whole meeting and a board meeting is twofold: first, a meeting of the Committee of the Whole may be held in-camera, and second, the board, when sitting as the Committee of the Whole, cannot make any decision that is legally binding. The Committee of the Whole functions in much the same manner as any other committee; it submits its report to the board in public session, and the board then acts upon the report. The Committee of the Whole is an important instrument in that it allows the board to discuss thoroughly issues which it believes should not be debated in public, while still making the final decision in a public meeting. Two examples of issues which are often discussed in Committee of the Whole are staff or student discipline as it relates to individuals, and land acquisitions.

The decisions made by a school board at its meetings set the direction for the school division or district. The school board employs administrators to see that this direction is implemented in an effective and efficient manner. The two most senior administrators of a school division or district are the superintendent and the secretary-treasurer. By law, all school boards must employ a secretary-treasurer, who is the chief financial officer of the division or district. In addition, all Manitoba school boards employ a superintendent, who is the division or district’s chief educational officer. In some instances, both positions are held by the same individual. *The Public Schools Act* lists those responsibilities which a school board may delegate to its secretary-treasurer or superintendent. An effectively managed school division or district is one in which the senior administrators and school board work closely together, each respecting and drawing upon the other’s areas of expertise.

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. Although school trustees do not receive a salary for time spent on school board business, they do receive a payment called an indemnity. This indemnity varies in amount from division to division, and is generally higher in larger jurisdictions. Along with reimbursement for out of pocket expenses incurred by trustees in the course of school board business, this indemnity ensures that trustees are able to serve without experiencing undue financial hardship.

# School board elections

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Elections for the office of school trustee are held every four years, in conjunction with municipal elections, on the fourth Wednesday in October<sup>1</sup>.

School board elections are governed by *The Municipal Councils and School Boards Elections Act*. Any differences between the conduct of school board and municipal elections are the result of specific provisions in *The Public Schools Act*, which is the provincial legislation that governs school board operations.

## Qualifications

---

Section 22 of *The Public Schools Act* outlines the qualifications of a candidate for the office of school trustee<sup>2</sup>.

A person is qualified to be nominated for and elected as a trustee of a school board, if the person:

- a. is a Canadian citizen;
- b. is of the full age of 18 years, or will be at the date of the election;
- c. is an actual resident in the school division or school district, and will have been so for a period of at least six months at the date of the election; and
- d. is not disqualified under any other provision of this *Act* or under any other *Act*, and is not otherwise by law prohibited from being a trustee or from voting at elections in the school division or school district.

Section 22(2) of *The Public Schools Act* specifies that certain individuals may not be nominated or serve as trustees: members of the Legislative Assembly or the Senate or House of Commons of Canada, and pupils in regular attendance at a school within the same school division or district. Section 40(1) of *The Municipal Councils and School Boards Elections Act* prohibits an individual from holding or being nominated for more than one office on an elected authority at the same time, and Section 40(2) stipulates that anyone serving on a municipal council or school board must resign that office before being nominated to run in another authority's by-election.

Candidates for school board office must actually reside in the school division or district for which they are seeking election; they are not eligible for office if they are non-resident property-owners or rate-payers. However, individuals do not need to be residents of the specific ward in which they wish to run, as long as they do reside within the division or district as a whole.

Employees may run for and serve as trustees in the division or district where they are employed, providing they take a leave of absence from their employment while serving. This unpaid leave must be granted by the division or district, for a period of time not exceeding five years.



<sup>1</sup>In Frontier School Division only, elections for local school committee members are held on this date, with elections to area advisory committees and the board of the Frontier School Division held in the ensuing weeks. For more information, contact Frontier School Division.

<sup>2</sup>The qualifications for trustees in the Division scolaire franco-manitobaine (DSFM) include the ability to function in French, and slightly different residency requirements. For more information, contact DSFM.



Once elected, school trustees normally hold office until the expiration of their term, at which time they must decide whether to seek re-election. There are, however, circumstances in which a trustee's seat can be declared vacant. These are outlined in Section 39.8 of *The Public Schools Act*.

A school board of a school division or school district shall declare a seat vacant and . . . order an election to fill that seat when the trustee elected to that seat:

- a. is deceased; or
- b. has submitted a resignation in writing to the secretary-treasurer of the school division or school district; or
- c. has failed to attend three consecutive regular meetings of the school board without authorization of the school board by resolution recorded in the minutes; or
- d. has been disqualified from holding office under this Act; or
- e. ceases to be a resident of the school division or school district.

If potential candidates for office doubt their ability to attend meetings on a regular basis (usually once or twice a month), or if they plan to move beyond the boundaries of their school division or district in the immediate future, they may want to reconsider their decision to run for office.

Under Section 39.6(1) of *The Public Schools Act*, a trustee will also be disqualified from holding office if the trustee:

- a. violates any provision of *The Public Schools Act*; or
- b. is convicted of
  - (i) an offence punishable by imprisonment of five years or more, or
  - (ii) an offence under section 122 (breach of trust by public officer), 124 (selling or purchasing office) or 125 (influencing or negotiating appointments or dealings in office) of the *Criminal Code* (Canada).

When a trustee is disqualified under this section, the trustee remains disqualified from being nominated, elected, or appointed as a trustee for four years from the day of disqualification.



## Conduct of school board elections

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The next general school trustee election will be held on October 24, 2018. Once an individual has decided to run for the office of school trustee, the next step is to file nomination papers. Generally, these papers can be picked up at the local school division office or, for divisions within the City of Winnipeg, at the City Clerk's Department of City Hall. Interested individuals should contact their local school division office to confirm where they can obtain the necessary papers.

In order to be nominated, candidates must obtain the signatures of 25 voters or 1% of the total number of voters in the ward in which they are running, whichever is less. In this case, "voters" means people whose names appear on the voters list for the ward.

Once the necessary signatures are obtained, and other supporting documentation is completed, these papers must be filed with the division or district senior election official during regular business hours, during the legislated nomination period. For 2018, nominations open on Wednesday, September 12, and close on Tuesday, September 18. The school board office will be able to tell candidates where the nomination papers will be accepted. Once filed, a nomination may be withdrawn within 24 hours of the close of the nomination period, providing that withdrawal would leave enough remaining candidates to fill the offices to be elected.

The conduct of the actual campaign is up to each individual candidate. Campaigning methods may include any or all of social media, door-to-door canvassing, printed brochures, newspaper advertisements and lawn signs. There are, however, restrictions on the distribution of brochures and the posting of signs within the immediate area of any polling station on election day. As well, groups such as teachers and parent councils often organize town-hall meetings, in which voters are given an opportunity to question candidates, and candidates an opportunity to share their viewpoints.

Candidates are responsible for raising any funds required for the conduct of their campaigns. Funds expended on school board elections are not tax deductible for candidates, nor are contributions made to a candidate's campaign tax deductible for the donor.





# The Manitoba School Boards Association

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The Manitoba School Boards Association is a voluntary organization of public school boards in Manitoba. Its mission is to enhance the work of locally elected school boards through leadership, advocacy and service, and to champion the cause of public education for all students in Manitoba.

The mandate of the Manitoba School Boards Association is:

1. to promote and support the work of elected public school boards within the parameters of Manitoba laws and statutes.
2. to promote and advance the cause of public education in the province through research, study and public discourse.
3. to work collaboratively with education partners, stakeholders, and community agencies in addressing the learning and developmental needs of school-aged children and youth.

The association offers a wide range of direct services to member boards, and provides a strong voice for the expression of their views and concerns.

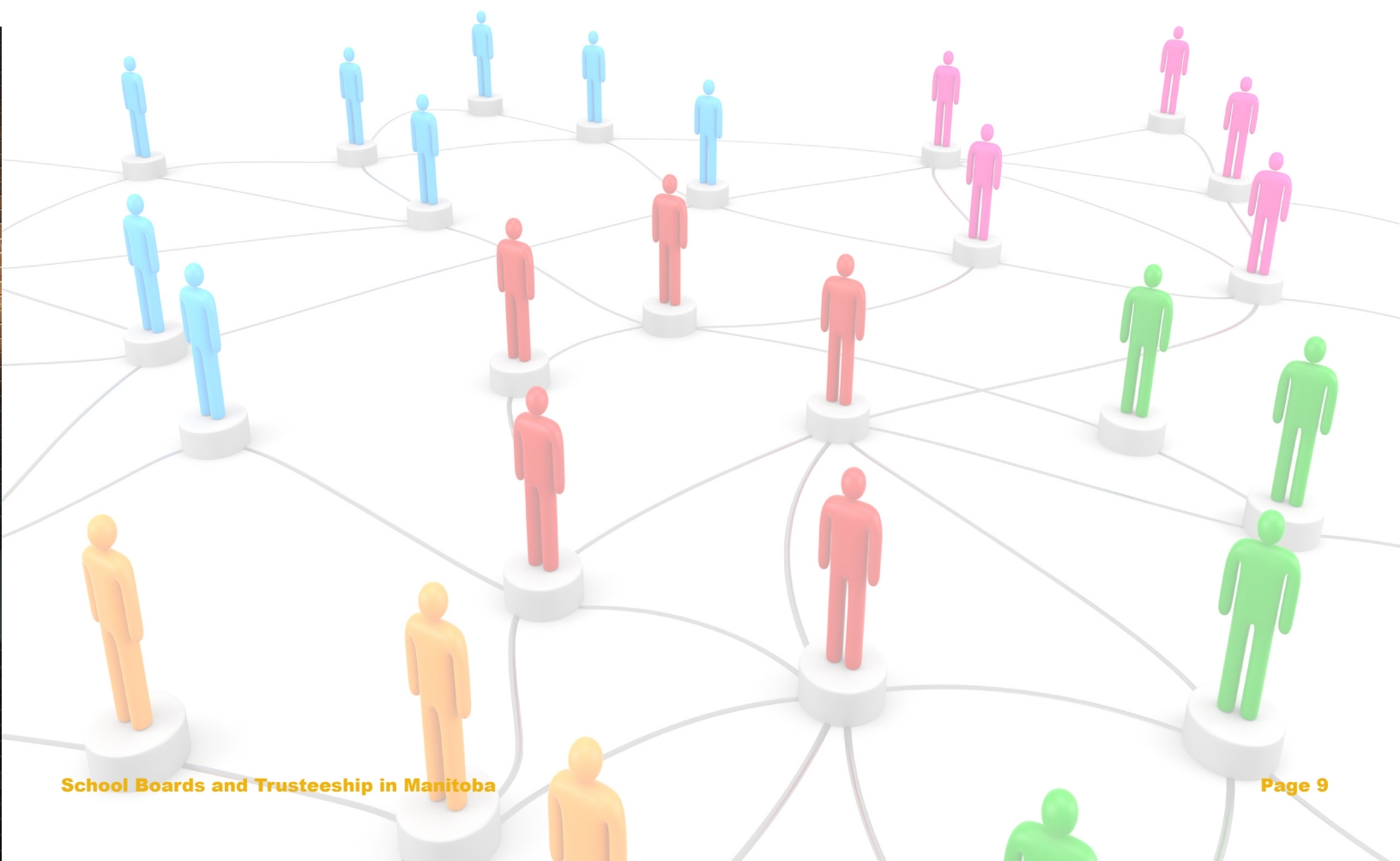
The school divisions and districts that are members of the Manitoba School Boards Association are grouped into six regions. Each year, the boards that make up a region meet to elect one or more Directors, for a total of seven representatives on the association's provincial executive. Other members of the Executive include the President and two Vice-Presidents, who are elected at the association's Annual Convention, and the immediate Past President. The eleven-member provincial executive governs the association between conventions.

The Manitoba School Boards Association office is located at 191 Provencher Boulevard in Winnipeg.



The association staff is divided into five departments.

1. **The Executive Office** is responsible for the general administration of the association, and for ensuring the implementation of the policies and instructions of the provincial executive. This department provides support services to the executive and many of the association's committees, and shares advocacy responsibilities with Education and Communication Services.
2. **Corporate Services** carries out the accounting functions of the association and related entities (MSI Insurance and the Pension Plan for Non-teaching Employees of Public School Boards in Manitoba), as well as for the Child Nutrition Council of Manitoba. General office management and systems/technology support are also housed in this department.
3. The **Education and Communication Services Department** is responsible for the association's trustee education program, including the annual convention, provincial and regional workshops, and on-line learning opportunities. It produces print and electronic learning resources and maintains the association's website and membership data bases. It supports individual boards in the areas of board and policy development and procedural matters.
4. **Risk Management Services** oversees the MSI insurance program, as well as both Safe Grad and TADD Manitoba programs. Risk Management works closely with schools to ensure student and staff well-being through programs of school and playground inspections, and to help mitigate the potential for loss as a result of fire, flood, theft, or other hazards.
5. **Labour Relations and Human Resource Services** is responsible for providing labour relations and personnel services to member school boards in the capacity of advisor, coordinator, and agent. This department assists member boards in the maintenance of good employer-employee relationships through the establishment of fair and reasonable salaries, benefits, and working conditions.





## FAQ

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**Question:** When is the next school board election?

**Answer:** School board elections are held every four years. The next general school board elections will be held on **Wednesday, October 24, 2018.**



**Question:** Who serves as public school trustees?

**Answer:** Public school trustees come from all walks of life. They are retirees, homemakers, professionals, tradespeople, university students—the list goes on. What these people do have in common, however, is a sincere interest in children and education, and a desire to serve their communities.

**Question:** I live in one school division, but own property in a neighbouring one. Can I run for school trustee in either of the two divisions?

**Answer:** No. *The Public Schools Act* requires that a candidate be “an actual resident in the school division or district,” and that he or she has been so for a period of at least six months at the date of the election.

**Question:** My school division is divided into three wards. I live in Ward 1. Does that mean that I have to run as a candidate in Ward 1, or can I run in one of the other wards?

**Answer:** A candidate does not have to live in the specific ward in which he or she runs, as long as they do reside in the division or district.

**Question:** My spouse teaches in the school division in which we live. Can I still run for school trustee?

**Answer:** An individual whose spouse works for a school division or district may still be a trustee in that same division or district. There are, however, some matters which come before the board where that trustee would be considered to have a conflict of interest. In those situations (such as leave provisions), that trustee would not become involved in the debate or voting on that specific matter. There are a number of other situations where a trustee could have a potential conflict of interest. Legislation requires that situations such as these be declared when a trustee takes office.

**Question:** I am a public school teacher. Does that disqualify me from running for school trustee?

**Answer:** A teacher or other school division employee may serve as a school trustee. If you work in the same school division or district in which you live, you will be required to take a leave of absence from your job in order to serve.

**Question:** If I’m elected school trustee, how will I learn about the job? Will I be offered any training?

**Answer:** Most school divisions and districts offer orientation sessions for new trustees, to familiarize them with local policies and procedures. As well, many new trustees attend training sessions organized by the Manitoba School Boards Association. These sessions bring together newly-elected trustees from across the province, helping them to understand their new role and to develop skills they will need to be effective board members. **A provincial new trustee orientation session is being planned for November 29 and 30, 2018.**

## For more information

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For general information about the role of school boards and trustees, or about school board elections, visit the Manitoba School Boards Association website at [www.mbschoolboards.ca](http://www.mbschoolboards.ca), phone the association office at **204-233-1595 or 1-800-262-8836**, or email [hdemetrioff@mbschoolboards.ca](mailto:hdemetrioff@mbschoolboards.ca)

For information about running for office in your division or district, contact the school division office. You can find the phone number below, or visit [www.mbschoolboards.ca/members.php](http://www.mbschoolboards.ca/members.php) for additional contact information. Candidates running for trustee on boards within the City of Winnipeg will find additional information at [www.winnipeg.ca/clerks/election/elections2018](http://www.winnipeg.ca/clerks/election/elections2018).



Beautiful Plains (Neepawa)	204-476-2388	Pine Creek (Gladstone)	204-385-2216
Border Land (Altona)	204-324-6491	Portage la Prairie (Portage la Prairie)	204-857-8756
Brandon (Brandon)	204-729-3100	Prairie Rose (Carman)	204-745-2003
DSFM (Lorette)	204-878-9399	Prairie Spirit (Swan Lake)	204-836-2147
Evergreen (Gimli)	204-642-6260	Red River Valley (Morris)	204-746-2317
Flin Flon (Flin Flon)	204-681-3413	River East Transcona (Winnipeg)	204-667-7130
Fort La Bosse (Virden)	204-748-2692	Rolling River (Minnedosa)	204-867-2754
Frontier (Winnipeg)	204-775-9741	Seine River (Lorette)	204-878-4713
Garden Valley (Winkler)	204-325-8335	Seven Oaks (Winnipeg)	204-586-8061
Hanover (Steinbach)	204-326-6471	Southwest Horizon (Melita)	204-483-6294
Interlake (Stonewall)	204-467-5100	St. James-Assiniboia (Winnipeg)	204-888-7951
Kelsey (The Pas)	204-623-6421	Sunrise (Beausejour)	204-268-6500
Lakeshore (Eriksdale)	204-739-2101	Swan Valley (Swan River)	204-734-4531
Lord Selkirk (Selkirk)	204-482-5942	Turtle Mountain (Killarney)	204-523-7531
Louis Riel (Winnipeg)	204-257-7827	Turtle River (McCreary)	204-835-2067
Mountain View (Dauphin)	204-638-3001	Western (Morden)	204-822-4448
Mystery Lake (Thompson)	204-677-6152	Whiteshell (Pinawa)	204-753-8366
Park West (Birtle)	204-842-2100	Winnipeg (Winnipeg)	204-775-0231
Pembina Trails (Winnipeg)	204-488-1757		