



BRANDON SCHOOL DIVISION

November 9, 2016

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

TO BE HELD MONDAY, NOVEMBER 14, 2016
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, October 24, 2016.
Adopt
- b) Regular Board Meeting, October 24, 2016.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Education Committee meeting
 - October 19, 2016
 - November 8, 2016

P. Bartlette

- b) Personnel Committee Meeting
- c) Policy Review Committee Meeting

L. Ross
S. Bambridge

2.03 Delegations and Petitions

2.04 Communications for Action

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- 1) 2017 Recognition and Award Programs (Appendix 'A')
- 2) Memo – Respect in Schools – 23 March 2016 (Appendix 'B')
- 3) Report re: MASS Summer Institute 2016 (Appendix 'C')
- 4) Ebulletin – November 2, 2016 (Appendix 'D')

- From Report of Senior Administration

- a) Items from Senior Administration Report:
 - Off-Site Activity Request – Vincent Massey High School (Halifax) – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 132/2016 That the trip involving twenty (20) male Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Halifax, NS from December 26 to December 31, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 133/2016 That the Board approve the research request from Jaxon (Rae) Hutton, University of Manitoba, for the study entitled “Exploring the Effectiveness and Impact of the ‘Policy of Transgender Athletes’: Learning from the Experiences of Trans-Youth in Manitoba High Schools” provided that the researcher obtain permission from the Principal, Gay-Straight Alliance (GSA) Faculty Contacts and Students at each of the Brandon School Division senior high schools, prior to the study.

2.08 Bylaws

By-Law 7/2016

Second Reading:

That By-law 7/2016 being a borrowing by-law in the amount of \$1,765,800.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Project

Betty Gibson School	One un-linked modular classroom # M426
Crocus Plains Regional Secondary School	Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6
Vincent Massey High School	Steam Heating System Replacement
Green Acres School	Gymnasium Addition
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Waverly Park School	Two Classroom Addition
Earl Oxford Middle	Steam Boiler Replacement

be now read for the second time, having been first read on October 24, 2016.

3rd Reading

That the rules be suspended and By-law 7/2016 be now read for a third and final time, and taken as read, finally passed.

2.09 Giving of Notice

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5046 – “Maintenance Department – Summer Work Hours” and replace same with updated Policy 5046 – “Maintenance Department – Summer Work Hours”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

3.02 Communications for Information

- a) Mr. Peter Buehler, President, Brandon Teachers' Association, November 2, 2016, sent to Trustee Sumner, Board Chair, providing information on the annual Learning Information For Teachers (LIFT) day on Friday, October 21, 2016. Mr. Buehler noted that the LIFT conference is organized by teachers for teachers, and is the only day on the school calendar that is set aside for teachers to choose professional development specifically in their area of interest. LIFT Conference 2016 offered 53 sessions to over 1,100 educators. While most of the sessions were held at Crocus Plains Regional Secondary School, a number of other schools in the Division also hosted sessions. The Brandon Teachers'

Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the Brandon School Division that they are able to continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Western Manitoba. Mr. Buehler also personally thanked Trustee Sumner for stopping by Crocus Plains and taking the time to witness firsthand this unique professional development opportunity, and noted that his support and interest as Chairperson of the Board of Trustees was greatly appreciated.

Receive and file.

3.03 Announcements

- a) Facilities and Transportation Committee Meeting – 11:30 a.m., Monday, November 21, 2016, Boardroom.
- b) Finance Committee Meeting – 12:00 p.m., Thursday, November 24, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee Meeting – 12:00 p.m., Monday, November 28, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 28, 2016, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:55 P.M., MONDAY, OCTOBER 24, 2016.

PRESENT:

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

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

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

CALL:

The Chairperson called the meeting to order at 6:55 p.m. and referred to the Call.

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

a) Giving of Notice – Borrowing By-Law 7/2016.

Mrs. Bowslaugh

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 7/2016 for the purpose of borrowing the sum of \$1,765,800 to meet partial costs for construction of the following:

School

Project

Betty Gibson School

One un-linked modular classroom # M426

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Vincent Massey High School

Steam Heating System Replacement

Green Acres School

Gymnasium Addition

Meadows School

Three Classroom & Elevator Access Addition

Meadows School

Elevator

Waverly Park School

Two Classroom Addition

Earl Oxford Middle

Steam Boiler Replacement

Mr. Kruck – Mr. Bartlette

That the meeting do now adjourn (6:56 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, OCTOBER 24, 2016.

PRESENT:

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

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, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Kruck noted he had one late motion.

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one item under Board Operations for In-Camera.

Trustee Sumner asked Trustees if the Agenda could be adjusted slightly to move the Auditor's Report to 2.01 – Presentations for Information. The Board approved of this change.

Mr. Bartlette – Mrs. Bowslaugh
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held October 11, 2016 were circulated.

Mr. Kruck - Mr. Buri
That the Minutes be approved.
Carried.

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

- a) Whitney Kreller-Lamont, teacher, École secondaire Neelin High School, was recognized for receiving the Distinguished Young Alumni Award from Brandon University. Trustee Sumner asked Ms. Kreller-Lamont what it means to her to be recognized by Brandon University. Ms. Kreller-Lamont responded that it was a big honour that she wasn't expecting. She added it was interesting timing to receive the award as she is on maternity leave this year. Ms. Kreller-Lamont noted it's given her motivation to get back to the school and prove what she's earned. Trustee Sumner thanked Ms. Kreller-Lamont for the excellence she brings to the Division and for attending the meeting.

- b) Auditor's Report

Mr. Todd Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accounts, joined the Board at the table and spoke to the 2015-2016 Audited Financial Statements from Communications for Action 2.04 a). Mr. Birkhan also attended the Finance Committee Meeting on October 20, 2016, and provided a description of the audit process and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Canadian Generally Accepted Auditing Standards and encompassed testing the balances and disclosures included in the financial statements provided by management. For the year ended June 30, 2016, it is their opinion that the financial statements are presented in accordance with the basis of accounting required by the Manitoba Education for School Divisions which includes the use of the Public Sector Accounting Board (PSAB) reporting requirements. Mr. Birkhan noted that he was pleased to be able to provide his report to the Board of Trustees.

Mr. Birkhan noted that in the 2015-2016 year, the numbers show a school Division with growth and revenue totaling \$94M. The surplus from Operations was \$53,171 and a surplus position of approximately \$3M, less designated surplus \$524,900, which has been allocated for specific purposes, leaving approximately \$2.5M of undesignated surplus. The surplus overall is 8 working days. Mr. Birkhan noted that the financial statements are a very strong report card and added that the Board of Trustees can be proud of their management team as well as their finance department. He thanked Mr. Labossiere and his team for their help during the course of the audit.

Trustee Bartlette asked questions for clarification regarding the variance between accounts receivable and accounts payable from last year versus this year. Mr. Birkhan responded that it would be the difference in the time the funds are received from municipal governments. Mr. Labossiere added there was also a change in the way the Division reports the funds for debentures or borrowing by-laws that are covered by the Province.

Trustee Sumner thanked Mr. Birkhan for his report.

2.02 Reports of Committees

- a) Facilities and Transportation Committee Meeting
The written report of the Personnel Committee meeting held on October 17, 2016 was circulated.

Mr. Kruck – Mr. Buri

That the Minutes be received and filed.

Carried.

b) Finance Committee Meeting

The written report of the Finance Committee meeting held on October 20, 2016 was circulated.

Trustee Sumner asked the Superintendent team if there are any resources available for translation services to parent councils. Mr. Malazdrewicz, Assistant Superintendent, noted there is an allocation put in to support parent teacher interviews so that parents have access to translations when needed. Additionally they provide translation support for clinical types of meetings where there are interagency pieces that may not be supported by other agencies. There is also support for clinical support translation.

Mr. Sefton – Mr. Kruck

That the Minutes be received and filed.

Carried.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) BDO Canada LLP, Chartered Accountants, undated, advising that they have audited the accompanying financial statements of the Brandon School Division, which comprise the consolidated statement of financial position as at June 30, 2016 and the consolidated statements of revenue, expenditures and accumulated surplus, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. They believe the audit evidence they obtained is sufficient and appropriate to provide a basis for their unqualified audit opinion. In their opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Brandon School Division as at June 30, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards. The financial information presented in the schedules to the consolidated financial statements was derived from the accounting records tested by them as part of the auditing procedures followed in their examination of the financial statements and, in their opinion, they are fairly presented in all material respects in relation to the financial statements taken as a whole.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters (last meeting of the month)

- 1) MSBA Ebulletin – October 12, 2016
- 2) MSBA Presentation to the Manitoba 2017 Budget Consultations – October 2016
- 3) MSBA – Call for Nominations and Resolutions 2017 MSBA – Responses received from Boards re:
Finance SWOT – Fall 2016
- 4) MSBA – Letter to Boards re: Committee Volunteers – October 19, 2016

Trustee Bambridge noted that there is a governance conference coming up on November 25 and thought it would be well-advised to have some members of the Board attend that committee. Trustees Bartlette, Bowslaugh and Bambridge indicated interest in attending.

- From Report of Senior Administration

a) Learning Support Services Presentation:
2015-2016 Continuous Improvement Report: Student Achievement

Dr. Marc Casavant, Superintendent/CEO, spoke to this report and noted it is reflective of the new reporting that is required through the Continuous Improvement Framework that the Department of Education has adopted.

Marnie Wilson, Research, Assessment and Evaluation Specialist, presented the report to the Board of Trustees and provided highlights on the following:

- The Focus
 - Literacy and Numeracy
 - Provincial Assessment Results
 - Grade 9 to 12 credit attainment and mark distribution
 - In relation to our strategic Goals
 - Overall improvement
 - Achievement gaps
 - Self-declared Aboriginal
 - English as an Additional Language
 - Gender
- Sources of Data
 - Literacy
 - Numeracy
- Contents of the Report
 - Current Target
 - Description of data source
 - Graph: Overall BSD results
 - Success statements based on analysis of overall results as well as group disaggregations
- Strategic Plan Literacy Goal:
 - By 2017, 80% of Brandon School Division students will demonstrate literacy competencies at grade level.
- Grade 3 provincial Reading Assessment: Four-Year Comparison of % Meeting
- Grade 8 Provincial Literacy Assessment: Four-Year Comparison of % Meeting
- Distribution of Average Marks in Grade 9 ELA
- Grade 12 ELA Standards Test 2015/16 Pass Rates and Average Scores
- Distribution of Marks in Grade 12 English Language Arts Comprehensive and Literary Focus Courses
- Strategic Plan Numeracy Goal:
 - By 2017, 80% of Brandon School Division students will demonstrate numeracy competencies at grade level.
- Grade 3 Provincial Numeracy Assessment: Four-Year Comparison of % Meeting
- Grade 7 Provincial Numeracy Assessment: Four-Year Comparison of % Meeting
- Distribution of Average Marks in Grade 9 Mathematics
- Grade 12 Mathematics Achievement Tests Pass Rates and Average Scores
- Distribution of Marks in Grade 12 Mathematics Courses
- Results Summary

- Overall Results
 - Improvements are evident, especially in reading
- Disaggregated Results
 - Gains are appearing for self-declared Aboriginal and EAL students, especially when considering the % meeting multiple sub-competencies
 - Significant achievement gaps remain for self-declared Aboriginal and EAL students
 - Small achievement gaps for boys in literacy

Trustee Kruck commended Ms. Wilson for the work she does which helps show where the need is and where improvements are happening. Trustee Sumner also thanked Ms. Wilson and asked questions for clarification.

b) Items from Senior Administration Report:

- Crocus Plains Regional Secondary School Off-Site Activity Request (Chicago) – Refer Motions.
- Vincent Massey High School Off-Site Activity Request (Vancouver) – Refer Motions
- Christian Heritage Shared Services Agreements – Refer Motions.
- Food for Thought – Memorandum of Understanding – Refer Motions.
- Auditor's Report and Financial Statements – Refer Motions.

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to the Shared Services Agreements between the Division and Christian Heritage School for the provision of busing and use of resources for home economics and industrial arts programming for the 2016-2017 school year.

Mr. Labossiere spoke to the Memorandum of Understanding between Brandon School Division and Brandon's "Food for Thought" The Breakfast & Snack Program for Kids Inc. Mr. Labossiere indicated that during the 2016-2017 Budget deliberations the Board of Trustees approved support for this program through an allocation of two (2) hours a day for Lunchroom Assistants to serve breakfast at the following four (4) breakfast sites: Betty Gibson, George Fitton, King George and Meadows schools.

Mr. Labossiere referred to Appendix A and spoke to the Variance Summary Report and the Accumulated Surplus Analysis and Capital Reserves Report presented to the Finance Committee on October 20, 2016. Mr. Labossiere noted that the operations for the Brandon School Division for the year ended June 30, 2016 resulted in a net current year surplus of \$53,000 as reflected on the Operating Fund-Schedule of Revenue, Expenses and Accumulated Surplus on page 7 of the FRAME Report. The surplus reflects an increase in revenues of \$534,000, a decrease in expenditures of \$2M, and an increase in transfers to capital of \$2.5M. Mr. Labossiere noted that the Division's administration expenses are 3.1% of total expenditures which is below the 3.5% maximum allowed by the province. The Accumulated Surplus Analysis shows an undesignated surplus of \$2.5M or 2.72% of the 2015-2016 operating budget. Based on PSFB calculations, the accumulated surplus is 3.98% of the 2015-2016 actual expenditures, and below the 4% cap as per ministerial policy.

Mr. Malazdrewicz spoke to travel for band students from Crocus Plains Regional Secondary School and Vincent Massey High School.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

124/2016 Mr. Bartlette – Mr. Sefton

That the trip involving sixty-five to one hundred (65 to 100) Crocus Plains Regional Secondary School male and female band students in grades 9 to 12 to travel to Chicago, IL from May 17 to May 22, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

125/2016 Mr. Murray – Ms. Bambridge

That the trip involving twenty-five (25) Vincent Massey High School male and female music students in grades 9 to 12 to travel to Vancouver, BC from November 18 to November 24, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

126/2016 Mr. Kruck – Ms. Bowslaugh

That the Shared Services Agreements between the Division and Christian Heritage School for the 2016-2017 school year for the provision of transportation services and for use of facilities and resources for Industrial Arts and Home Economics classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

Carried.

127/2016 Dr. Ross – Mr. Murray

That the Memorandum of Understanding between Brandon's "Food for Thought" The Breakfast & Snack Program for Kids Inc. and the Brandon School Division for the delivery of a breakfast program at Betty Gibson, George Fitton, King George and Meadows schools for the 2016-2017 school year be approved and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

Trustee Bowslaugh asked if New Era School is also involved in the breakfast program. Mr. Labossiere responded that there is a separate breakfast program for New Era School through the Community Schools Grant.

Carried.

128/2016 Ms. Bambridge – Mr. Murray

That a school bus be provided to the Society for Manitobans with Disabilities for their Winter Day Camp Program for the days of December 27 to 30, 2016 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

129/2016 Mr. Sefton – Mr. Bartlette

That the Auditor's Report and Financial Statements for the twelve month fiscal period ended June 30, 2016 be and are hereby accepted, and that the Chairperson be authorized to affix his signature and the seal of the Division thereto.

Carried.

130/2016 Mr. Sefton – Mr. Bartlette

That the tender from Powerland Computers in the amount of \$45,010.00 (plus applicable taxes) for the supply of 70 Laptop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

Carried.

131/2016 Mr. Kruck – Mrs. Bowslaugh

That Brandon School Division consult with leaders of our social indigenous and aboriginal communities in regards to an appropriate acknowledgement of traditional territories and lands at official division ceremonies and public meetings.

Trustee Sefton indicated that normally motions go to the Board and the public in advance so the public is aware of motions before they go before the Board. This motion was not provided in advance. As this motion is of a somewhat sensitive nature, Trustee Sefton wondered why the motion did not come through the normal channels.

Trustee Sefton added that the MSBA is compiling a list of traditional lands for all individual school Boards and will be submitting that to school boards in the near future. Trustee Sefton recommended that the Board receive that report before seeking other advice.

Trustee Kruck responded that there is no decision being made here other than to consult and that he supports the motion. Trustee Murray also supported the motion as it is just asking for information. Trustee Sumner spoke to the motion and felt it was important for the Brandon School Division to show leadership and clear direction to Divisional staff. He feels this is a very important step and he encouraged Trustees to vote in favour of taking this step. Trustee Bowslaugh supported this motion also. She cautioned that the Division recognize equity and fairness to all 8,700 students in the Division. Trustee Buri added that he supports the motion but would also like to see MSBA's report.

Carried.

2.08 Bylaws

Mrs. Bowslaugh

1st Reading – By-Law 7/2016

That By-law 7/2016 being a borrowing by-law in the amount of \$1,765,800.00 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

THE BRANDON SCHOOL DIVISION

BYLAW NO. 7/2016

Being a bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of One Million Seven Hundred Sixty Five Thousand Eight Hundred Dollars (\$1,765,800) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,765,800 upon the credit of the Division for the purpose of payment to meet partial costs for construction of the following:

School

Betty Gibson School

Crocus Plains Regional Secondary School

Project

One un-linked modular classroom # M426

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Vincent Massey High School	Steam Heating System Replacement
Green Acres School	Gymnasium Addition
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Elevator
Waverly Park School	Two Classroom Addition
Earl Oxford Middle	Steam Boiler Replacement

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$1,765,800 by the issue and sale of the Security of the said School Division as set out below.
- 2) That the said Security shall be issued at Brandon, Manitoba and shall be dated the 30th day of November, 2016 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows:
The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$121,449.75 each, including principal and interest at the rate of 3.250 per cent (%) per annum, payable annually on the 30th day of November as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 30th day of November, 2017.
- 4) That the Security shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division.
- 5) That provisions shall be made for the payment of the said Security, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this _____ day of _____, 2016.

SECOND READING the __Day of _____, 2016.

THIRD READING the _____Day of _____, 2016.

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw No. 7/2016 of the Board of Trustees of the Brandon School Division given first reading, the day and year above written.

Secretary-Treasurer

2.09 Giving of Notice

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the October 24, 2016 Report of Senior Administration:

- Celebrations
 - Manitoba Student Leadership Conference, Peace Gardens, October 12-13, 2016
 - Youth Revolution Kick Off Event, New Era School, October 14, 2016
 - Brandon Teachers' Association LIFT Day, October 21, 2016
- Statistical Information
 - September Enrollment Reporting
 - Class Size Information as of September 30, 2016
- Manitoba Education and Training Correspondence
 - The Accessibility for Manitobans Act Implementation
 - The Holodomor Mobile Classroom

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

- Senior Administration Response to Trustee Inquiries
 - Inquiries from Trustee Sumner
 - Indigenous Language Program
 - Neelin High School Off-Campus

Ms. Becky Switzer, Director of Human Resources, provided information on the following:

- Information for Discussion and Correspondence
 - Respect in School Certification

The Secretary-Treasurer reminded Trustees of the October 31, 2016 deadline for Trustee Budget Requests.

Trustees asked questions for clarification regarding high school class sizes.

Trustee Bowslaugh asked questions for clarification regarding the Off-Campus/Upper Deck blended model.

Trustee Bowslaugh asked how many of the 97 graduates from Off-Campus in 2016 were Aboriginal, and how many were English as an Additional Language students. Mr. Gustafson noted that this information has not been tracked up to this point but it can be looked at and the information brought back to the Board. He added that the Education Committee is working on looking at the Graduation Rate calculations and suggested first that that discussion be completed which would then inform some of the other pieces such as the Off-Campus tracking data.

Trustee Bowslaugh asked if the Division is contacting the Anne Frank Travelling Exhibit about coming to Brandon. Mr. Malazdrewicz responded that Senior Administration had previously circulated that information to School Administrators to arrange for bookings for their schools.

Trustee Kruck asked why the Off-Campus graduation pictures are not included in the Brandon Sun when the high school graduation pictures are published. Mr. Gustafson responded that this decision was made by staff and students through conversations. There are factors that go into that decision and the Division wants to be respectful of the students' wishes.

Trustee Ross asked if there are implementation deadlines for the Accessibility for Manitobans Act. Mr. Malazdrewicz responded that there are no implementation deadlines, but there is a deadline for the development of a plan.

Trustees asked questions for clarification regarding the Indigenous Languages program.

Trustee Sumner asked questions about whether Trustee Budget requests are required to sustain some current programs.

Dr. Casavant noted that Senior Administration has put a lot of consideration into the long term sustainability of programs, and that Senior Administration would require more time to review this matter.

Dr. Ross – Mr. Kruck

That the October 24, 2016 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Finance Committee/Employee Groups – 4:30 p.m., Wednesday, October 26, 2016, Boardroom.
- b) Personnel Committee Meeting – 11:00 a.m., Thursday, October 27, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee Meeting – 12:00 p.m., Monday, October 31, 2016, Boardroom.
- d) Policy Review Committee Meeting – 11:30 a.m., Monday, November 7, 2016, Boardroom.
- e) Education Committee Meeting – 12:00 p.m., Tuesday, November 8, 2016, Boardroom.
- f) Finance Committee/Brandon Chamber Stakeholder Meeting – 4:30 p.m., Tuesday, November 8, 2016, Boardroom.
- g) Personnel Committee Meeting – 11:00 a.m., Thursday, November 10, 2016, Boardroom.

h) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, November 14, 2016, Boardroom.

Mr. Buri – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (8:53 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

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

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
 - a) The Secretary-Treasurer provided information on a Board Operations matter.

- Trustee Inquiries

Mr. Kruck - Mrs. Bowslaugh

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

Carried.

5.00 ADJOURNMENT

Mr. Buri – Mr. Sefton

That the meeting does now adjourn (9:30 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Education Committee Minutes

Wednesday, October 19, 2016 – 12:00 p.m.
Boardroom, Administration Office

Present: P. Bartlette (Chair), G. Buri, G. Kruck, M. Sefton (Alternate),
K. Sumner
M. Gustafson

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 12, 2016 were received as information.

3. COMMITTEE GOVERNANCE GOAL ITEMS

A) **Exploring the Effectiveness and Impact of the MHSAA Policy on Transgender Athletes: Learning from the Experiences of Trans-Youth in Manitoba High Schools**

The recommendation of the Education Committee is to approve the research. Trustees asked questions for clarification. The Education Committee supported the recommendation.

Recommendation:

That the Board approve the research request from Jaxon (Rae) Hutton, University of Manitoba, for the study entitled "Exploring the Effectiveness and Impact of the 'Policy of Transgender Athletes': Learning from the Experiences of Trans-Youth in Manitoba High Schools" provided that the researcher obtain permission from the Principal, Gay-Straight Alliance (GSA) Faculty Contacts and Students at each of the Brandon School Division senior high schools, prior to the study.

B) **Education Committee Yearly Plan**

The Committee reviewed the yearly plan and agreed to the suggested timeline.

C) **Graduation Rates**

Provincial definitions for Proxy Cohort High School Graduation Rate and Student-Tracked High School Graduation Rate were reviewed. Trustees had discussion on the outcomes they are trying to achieve with a successful graduation definition.

A previous Brandon School Division graduation study was referenced and discussed.

There was discussion around tracking graduates for 4, 5 or 6 years vs. tracking whether students graduate or not. The Committee agreed to focus on graduation/non-graduation. Discussion took place around entry points of students into the Brandon School Division system.

The Committee requested Senior Administration inquire whether the Province would release electronic data regarding previous school enrolment.

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

Aboriginal Education Advisory Committee – September 29, 2016

The Committee reviewed the Aboriginal Education Advisory Committee minutes. A brief discussion on how to recognize the territory that Brandon School Division is sitting on was referred to the Board as a whole.

5. OPERATIONS INFORMATION

6. NEXT REGULAR MEETING: Tuesday, November 8, 2016, 12:00 p.m., Boardroom

The meeting adjourned at 1:32 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Buri

G. Kruck

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Education Committee Minutes

Tuesday, November 8, 2016 – 12:00 p.m.
Boardroom, Administration Office

Present: P. Bartlette (Chair), G. Kruck, M. Sefton (Alternate)
M. Gustafson, M. Casavant

Regrets: G. Buri

1. CALL TO ORDER

The Education Committee Meeting was called to order at 12:00 p.m. by Committee Chair Peter Bartlette.

2. APPROVAL OF AGENDA

Trustee Kruck added one item to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of October 19, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) **Trustee Budget Requests**

1) Indigenous Language Program

Trustees reviewed and discussed the Trustee Budget Request from Trustee Kevan Sumner, which requested that the Indigenous Language Program course be made a permanent part of the regular curriculum.

Trustees agreed they would like to first review and receive data from the pilot year of the program, which would then be used to direct decisions moving forward. The Committee reviewed this as an operations item and should be left in the hands of Administration. The Committee did not support this Trustee Budget Request.

2) Neelin High School Off-Campus – Implementation of Year Two of Extended Hours

Trustees reviewed and discussed the Trustee Budget Request from Trustee Kevan Sumner, which requested that the extended hours of operation for the Neelin High School Off-Campus facility be implemented for year two.

Trustees asked questions for clarification regarding low attendance during the first year of the implementation of the extended hours. Mr. Mathew Gustafson, Assistant Superintendent, noted that preliminary data shows that the current year is showing the same patterns. The Committee discussed the students' feedback regarding the request for more assistance with math and sciences during regular hours. The Committee reviewed this as an operations item and should be left in the hands of Administration. The Committee did not support this Trustee Budget Request.

3) Elimination of HALEP

Trustees reviewed and discussed the Trustee Budget Request from Trustee Kevan Sumner, which requested the elimination of the HALEP program.

The Committee acknowledged that the elimination of a program is an operations matter, not a Board governance matter. Trustees spoke for and against the HALEP program. The Committee advised that Administration may want to do a program review to see whether their program is meeting it's intended programming needs.

The Committee did not support this Trustee Budget Request.

B) Graduation Rates

Mr. Mathew Gustafson, Assistant Superintendent, learned how Manitoba Education calculates and tracks graduation rates. Mr. Gustafson indicated that where a student starts school in grade 9 is where their statistic is recorded regardless of where they graduate.

Mr. Gustafson provided samples of Brandon School Division's Cohort Retention Data from 2009-2016. The Committee reviewed and discussed the information provided and asked questions for clarification.

The Committee asked Mr. Gustafson to provide this information to the Board in the Report of Senior Administration at the next regular Board Meeting. Dr. Casavant, Superintendent/CEO, suggested working with the Province and other Divisions regarding the calculating and collection of graduation rates.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Sub-Committee Reports

Aboriginal Education Advisory Committee – October 20, 2016

The Committee reviewed the Aboriginal Education Advisory Committee minutes. Discussion took place regarding Budget Requests and the deadline for Committee Budget Requests. Trustee Kruck noted he will bring any requests received from the Aboriginal Education Advisory Committee to the next Education Committee meeting.

Brandon Community Drug and Alcohol Education Coalition – October 27, 2016

Trustee Bartlette provided a verbal report on this meeting. Trustees asked questions for clarification.

Friends of Education Fund Committee – October 17, 2016

Received as information.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Tuesday, December 13, 2016, 12:00 p.m., Boardroom

The meeting adjourned at 1:27 p.m.

Respectfully submitted,

P. Bartlette, Chair

G. Buri

G. Kruck

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Thursday, October 27, 2016 – 11:00 a.m.
Boardroom, Administration Office

Present: S. Bambridge, L. Ross
M. Casavant, D. Labossiere, B. Switzer
Regrets: J. Murray

1. CALL TO ORDER.

The Personnel Committee Meeting was called to order at 11:07 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 29, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Personnel Matter – In-Camera Discussions

The Director of Human Resources provided a verbal update on a personnel matter and answered Trustee questions.

6. OPERATIONS INFORMATION

The Committee received as information the following:

- MSBA Collective Bargaining Update:
 - October 14, 2016
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - Prairie Rose – CUPE Unit A (EAs)
 - Prairie Rose – CUPE Unit B (All)

7. NEXT REGULAR MEETING: Thursday, November 10, 2016, 11:00 a.m., Boardroom

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

L. Ross (chair)

J. Murray

S. Bambridge

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Monday, November 7, 2016 – 11:30 a.m.
Boardroom, Administration Office

Present: S. Bambridge, P. Bartlette, K. Sumner
M. Casavant

1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 11:31 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 19, 2016 were received as information.

Trustee Bambridge informed the Committee that she is unable to attend the next Policy Review Committee meeting scheduled for December 5. The Committee agreed to change the December meeting date to Thursday, December 1, 2016 at 12:00 p.m.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Human Diversity Policy

Dr. Casavant, Superintendent/CEO, provided an update on the drafting of this policy. The Trustees agreed that they would like to wait until there is a policy work plan in place before seeing a draft of this policy.

B) Procedures 5046 – “Maintenance Department – Summer Work Hours”

The Committee reviewed and discussed the suggested updates to this policy and asked questions. The Committee accepted the changes as presented. A Giving of Notice will be brought forward at the November 14, 2016 Board Meeting.

C) General Board and Administration Constraints/Decision-Making Matrix

The Committee moved In-Camera for the first portion of this discussion.

The Committee reviewed and discussed the dual General Board and Administration Constraints/Decision-Making Matrix. Trustees noted that the Brandon School Division needs to find a model that works and is its own, and reflects what the Board feels it's duty is to the School Division and the Superintendent. Suggested changes, updates and questions to the matrix were noted and

it was recommended that this information be discussed with the Board as a whole. The Division's Organization Chart and the Board Work Plan were also discussed.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Thursday, December 1, 2016, 12:00 p.m., Boardroom

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

S. Bambridge, Chair

P. Bartlette

K. Sumner

G. Kruck (Alternate)

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

26 October 2016

TO: The Board Chair and Superintendent
All School Divisions and Districts

FROM: Heather Demetriooff, Director
Education and Communication Services

RE: 2017 Recognition & Award Programs

Each year at its annual convention, the Manitoba School Boards Association recognizes exemplary programs, educators and students in an evening dedicated to celebrating our successes. This year, the awards ceremony will be held on Thursday, March 16, 2017. In addition, individuals who have devoted many years to serving the interests of public education as school trustees will be formally recognized at the convention.

The attached 2017 Recognition & Award Programs package contains an overview of each award along with criteria for eligibility and selection process. Nomination forms for all programs can be found at the end of this package, which can also be found on the association website. All programs now have a common submission deadline: January 27, 2017.

Acrobat Reader (version 5.0 or later) will allow you to view, download, complete and print the fillable forms contained in this package. Many other versions of Adobe Acrobat (e.g. Standard or Pro) will also allow you to electronically save a completed or a partially completed form. Complete nominations should be submitted to the individuals identified with each program, by the January 27 deadline. These same individuals can also answer any questions you may have about the various awards.

Thank you for your attention to this important matter.

HE/je
Attachments



Recognition and Award Programs Information and Forms

Nomination deadline for all recognition and award programs is January 27, 2017.

www.mbschoolboards.ca

Recognition and Award Programs

Background

Each year at its annual convention, the Manitoba School Boards Association recognizes exemplary programs, educators and students in an evening dedicated to celebrating our successes. In addition, individuals who have devoted many years to serving the interests of public education as school trustees are formally recognized during the convention.

An overview of each award along with the criteria for eligibility and selection process can be found in this Recognition and Award Programs package. Nomination forms for each category can be found at the end of this information package or on the association's [website \(about/awards\)](#).

Awards

Long Service Trustee Recognition
Presidents' Council Award
Premier Award for School Board Innovation
Student Citizenship and George Harbottle Memorial Award

At a Glance

Deadlines and Contact Information

Recognition or Award	Staff contact	Email
Long Service Trustee Recognition	Andrea Kehler	akehler@mbschoolboards.ca
Presidents' Council Award	Andrea Kehler	akehler@mbschoolboards.ca
Premier Award for School Board Innovation	Karen Harrington	kharrington@mbschoolboards.ca
Student Citizenship and George Harbottle Memorial Award	Heather Demetrio	hdemetrio@mbschoolboards.ca

Nomination deadline for all recognition and award programs is January 27, 2017.



191 Provencher Boulevard, Winnipeg, Manitoba R2H 0G4
Phone: 204-233-1595 | Toll Free: 1-800-262-8836 | Fax: 204-231-1356
website: www.mbschoolboards.ca twitter: [@MBSchoolboards](https://twitter.com/MBSchoolboards)

Long Service Trustee Recognition

This recognition honours those individuals whose dedication to trusteeship and the betterment of education in Manitoba has qualified them for this distinction. When established in 1988, it honoured trustees with twenty or more years of public school board service. In the years that followed the award was expanded to include separate designations for service totaling 12 years and 16 years.

Submissions for the Long Service Trustee Recognition are verified by the nominating division/district and reviewed by the association administration.

In 2017, the deadline for Long Service Trustee Recognition nominations is January 27, 2017. Nomination forms can be found at the end of this package or on the association's website.

Presidents' Council Award

The Presidents' Council Award recognizes exemplary service and outstanding achievement, innovative thinking, personal initiative, and lasting and pervasive impact in the field of public education.

Professional educators, support staff and community members all contribute to successful student learning. Each year, on an alternating basis, nominations for this award will be accepted in one of two categories:

- Professional educators: teachers (classroom, resource, itinerant specialist teachers) or administrators (principals, divisional coordinators, senior administrators); or
- Support staff and community members: support staff (educational assistants, bus drivers, clerical, custodial and maintenance personnel) or community members (volunteers, parents, trustees, post-secondary and civil service personnel).

Nominations for the Presidents' Council Award are evaluated and ranked by a selection committee. The selection committee consists of the association's president and vice-presidents along with the three most recent (active) past presidents.

In 2017, nominations will be accepted in the category of professional educators. The deadline for Presidents' Council Award nominations is January 27, 2017. Nomination forms can be found at the end of this package or on the association's website.

Premier Award for School Board Innovation

The Premier Award for School Board Innovation recognizes educational innovations and improvements advanced or directed by boards of education to support and/or enhance student achievement. For 2017, the sponsor, Xerox Canada Ltd., has committed \$3,000 to award one prize in Manitoba.

The prize is administered by the Manitoba School Boards Association and will be awarded in conjunction with its annual convention in March. The prize is to be used to support or extend the innovation or project.

A panel established to review applications will select the award winner. The broad purpose of the award is to recognize and celebrate school board involvement in the improvement of learning opportunities for Manitoba children and youth.

The selection panel will rely upon the following criteria in their determination of the award recipient:

- innovative nature of the program or project;
- sustainability of the innovation within the present system or school;
- ability to transfer the innovation to other systems or schools;
- cost of the innovation relative to benefits achieved;
- client support for the innovation; and
- evidence of improved student achievement.

Innovations will not be reviewed by the judging panel in-person; a decision will be based solely on written school board submissions. However, in order to be eligible for the award, school boards will be required to profile their innovations at the Innovation Showcase to be held on the evening of Thursday, March 16, in conjunction with the 2017 Manitoba School Boards Association Convention.

In 2017, the deadline for Premier Award for School Board Innovation nominations is January 27, 2017. Nomination forms can be found at the end of this package or on the association's website.

Student Citizenship and AMM George Harbottle Memorial Award

The Manitoba School Boards Association Student Citizenship Awards program for public school students in Manitoba recognizes outstanding young people throughout Manitoba who are active participants in their communities and schools. Seven awards are given annually, one to a student in each of the association's six geographic regions, and one provincial award to a student group. The awards take the form of a certificate and \$500. Students nominated but not selected to receive an individual award will receive a certificate and \$100. There are no age or grade restrictions on this award; all students in regular attendance in the K-12 program at a Manitoba public school are eligible.

The Association of Manitoba Municipalities (AMM) will further recognize one of the association's individual award winners by way of the AMM George Harbottle Memorial Award, in recognition of outstanding contributions at the community level. This award consists of \$1000.

The Manitoba School Boards Association Student Citizenship Award recognizes students from Manitoba schools who demonstrate their commitment to the values of citizenship through activities such as:

1. volunteer service to the community (i.e. service to health care facilities, senior citizen groups, shelters, day care centres).
2. involvement in citizenship or character building organizations.
3. participation in student government programs or activities.
4. leadership ability to motivate others to actions to benefit the community.

The AMM George Harbottle Memorial Award focuses specifically on those contributions that a student has made in the greater community, beyond the school walls.

The seven regionally-based directors who serve on the association's provincial executive will act as the selection committee for the Student Citizenship Awards. Representatives of AMM will select from among the individual winners of the Manitoba School Boards Association Student Citizenship Awards one student to receive the AMM George Harbottle Memorial Award.

In 2017, the deadline for Student Citizenship Award nominations is January 27, 2017. Nomination forms can be found at the end of this package or on the association's website.

Long Service Trustee Recognition Nomination Form

Eligibility:

This recognition honours the milestone periods of time that the recipients have devoted to serving as a school trustee and advancing the interests of public education within Manitoba. Twelve year Long Service recipients receive a special association pin, 16 year recipients a certificate, and 20 year recipients a sculpture, at the annual convention held in March.

Division/District: _____

Recipient	Years of Service*

*Service does not have to be continuous - i.e. there can be breaks in service.

Please use this space to provide any additional information or to list additional names.

Contact Name (please print)

Deadline for nominations is January 27, 2017. Please return completed form to:

Andrea Kehler (akehler@mbschoolboards.ca)
Manitoba School Boards Association
191 Provencher Boulevard
Winnipeg, MB R2H 0G4

Fax: 204-231-1356

Presidents' Council Award Nomination Form

Nominations for the 2017 Presidents' Council Award will be selected from the category of professional educators.

Nominee: _____

Nominated by: _____

This award recognizes significant contributions to public education in the areas of direct service to students, leadership at all levels within the system, and community service and support to public education. Please describe how the nominee has met the selection criteria.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

(use additional sheet if required)

Deadline for nominations is January 27, 2017. Please return completed form to:

Andrea Kehler (akehler@mbschoolboards.ca)

Manitoba School Boards Association

191 Provencher Boulevard

Winnipeg, MB R2H 0G4

Fax: 204-231-1356

Premier Award for School Board Innovation Nomination Form

Name or type of program:

Goal of program:

On no more than two typed, double-spaced pages, describe who instituted the program and why, when it began, how it works, who it serves, and how much staff time and cost it involves. Please include specific evidence that the program is successful. The selection panel will determine the winner on the basis of the program description.

Why do you think this program deserves recognition?

School Division/District

Board Chairperson

Signature of Board Chairperson

Secretary-Treasurer

Signature of Secretary-Treasurer

On-site Contact Name:

(i.e. individual responsible for the project/program display at convention)

Email:

Phone:

Deadline for nominations is January 27, 2017. Please return completed form to:

Karen Harrington (kharrington@mbschoolboards.ca)

Manitoba School Boards Association

191 Provencher Boulevard

Winnipeg, MB R2H 0G4

Fax: 204-231-1356

Student Citizenship Award Nomination Form

Each school board in Manitoba is invited to nominate one student and one student group from its division or district for these awards. The Winnipeg School Division, constituting the Manitoba School Boards Association's Region 6, may nominate up to four students for the individual award, plus one student group. A nomination must take the form of a complete application, as follows:

A. Student Application

- completed application form (including activity summary page)
- an essay (maximum 500 words) from the student or group that defines what citizenship means to them, and/or describes how the student or group has tried to live out the concept of good citizenship in school and community

B. Two Sponsoring Letters as follows:

1. A letter from an official at the student's or group's school that:
 - describes the context in which the sponsoring official has known or worked with the student or group
 - describes how the student's or group's actions at school demonstrate good citizenship
2. A letter from a representative of a community organization that:
 - indicates the individual's relationship with the student or group
 - describes how the student's or group's actions in the community demonstrate good citizenship

Deadline for nominations is January 27, 2017. Please return completed form to:

Heather Demetriooff (hdemetriooff@mbschoolboards.ca)
Manitoba School Boards Association
191 Provencher Boulevard
Winnipeg, MB R2H 0G4

Fax: 204-231-1356

Student Citizenship and George Harbottle Memorial Awards

Application Form

This application is for the ☐ individual student award ☐ student group award

Student or Group

Name: _____

Address: _____

Phone Number: _____

School Name: _____

Division/District: _____

All supporting documents attached. Please check ☒

☐ Completed application form

☐ Citizenship essay

☐ School sponsor letter

☐ Community sponsor letter

Sponsoring letters are being supplied by:

A. School-based sponsor(s)

Sponsor's Name	Sponsor's Title
Sponsor's Name	Sponsor's Title

B. Community-based sponsor(s)

Sponsor's Name	Sponsor's Title	Sponsor's Organization
Sponsor's Name	Sponsor's Title	Sponsor's Organization

Student or designated group member signature	Date
--	------

To be completed by school division for applications for individual student awards only!

Signed release form:

☐ is enclosed

☐ will follow within the 14 days of nomination deadline

To be completed by applicants of Individual student awards:

School-based activities/clubs:

Activity	Nature of Involvement	Time Commitment

Community-based activities/clubs:

Activity	Nature of Involvement	Time Commitment

To be completed by applicants for Student Group award:

Please use the space below to provide a brief description of the goals of your group, and of the activities you undertake to further those goals.

Submission Deadlines:

For applications to the school/school board: As determined by the school board

For school board nominees to the Manitoba School Boards Association office: January 27, 2017

Student Citizenship and George Harbottle Memorial Awards

Instructions for School-Based Sponsor

You are being asked to provide a letter to support the application of _____
for the *Manitoba School Boards Association Student Citizenship and the Association of Manitoba Municipalities (AMM) George Harbottle Memorial Awards*.

Description:

Six individual awards and one group award are given annually by the Manitoba School Boards Association to recognize outstanding young people throughout Manitoba who are active participants in their communities and schools. One additional award is presented by AMM to one of these award winners, in recognition of outstanding contributions at the community level.

Submission Deadlines:

For applications to the school/school board: As determined by the school board
For school board nominees to the Manitoba School Boards Association office: January 27, 2017

Criteria:

- Students must have demonstrated exemplary citizenship in their schools and in their communities.
- Students must be selected as their school board's nominee for this award, and submit a completed application by the deadline(s).

Your letter of support should:

- describe the contexts in which you have known the student or group.
- describe how the student or group has indicated an appreciation of good citizenship, and has **demonstrated** this through actions in the **school setting**.

Thank you for your support of student citizenship and community leadership!

Student Citizenship and George Harbottle Memorial Awards

Instructions for Community-Based Sponsor

You are being asked to provide a letter to support the application of _____
for the *Manitoba School Boards Association Student Citizenship and the Association of Manitoba Municipalities (AMM) George Harbottle Memorial Awards*.

Description:

Six individual awards and one group award are given annually by the Manitoba School Boards Association to recognize outstanding young people throughout Manitoba who are active participants in their communities and schools. One additional award is presented by AMM to one of these award winners, in recognition of outstanding contributions at the community level.

Submission Deadlines:

For applications to the school/school board: As determined by the school board
For school board nominees to the Manitoba School Boards Association office: January 27, 2017

Criteria:

- Students must have demonstrated exemplary citizenship in their schools and in their communities.
- Students must be selected as their school board's nominee for this award, and submit a completed application by the deadline(s).

Your letter of support should:

- describe the contexts in which you have known the student or group.
- describe how the student or group has indicated an appreciation of good citizenship, and has **demonstrated** this through actions in the **community**.

Thank you for your support of student citizenship and community leadership!

Student Citizenship and George Harbottle Memorial Awards Release Form

This form must accompany or follow all divisional nominations for individual *Manitoba School Boards Association Student Citizenship/AMM George Harbottle Memorial Awards*.

The Manitoba School Boards Association is a voluntary association of public school boards in Manitoba. The Association of Manitoba Municipalities (AMM) represents local government bodies from across Manitoba. Each year, the Manitoba School Boards Association sponsors six Student Citizenship Awards, and AMM one George Harbottle Memorial Award. The intent of these awards is to honour the efforts of Manitoba students at modeling and promoting good citizenship within both their schools and their broader communities.

The awards are presented each March at a public ceremony that is held in conjunction with the Annual Convention of the Manitoba School Boards Association. To promote this ceremony, and to assist us in recognizing the award recipients and all nominees, the Manitoba School Boards Association asks that the parents/guardians of each nominee (or the nominees themselves, if they are 18 years of age or older) complete this release form.

Personal information that may be used:

- student's name, school, and grade level;
- a synopsis of his or her community and school involvement; and
- photos of the nominees including photos taken at the awards ceremony.

Purposes for which this information may be used:

- promotional materials for the evening, including but not limited to news releases and programs;
- Association print and electronic publications; and
- congratulatory messages in non-Association publications.

Parent/Student permission:

I hereby consent that the information identified in this release form may be used for the identified, non-commercial purposes.

Name of Student

Signature of parent (or student if 18 years of age or older)

Date

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

DATE: March 23, 2016

TO: All board chairs, for distribution to all trustees; all superintendents for distribution to all school staff and volunteers

FROM: Ken Cameron, President

RE: Free Online Resources for All Divisional Staff and School Volunteers re: *Respect in Schools* Program

1. Introduction

On March 17, our association was pleased to welcome **Mr. Sheldon Kennedy**, C.M., O.M., in conjunction with our association's annual convention. Sheldon's presentation included reference to the ***Respect in Schools*** program.

The presentation highlighted the availability of free online training and certification resources for all divisional staff through the ***Respect in Schools*** program.

Staff who are eligible to access these resources include principals, teachers, educational assistants, guidance and student services staff, custodial and transportation staff.

It is important to note that parent or community volunteers who regularly work with students may also access these free resources.

All available resources can be accessed at: <https://mb-rischool.respectgroupinc.com/>

These resources are available in both English and French.

2. Additional Background / Context

The ***Respect in Schools*** program is designed to provide all staff and volunteers with the information they require to understand and respond to incidents of **bullying, abuse, harassment and neglect**.

The aim of the program is to protecting the interests of all students, personnel and school divisions in instances where students are most vulnerable to incidents of **bullying, abuse, harassment and neglect**.

The average time to complete the program is 2.5 hours.

The online resources are compatible with most low and high speed computer operating systems.

Additional background concerning the program can be accessed here: <http://respectinschool.com/respect-in-school-program/>




Respect in School for Manitoba - Registration and Re-Access Information

Website for the program: <https://mb-rischool.respectgroupinc.com>

Registration Information:

- Once at the site, the default language is English. Click the link "Français" to convert registration to French if necessary.
- Select "Register a New User"
- If you have previously certified in the Respect in School program under another implementation, enter your existing certification number in the box provided and select Check. Once your profile has been found and loaded, complete the registration and select Submit.
- If you have not completed a Respect Group Inc. program previously, complete the displayed registration fields. All fields marked with a red X are mandatory and must be completed.
- For Username and Password, you may select any entries you wish, however spaces may not be included in the entries. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual. Please note these fields are case sensitive, and on re-entry, must be entered exactly as during registration.
- You will be requested to select a school Division, then a School (in the Association box)
- You will also be requested to enter your Role by selecting an existing one from the drop-down list.
- Once registration is complete, select Submit at the bottom of the page. With successful registration, you will be taken to the program Home page.
- Select the appropriate language button to access the program instructions and content.

Re-Access:

- Return to the website address above (same address as for registration)
- Enter your username and password in the selection boxes indicated (username and password are case sensitive)
- Select "Login"
- For Username/Password assistance, click on  or  on the login page
- If you are already certified in a Respect Group Inc. program, you can use the  button to retrieve it.

General Information:

- Should you experience any challenges while taking Respect in School, numerous tools are available inside the program and before you login. Inside the program, look for the Help button. Prior to logging in you will also see buttons to retrieve Usernames and Passwords, and to look up your certificate number.
- Respect Group Inc. programs make use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address.

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

August 24, 2016

Greetings trustees,

This year has certainly brought some significant professional development opportunities for trustees. With the hosting by Manitoba of the National Trustee Gathering on Aboriginal Education, as well as the Canadian School Boards Association Annual Congress earlier this summer, many trustees received some valuable insights and perspectives on their roles and responsibilities as public education leaders.

As a result of the earlier PD opportunities provided this season, attendance by trustees at the annual Summer Institute hosted by the Manitoba Association of School Superintendents (MASS), was more limited than in previous years. However, the key concepts and ideas that were shared at this year's Summer Institute are worthy of everyone's attention and focus as we enter the school year ahead.

The following general reflections will hopefully provide all boards with a basic understanding of what was received by your superintendents and other school administrators during this year's Summer Institute. We hope that this summary will prove valuable to you and we would encourage all boards to take time to discuss the main themes and ideas with your superintendents in the new school year. By working together around these key themes, concepts and ideas, we can make a real difference for students across Manitoba!

Wendy Bloomfield

**Chair
Seine River School Division**

Josh Watt

**Executive Director
Manitoba School Boards Association**

Reflections on the 2016 MASS Summer Institute

Convened at Hecla, August 17-19, this year's MASS Summer Institute was focused on the central theme of leadership for "coherence" and "deep learning" within the public education sector. Based on this theme, some very important ideas emerged, to help further shape and advance public education in Manitoba.

Co-facilitated with significant knowledge and expertise by Dr. Michael Fullan, OC, former Dean of the Ontario Institute for Studies in Education (OISE) and Joanne Quinn, Director of the Global

Partnership for New Pedagogies for Deep Learning, two key concepts emerged during these meetings: both of which involve school boards as important leaders, facilitators, and enablers.

First off, a definition: **Coherence: the depth of shared understanding about the nature of our work.**

The main idea of “coherence” is that it is very important for everyone in the public education system to arrive at the same appreciation and understanding about their mutual roles, responsibilities, mandates, and ability to affect positive, system-wide change for the betterment of students and communities.

1) Leading from the Middle

It has long been recognized that top-down approaches to leadership and especially, in instances of change management, often meet with resistance and limited success at a local level. By contrast, bottom-up approaches also oftentimes encounter resistance and barriers given more centralized forms of leadership at the top and middle layers of management. As both a concept and practice, “leading from the middle” can therefore have some very real and positive impacts for meaningful change and implementation.

Two versions of “leading from the middle” were discussed throughout the two day Summer Institute:

a) MACRO-level

In the larger picture, Michael and Joanne discussed the important interplay and relationships that often exist between governments, school governors and administrators, and front-line staff. Viewed as a “top”, “middle” and “bottom” layer of leadership, school governors (trustees) and administrators (superintendents) represent the “middle” layer of leadership.

In practical terms, “leading from the middle” means that school divisions assume greater responsibility for identifying needs and then working creatively to meet those needs. In this respect, it is important to develop a successfully balanced working relationship with government as well as with divisional employees.

Leading from the middle places emphasis on streamlining public resources to help support school division objectives and goals, without government driving the public education agenda alone. Similarly, it is also important for school governors and administrators to receive feedback from those leaders who are their direct reports: front-line staff, in order to be in an informed position to meaningfully voice what the

division's needs might be. Leadership according to this model involves a fluid exchange of ideas across all three levels of leadership, but all of which are interpreted, coordinated and led by the "middle".

It is important to understand that there can be many positive drivers of educational success and innovation within public schools, some coming from the "top", others from the "bottom" and some from the "middle". Michael and Joanne emphasized however, that the key to balancing needs and facilitating priorities amidst the spectrum of these demands continues to lie with the "middle". By exercising leadership according to this model, the public education system can become more coherent and poised for success.

b) MICRO-level

Within each division, there is also a concept of leading from the middle that would identify school governance and administration, school principals and teachers/other front-line staff as a three layer leadership model. According to this smaller picture of "leading from the middle", principals and other school leaders become particularly important, especially in their role as change agents for educational innovation and student success.

In the day to day operations of school activities and curriculum, principals can help maximize change by championing the needs of their reports to senior levels of administration within each division, while also assuming the role of translator and mediator in terms of achieving the overarching goals and priorities established by senior administration. Nowhere is this more coherent and relevant than the ushering in of curriculum designed to help students deepen their learning.

Further Reading

Those who might be interested in further reading on the above leadership styles are encouraged to visit the following weblink, featuring a more detailed article authored by Michael on this subject:

<http://www.cea-ace.ca/education-canada/article/leadership-middle>

2) New Pedagogies for Deep Learning

The second key idea that received extensive focus during the Summer Institute was the concept of "New Pedagogies for Deep Learning" (NPDL). Most boards will recognize that the six main components involved with this suggested style of pedagogy for "deep learning" are

already taking place across our schools, both through the ongoing implementation of curriculum, as well as through classroom and extra-curricular activities.

However, the extent to which each of these components become maximized for greatest impact, lies in boards and senior administration providing the flexibility and discretion to school leaders and other front-line staff to innovate and to challenge students to achieve their best and develop their skills. Each of the components also becomes maximized as boards and senior administration also equip staff with the resources and tools they will need to achieve this success. At a very high level, NPDL involves six “C”s, as follows:



Character

Character refers to qualities of the individual essential for being personally effective in a complex world including: grit, tenacity, perseverance, resilience, reliability, and honesty.



Citizenship

Thinking like global citizens, considering global issues based on a deep understanding of diverse values with genuine interest in engaging with others to solve complex problems that impact human and environmental sustainability.



Collaboration

Collaboration refers to the capacity to work interdependently and synergistically in teams with strong interpersonal and team-related skills including effective management of team dynamics, making substantive decisions together, and learning from and contributing to the learning of others.



Communication

Communication entails mastery of three fluencies: digital, writing, and speaking tailored for a range of audiences.



Creativity

Having an ‘entrepreneurial eye’ for economic and social opportunities, asking the right questions to generate novel ideas, and demonstrating leadership to pursue those ideas into practice.



Critical Thinking

Critically evaluating information and arguments, seeing patterns and connections, construction meaningful knowledge and applying it in the real world.

Further Reading:

Those who are interested in further reading on the subject of New Pedagogies for Deep Learning are encouraged to visit the following website, which provides an overview of Michael and Joanne's research and initiatives:

<http://www.newpedagogies.org>

The two big “take aways” from this year’s Summer Institute:

- 1) In order to maximize system and classroom success, board and senior administration’s leadership style becomes more coherent as it reflects the two models discussed above: both according to the “macro” as well as “micro” models of this “middle”-focused style.
- 2) If we want to unlock and tap full potential for and in our students, if we want them to enter the 21st century world prepared to tackle any challenge that may come their way, and if we want our graduates to be the change that will make a meaningful difference around them, then coherence of leadership and of learning style are two very real concepts worthy of further discussion between any board and its senior administrative team.



REGIONAL MEETING FOLLOW-UP

Thank you to all the trustees and administrators who attended our recent round of fall regional meetings. Whether in Thompson, Brandon, Carman, St. Andrews or Winnipeg, the conversations were spirited, informative, and sometimes entertaining. As part of those meetings, the association's Aboriginal and Indigenous Education Action Planning Committee presented its final report. That [full report](#), along with the regional meeting presentation (as a download), can be found on our website. Several meetings also included elections for regional MUST Fund representatives. Michelle Kaminsky (Region 1, Mountain View SD), Rod Brownlee (Region 2, Portage la Prairie SD), Sally Cook (Region 3, Interlake SD), and Cindy Turner (Region 5, Louis Riel SD) will be joining Leslie Fernandes (Region 4, Flin Flon SD) and Mike Babinsky (Region 6, Winnipeg SD) on the MUST Fund Committee. And finally, the presentation encapsulating school boards' SWOT analysis of education funding in Manitoba will be forwarded via divisional email in the coming weeks.

MERN FALL FORUM



Don't forget, the MERN Fall Forum, Valuing Diversity, will be held from 9:30 a.m. to 2:30 p.m. on Thursday, November 10, at Brandon University. The forum will include a keynote address, as well as four rounds of concurrent sessions. There is no cost of this event, and lunch is provided. Full [program information](#), including a [registration link](#), is available online.

And while we're on the topic of MERN please note two date changes from what was published in our learning opportunities document earlier this year. The Indigenous Education Research Session will be held in Winnipeg on December 2, and the Spring Forum in Winnipeg on May 12. These dates have been updated in the online version of the learning opportunities document.

RECOGNIZING ACHIEVEMENT

Do you want to recognize someone in your school community for a job well-done? Then why not nominate them for an award! Several programs are currently seeking nominations, including the:

- [Prime Minister's Awards for Teaching Excellence](#) (deadline: January 17, 2017);



- [Ken Spencer Award for Innovation in Teaching and Learning](#) (deadline: November 10, 2106);



THE KEN SPENCER AWARD

- Manitoba School Boards Association Presidents' Council Award;
- Premier Award for School Board Innovation; and
- Student Citizenship Awards.

The nomination deadline for those last three awards, which are all sponsored by the Manitoba School Boards Association, is January 27, 2017. Award descriptions and necessary forms can be found in the online [awards package](#) page.

IN THE MAIL

Several items of interest to all trustees have been distributed in recent weeks through our weekly divisional email. These include:



- a memo from President Ken Cameron related to Respect in School, a free (for now) online training and certification program for school teaching and support staff, parents, and volunteers (October 26);
- a report from Seine River SD Chair Wendy Bloomfield and MSBA Executive Director Josh Watt on the 2016 MASS Summer Institute, which focussed on leadership for coherence and deep learning within the public education sector (October 26);
- the call for nominations for positions on the 2017-18 provincial executive, and for resolutions to be considered at the 2017 annual convention (October 19); and
- a memo from President Ken Cameron asking those trustees interested in representing the association on internal and external committees to submit a [volunteer form](#) (even if they have done so in the past), to allow us to ensure our list of volunteers is current (October 19).

Correspondence listed can be obtained from your board chair, secretary-treasurer, or the association office. Please be certain to watch for MSBA's critical and urgent advocacy guide on AMM Resolution 08-2016, which will appear in this week's divisional mail.



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"Accepting the Challenge"

BRANDON SCHOOL DIVISION POLICY

**Draft Revision –
November 4, 2016**

POLICY 5046

MAINTENANCE DEPARTMENT – SUMMER WORK HOURS

Adopted: 82.05.31

Reaffirmed: Motion 126/2009; June 22, 2009

Hours of work for the Maintenance Department for the months of ~~July and August~~ of **July and the first two (2) weeks of August** each year, on the basis of a forty (40) hour work week, shall be as follows:

- Monday through Thursday, both inclusive – 7:00 a.m. to 5:00 p.m.
(9 hours per day)
- Friday – 7:00 a.m. to 11:00 a.m. (4 hours)
(11:00 a.m. to 5:00 p.m. – closed)

It is understood and agreed that the extra hour worked each day from Monday through Thursday, both inclusive, as set forth above shall be in lieu of time off Friday and therefore, overtime provisions as set forth in the *Collective Agreement* shall not be applicable for these specified hours.



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 14, 2016

A. Administrative Information

I. CELEBRATIONS

1. FLASH MOB AT ÉCOLE O'KELLY SCHOOL
2. MANITOBA ABORIGINAL YOUTH ACHIEVEMENT AWARDS

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from October 17, 2016 to November 8, 2016.

- October 20, 2016 – Apple Canada – Leadership Roundtable Meeting
- October 21, 2016 – LIFT Day sessions
- October 21, 2016 – meeting with Dr. Gervan Fearon, President, Brandon University
- October 21, 2016 – meeting with Mr. Kevin Nabess, Director, Sioux Valley Education
- October 21, 2016 – meeting with Ms. Erin DeBooy, Brandon Sun
- October 24, 2016 – Manitoba School Boards Association Regional Meeting
- October 25, 2016 – meeting with Mr. Lon Cullen, CEO, YMCA of Brandon
- October 27, 2016 – meeting with Dr. Karen Rempel and Dr. Kathy Moscou, Brandon University
- November 3 – 4, 2016 – Manitoba Association of School Superintendents November Conference
- November 7, 2016 – No Stone Left Alone – Remembrance Day ceremony, Brandon Cemetery
- November 7, 2016 – Strategic Continuous Improvement Plan – Community Engagement Meeting

“Accepting the Challenge”

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	1 total	1 – 4 day	Unacceptable Behaviour
High Schools	26 total	4 – 3 day	Unacceptable Behaviour
		1 – 5 day	Weapons
		9 – 5 day	Drug and Alcohol Policy
		10 – 5 day	Assaultive Behaviour
		1 – 5day	Cyberbullying
		1 – 30 day	Weapons

IV. PRESENTATIONS

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 of Schools and Secretary-Treasurer since the last meeting.

2. SCHOOL FEES SUMMARY

For InformationG. Malazdrewicz

On September 27, 2016, we received a request from Employment and Income Assistance Program:

The Employment and Income Assistance (EIA) Program provides parents with children enrolled in school an additional benefit to cover the cost of school supplies. As these rates have not been reviewed in some time, EIA is interested in exploring their continued adequacy.

School supplies benefit amounts are currently:

- Ages 5-11 \$60.00 per child
- Ages 12-13 \$80.00 per child
- Ages 14-17 \$100.00 per child

EIA is looking to get feedback from Manitoba school divisions as to whether there is a consistent set of fees charged to students throughout the division, for the cost of

school supplies and other annual fees, or if these amounts are determined by each individual teacher.

So, for your School Division, can you please provide a response to the following questions:

- *Is there a division wide fee for school supplies?*
- *Is there a division wide fee for technology?*
- *Are there any other division wide fees requested from parents or children to assist with the cost of their education?*

If there is not a set division wide fee on any of the above, can you provide some information on what each school in your division is requesting for student fees and how much would be allocated for school supplies, or other such fees?

A sample of some of the information shared with Employment and Income Assistance Program is attached as Appendix A.

This is provided as information.

3. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For ActionG. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for twenty (20) male hockey students in grades 10 to 12 to make a trip to Halifax, NS from December 26 to December 31, 2016.

Mr. Sean Brown, Vice Principal, Vincent Massey High School;
Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc Casavant, Superintendent of Schools/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twenty (20) male Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Halifax, NS from December 26 to December 31, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

4. COHORT RETENTION DATA

For Information M. Gustafson

The Education Committee began conversations regarding graduation rate calculations. To assist in understanding the Brandon School Division context, we

examined the cohort retention for Brandon School Division students from 2009 to present.

We found that 80% of the Brandon School Division 2009 Grade 5 students are currently enrolled in Grade 12 in Brandon School Division. Therefore 20% of our 2009 Grade 5 students left the Division.

We also found that only 58% of current Grade 12 students were enrolled in Brandon School Division in 2009. Therefore 42% of our current Grade 12 students joined Brandon School Division after 2009.

To confirm the findings, a second data set was reviewed for 2015 Grade 12 students. Those results were congruent to the 2016 data.

The following documents are attached for reference:

- Appendix C - Cohort Retention Data 2009-2016

5. BUS /VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, October 26, 2016. At approximately 8:35 a.m. Bus 40-09, while on regular route assignment sideswiped a parked truck while Southbound on 10th Street just North of the railroad tracks. There was significant damage to both the parked vehicle and the bus. There were twenty-nine students on the bus at the time of the accident. There were no apparent injuries initially on scene, however the schools of the registered students on the bus were contacted with a list of students. The accident has been reported to Manitoba Public Insurance. This is provided as information.

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 of Schools/Chief Executive Officer

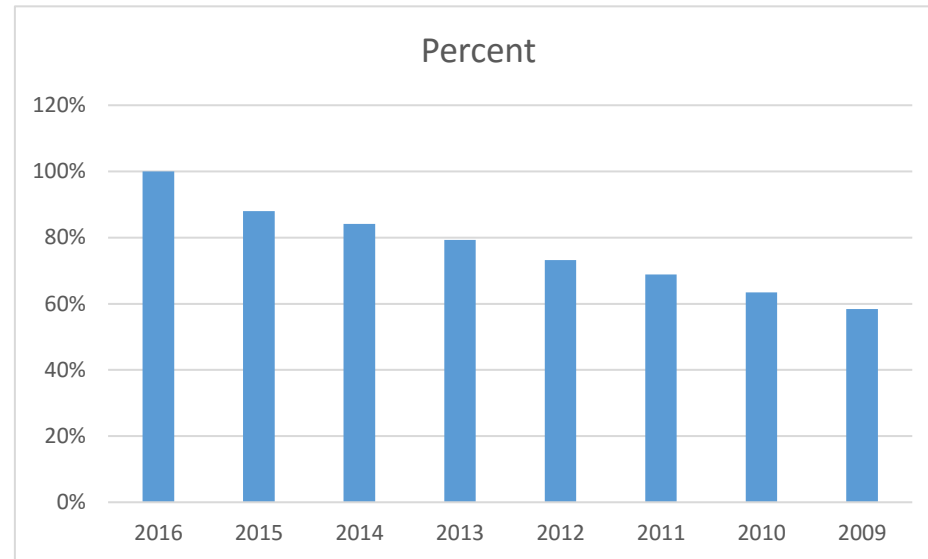
Brandon School Division School Fees Summary 2016/2017

This information does not include costs for field trips, sports participating, IA, HEC, Band or lunch fees.

SCHOOL	
School #1	\$45 Kindergarten supplies; no other student fees
School #2	\$45 grades 1 to 6 – agenda and school supplies \$25 Kindergarten – agenda and school supplies \$7 grades 7 and 8 – agenda fee \$7 Kindergarten to grade 6 – if family uses Tools for Schools Program – agenda fee \$10 Kindergarten to grade 8 – Parent Council fee re: fundraising
School #3	none
School #4	\$35 Kindergarten – school supplies \$40 grades 1 to 4 – school supplies None for grades 5 to 8 as students buy their own supplies \$25 art supply fee for grade 7/8 students who take the option
School #5	\$42 Kindergarten \$45 grade 1 and 1/2 \$60 grade 2/3 \$72 grade 4/5 \$68 grade 5/6 \$78 grade 7 \$77 grade 8 \$30 Lifeskills \$8 is added for new students for a profile binder and additional supplies
School #6	\$40 Kindergarten supplies; no other student fees

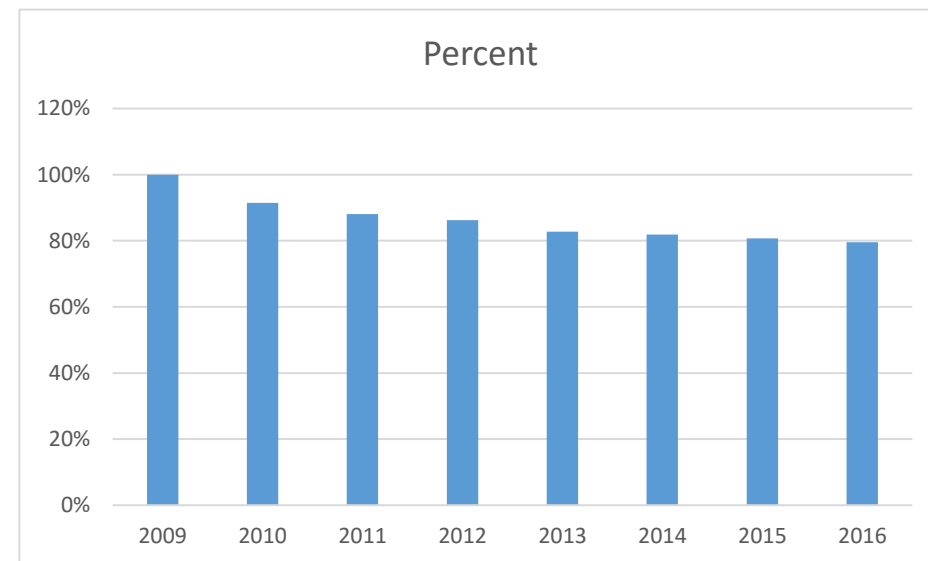
Year	Grade	Cohort	Percent
2016	12	870	100%
2015	11	766	88%
2014	10	732	84%
2013	9	690	79%
2012	8	637	73%
2011	7	599	69%
2010	6	552	63%
2009	5	508	58%

Of the current grade 12s, 58% were with us in grade 5



Year	Grade	Cohort	Percent
2009	5	503	100%
2010	6	460	91%
2011	7	443	88%
2012	8	434	86%
2013	9	416	83%
2014	10	412	82%
2015	11	406	81%
2016	12	400	80%

80% of the 2009 grade 5s are still with us





BRANDON TEACHERS' ASSOCIATION

The Town Centre
Unit D4 – 800 Rosser Avenue
Brandon, MB R7A 6N5
Ph: (204)729-3141
Email: Office@btateach.com
Website: www.btateach.com

November 2, 2016

Mr. Kevan Sumner, Chairperson
Board of Trustees
1031 – 6th Street
Brandon, MB R7A 4K5

Dear Mr. Sumner

The Brandon Teachers' Association, together with the support of the Brandon School Division, held the annual Learning Information For Teachers (LIFT) day on Friday, October 21, 2016.

The LIFT Conference is organized by teachers for teachers. It is the only day on the school calendar that is set aside for teachers to choose professional development specifically in their area of interest. By participating in LIFT, teachers are demonstrating their commitment to broadening their skills and knowledge as an educator.

LIFT Conference 2016 offered 53 sessions to over 1,100 educators who travel from all over Manitoba to attend. While most of the sessions were held at Crocus Plains Regional Secondary School, a number of other schools in the Division also hosted sessions, including Betty Gibson, Earl Oxford, George Fitton, École Harrison, Kirkcaldy Heights, Linden Lanes, Riverheights, Riverview, Valleyview, Vincent Massey High School, École Secondaire Neelin High School, and the BSD Administration Office. These sessions could not take place in the various BSD facilities without the dedication and commitment of school principals and support staff located in each building. The Westman Retired Educators Association as well as the Crocus Plains Hockey Team, also worked with the LIFT Committee to help contribute to a well-run event. The Brandon Teachers' Association LIFT Committee recognizes that it is with the co-operation and assistance of many individuals in the Brandon School Division that they are able to continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Western Manitoba.

We would also like to thank you personally for stopping by Crocus Plains and taking the time to witness firsthand this unique professional development opportunity. Your support and interest as Chairperson of the Board of Trustees was greatly appreciated. The Brandon Teachers' Association LIFT Committee looks forward to beginning preparations for LIFT 2017.

Yours truly,

Peter Buehler
President
Brandon Teachers' Association

/sb

c.c. Dr. M. Casavant, Superintendent/CEO
Ms. A. Johnston, LIFT Committee Chair