



BRANDON SCHOOL DIVISION

October 23, 2013

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

TO BE HELD MONDAY, OCTOBER 28, 2013
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) Regular Board Meeting, October 15, 2013.
Adopt.
- b) Special Board Meeting, October 21, 2013.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) WPS&H Committee Meeting P. Bowslaugh
- b) School Division Parent Advisory Committee Meeting P. Bowslaugh

- c) Personnel Committee Meeting L. Ross
- d) Policy Review Committee Meeting G. Kruck
- e) Other

2.03 Delegations and Petitions

- a) Ms. Barb Gribben, Chair, CUPE Manitoba School Division Sector, regarding School Support Staff Recognition Week, November 18-23, 2013.

2.04 Communications for Action

- a) Garry W. Andrew, 2013 Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, October 4, 2013, addressed to Dr. Michaels, noting the Royal Canadian Legion Branches #003 and #247 will once again be holding a Remembrance Day Service on November 11, 2013 at Westman Place, Keystone Centre. They ask that all wreath layers arrive around 10:00 a.m. There is no reserved seating except for the person who will be placing the wreath on behalf of your organization. Upon arrival wreath layers are to make themselves known to a member of the Legion who will usher them to their place. A \$25.00 donation is to be submitted to the Branch #003 and #247 Royal Canadian Legion Poppy Fund at the Division's earliest convenience. (Appendix "A").

Refer Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) Correspondence from Garry W. Andrew, 2013 Poppy Committee Chair, The Royal Canadian Legion, Brandon Branch No. 3, from Communications for Action 2.04a), addressed to Dr. Michaels, noting the Royal Canadian Legion Branches #003 and #247 will once again be holding a Remembrance Day Service on November 11, 2013 at Westman Place, Keystone Centre and asking for wreath layers arrive around 10:00 a.m.

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports – Valleyview Centennial School and Green Acres School.
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
 - Giving of Notice – Policy and Procedures 3027 – “The Friends of Education Fund Committee” – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 127/2013 That Policy and Procedures 3027 – “The Friends of Education Fund” is hereby rescinded and replaced with Policy and Procedures 3027 – “The Friends of Education Fund Committee” together with Regulation 3027 – “The Friends of Education Fund”.
- 128/2013 That the trip involving twenty one (21) grades 10, 11 and 12 high school hockey students, from Vincent Massey High School to make a trip to Anaheim, CA November 26 – December 1, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 129/2013 That Procedures 4001 – “Off-Site Activities” be amended by removing the words “if both male and female students are participating” in the second sentence on page 11 of the procedures.

2.08 Bylaws

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 By-law 7/2013 being a By-Law for the purpose of providing for the appointment of a Senior Election Official and repealing By-Law 3/2009.

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 1001 – “Foundations and Commitments” and replace same with revised Policy 1001 – “Foundations and Commitments”.

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Receive and File.

3.02 Communications for Information

- a) Nancy Allan, Minister of Education, October, 2013, addressed to Dr. Michaels, Superintendent, and advising that funding in the amount of \$21,305.00 has been approved to provide direct support to Crocus Plains Regional Secondary School Technical Vocational Equipment Upgrade as follows:
- Collision Repair Technology \$14,887.00
 - Automotive Technology \$ 6,418.00

Receive and File.

- b) Barb Gribben, Recording Secretary, CUPE Local 737, October 10, 2013, noting CUPE Local 737 held their October monthly membership meeting on October 10, 2013 and Jamie Rose was declared President by acclamation. Kim Castle was appointed Vice President until their December monthly meeting when elections are scheduled for the position of Vice President.

Receive and File.

- c) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education, October, 2013, announcing that changes to the Special Language Credit Option are being implemented in the 2013-2014 school year. The changes will allow Senior Years schools to award special language credits through an additional path, the recognition of non-Manitoba Education credentials that demonstrate prior instruction or proficiency in languages other than English or French. Previously, students could only be awarded special language credits by successfully completing special language examinations to challenge for credit. The change in policy will expand opportunities for recent immigrants, international students, and students in affiliated overseas schools. The change in policy is in keeping with the results of a consultation that was held in the spring of 2013. To assist schools in implementing the changes in policy, the document *Special Language Credit Option: A Policy and Administrative Handbook for Grades 9 to 12, 2012* will be available online at

www.edu.gov.mb.ca/k12/cur/languages/langcredit.html

Refer to Superintendent's Office.

- d) Nancy Allan, Minister of Education, October 9, 2013, addressed to Superintendents of Schools, advising that Manitoba Education will once again make the Respect in School (RIS) online curriculum training program available to all public schools at no cost for the 2013-2014 school year. RIS focuses primarily on adults interacting with students in school environments. It provides staff and volunteers with information to better understand and respond to incidents of bullying, abuse, harassment and neglect. RIS can complement student-focused prevention and intervention programs and resources and serve as part of a larger anti-bullying strategy to help create safer, more respectful educational environments. It can be particularly beneficial for support staff, volunteers and student leaders who may have limited access to this type of learning opportunity. The 2013-2014 school year will be the third and final year in which the RIS curriculum will be available at no cost to school divisions. She invites the Division to take advantage of this opportunity and access the only program prior to April 1, 2014.

Refer to Superintendent's Office.

3.03 Announcements

- a) Finance Committee Meeting – Employee Stakeholder Group – 4:00 p.m., Tuesday, October 29, 2013, Board Room.
- b) Education Committee Meeting – 11:30 a.m., Monday, November 4, 2013, Board Room.
- c) Divisional Futures and Community Relations Committee Meeting – 2:30 p.m., Wednesday, November 6, 2013, Board Room.
- d) Facilities and Transportation Committee Meeting – 11:30 a.m., Thursday, November 7, 2013.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m., Tuesday, November 12, 2013, Board Room.

f) Upcoming Budget Dates:

- Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 5, 2014 – Location to be determined.
- All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
- Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
 - b) Confidential #2 – Personnel Committee Minutes.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



The Royal Canadian Legion

→ Board Matter
Dr 10/15/13

Brandon Branch No. 3

560 - 13th Street East, Brandon MB R7A 7C1

Phone: (204) 728-5026 Fax: (204) 725-1676

Appendix "A"

RECEIVED

OCT 15 2013

October 4, 2013

Dr. Donna M. Michaels
Brandon School Division
1031 - 6th Street
Brandon, MB.
R7A 4K5

Office of the Superintendent/CEO
Brandon School Division

lg

Dear Dr. Michaels,

The Royal Canadian Legion Branches #003 and #247 will once again be holding a Remembrance Day Service on November 11th, 2011 at Westman Place, Keystone Centre, Brandon, Manitoba. We ask that all wreath layers arrive around 10:00 a.m. There is no reserved seating except for the person who will be placing the wreath on behalf of your organization. Please, upon arrival have them make themselves known to a member of the Legion who will usher them to their place.

Please reply by October 27, 2013. You may email the Branch #003 & #247 Poppy Campaign Office at canadianlegion3@gmail.com or phone our office at (204) 728-5026 Tuesday through Friday to confirm your attendance. We no longer name individuals who place the wreath – only the organization on whose behalf the wreath is being placed as there are too many changes at the last moment and no way to adjust the program once it has been printed. We have found this procedure enhances and streamlines the ceremony.

As in previous years, please submit your \$25.00 donation to the Branch #003 & #247 Royal Canadian Legion Poppy Fund at your earliest convenience. We will have sufficient wreaths available at Westman Place for all who have confirmed their attendance.

The usual reception will be held in our banquet hall and clubroom following the service and you are cordially invited to attend. Many thanks for your early reply.

Yours Sincerely,

Garry W. Andrew
2013 Poppy Committee Chair

GWA/ba

204a1



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., TUESDAY, OCTOBER 15, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Dr. L. Ross, Mr. M. Snelling Mr. K. Sumner.

Acting Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Kruck, Mr. D. Karnes, Mr. G. Malazdrewicz, Associate Superintendent.

The Chairperson called the meeting to order at 7:05 p.m. He welcomed everyone in attendance. He noted Trustees Kruck and Karnes sent their regrets as they were unable to attend the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Murray noted he had a Point of Privilege he wished to raise during the meeting.

Superintendent, Dr. Michaels, confirmed she had a student matter for In-Camera discussions.

Trustees Snelling and Bowslaugh noted they each had one item for In-Camera discussions.

The Chairperson confirmed he had one late item under Communications for Action and two items for In-Camera discussions. He also requested a Trustee only session at the end of the meeting.

Mr. Sumner – Mrs. Bowslaugh

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held September 23, 2013 were circulated.

Mr. Murray – Dr. Ross

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:

Point of Privilege: Trustee Murray read an article from the November iPad issue of the Reader's Digest written by former Brandon resident Melissa Rigen, regarding the impact Brandon School Division teacher, Don Cuggy had on her education.

2.01 Presentations For Information**2.02 Reports of Committees**

- a) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on September 18, 2013 was circulated.

Trustee Bartlette requested clarification regarding the policy revision being brought forth.

Mr. Murray – Mr. Bartlette

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting.

The written report of the Finance Committee meeting held on September 23, 2013 was circulated.

Trustee Bartlette requested clarification regarding the term "contingency" fund and the Enterprise Software System referenced in the minutes.

Mr. Sumner – Dr. Ross

That the Minutes be received and filed.

Carried.

- c) Personnel Committee Meeting.

The written report of the Personnel Committee meeting held on September 30, 2013 was circulated.

Dr. Ross – Mr. Bartlette

That the Minutes be received and filed.

Carried.

d) Divisional Futures and Community Relations Committee Meeting.

The written report of the Divisional Futures and Community Relations Committee meeting held on October 2, 2013 was circulated.

Mrs. Bowslaugh – Mr. Snelling

That the Minutes be received and filed.

Carried.

e) Facilities and Transportation Committee Meeting.

The written report of the Facilities and Transportation Committee meeting held on October 3, 2013 was circulated.

Mr. Murray – Mrs. Bowslaugh

That the Minutes be received and filed.

Carried.

f) Education Committee Meeting.

The written report of the Education Committee meeting held on October 7, 2013 was circulated.

Mr. Bartlette – Mr. Snelling

That the Minutes be received and filed.

Carried.

g) Other

- Mr. Sefton reported on the Minister of Education's visit to Brandon on October 9th, 2013. He noted she had attended the opening of École Secondaire Neelin High School's science lab; toured the school's Life Skills suite; was presented with a banner from the Youth Revolution; had lunch at Crocus Plains Regional Secondary School, prepared by the students of the Culinary Arts program; and spoke to students who participate in the F1 in Schools program.
- Mr. Sefton also reported on the Joint Meeting with the councilors of the City of Brandon held during the evening of October 9th, 2013. He confirmed the two elected bodies met at least twice a year to share information regarding a wide range of topics. He noted no formal decisions are made at these meetings however, from these meetings partnerships are often developed which benefit all the citizens of Brandon.

2.03 Delegations and Petitions

NIL

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting the MSBA has representation on many internal and external committees with various government and education related organizations. Trustees are welcome to serve as representatives of MSBA on these committees. Therefore, a listing of all the current committees, as well as a brief description of the committee has been attached to the correspondence. Appointments are usually for a two-year term, renewable for an additional two-year term, for a maximum of four consecutive years. In addition there are occasionally

ad hoc or new committees on which MSBA is invited to participate. They ask that Trustees complete the areas of interest/expertise portion of the questionnaire. These forms are available on their website under About, Committees, Committee Volunteer Form.

Referred Business Arising.

- b) Jerry Cook, Treasurer, Grand Rapids Trappers Association, September 13, 2013, noting he was asked to send an email to the Division to see what if any discussions there were to be had. He confirmed they would still like to discuss the following items:
1. formal apology to the community of Grand Rapids for the loss of income in its damaged territories;
 2. replacement costs of three trappers cabins;
 3. a program firewood cutting to be provided to lower income and elderly in the community.
- They look forward to any suggestions from the Board, or its legal representatives, as to agendas for future meetings.

Referred Business Arising.

- c) Doug McLaughlin, CUPE National Rep and Jamie Rose, Acting President CUPE Local 737, October 8, 2013, noting CUPE Local 737 Joint Job Evaluation Committee would like to have an informal meeting with the Board of Trustees to discuss the JJE Committee. They are available to meet on Monday, November 4, or Tuesday, November 5, 2013 at 7:00 p.m. at the Brandon CUPE Office, 1911 Park Avenue.

Referred Business Arising.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- a) The correspondence from Jerry Cook, Treasurer, Grand Rapids Trappers Association, from Communications for Action 2.04b, noting the items they would still like to discuss and looking forward to any suggestions from the Board, or its legal representatives, as to agendas for future meetings was discussed. It was agreed the Board would send a letter noting they would need time to take their requests under advisement and that further information would be forthcoming. It was noted that a delegation from the Division had visited Grand Rapids about a year ago and at that time the delegation had expressed sincere regret for what had happened. It was confirmed this trip and discussions had been reported in the Brandon Sun at that time.
- b) The correspondence from Doug McLaughlin, CUPE National Rep and Jamie Rose, Acting President CUPE Local 737, from Communications for Action 2.04c, noting CUPE Local 737 Joint Job Evaluation Committee would like to have an informal meeting with the Board of Trustees to discuss the JJE Committee was reviewed. It was noted the dates provided did not work with Trustees' schedules. Therefore, Trustee Ross was given permission by the Board to co-ordinate a suitable date with CUPE Local 737 which would be agreeable to all parties involved.

- MSBA issues (last meeting of the month)

- a) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04a, noting the MSBA has representation on many internal and external committees with various government and education related organizations and asking Trustees to complete the questionnaire on the website with respect to their areas of interest was received as information. The Chairperson noted that individual trustees can submit and indicate their interest if they wish.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – At-Risk Youth Program – G. Malazdrewicz, Associate Superintendent.

Stephane Touzin, Psychologist, Carolyn Blaine, Social Worker, Yvonne Hodge, Teacher, provided the Board of Trustees with a report on the At-Risk Youth Program, located in downtown Brandon. They provided information regarding this history and purpose of the program. They spoke to the demographics and programming needs of the students attending the program. They also provided detailed information regarding the intake/referral of students to the program. Following the presentation Trustees asked questions for clarification regarding the number of students currently enrolled in the program and whether or not the majority of the students were long-term Brandon residents or had been referred from other agencies and/or Divisions to the program. The Chairperson thanked the presenters for attending the meeting and speaking about the program.

- c) Items from Senior Administration Report
 - Christian Heritage Shared Services Agreements – Referred Motions.
 - Vincent Massey High School Off-Site Activity Request – Referred Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.

The Acting Secretary-Treasurer spoke to the Shared Services Agreements between the Division and Christian Heritage School for provision of bussing and use of resources for home economics and industrial arts programming.

2.06 Public Inquiries (max. 15 minutes)

NIL

2.07 Motions

115/2013 Mr. Bartlette – Mr. Snelling

That the Shared Services Agreements between the Division and Christian Heritage School for the 2013/2014 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.

Trustees requested clarification regarding payment of the provision of transportation and the use of facilities and resources for programming.

Carried.

116/2013 Mr. Bartlette – Mr. Snelling

That the trip involving thirty five (35) grades 9 - 12 male football players, from Vincent Massey High School to make a trip to Minneapolis, Minnesota from December 28 - December 30, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner requested clarification regarding the need for one chaperone of each gender on school trips. Superintendent, Dr. Michaels, noted it was not in policy. Trustee Ross confirmed that it was to have been in policy many years ago, prior to Dr. Michaels' employment with the Division. Dr. Ross provided information regarding the history and rationale for the Board's decision at that time to have one chaperone of each gender on school trips, even if all the students on the trip were of the same gender. It was noted the matter needed to be referred to the Policy Review Committee as soon as possible. The Board agreed that a Giving of Notice requesting an amendment to Policy 4001 – "Off-Site Activities" to state one chaperone of each gender required on all off-site activities whether or not the students participating on the trip are only of one gender, would be brought forward. It was further agreed that it would be a condition of approval by the Board that all trips, including the two presented in motions at this meeting, would require a chaperone from each gender. Dr. Michaels was directed by the Board of Trustees to speak to school administrators regarding this matter.

Carried.

117/2013 Dr. Ross – Mr. Snelling

That the trip involving twelve to twenty four (12 to 24) grade 11 and 12 hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York City, New York from March 7 – March 12, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Sumner expressed concern regarding the timelines for student fundraising for this trip. Superintendent, Dr. Michaels noted it was an opportunity which had recently presented itself. Trustee Murray noted he would be willing to attend as the male chaperone on this trip, at his own expense. Dr. Michaels was asked to pass on Mr. Murray's offer to the school administrator

Carried (6-1 – Trustee Sumner opposed).

118/2013 Mr. Snelling – Mr. Bartlette

That Policy 1003 – "Records Retention and Disposition" is hereby amended to remove the words "Revised June 2000" in the second paragraph and replace with the words "as revised by the Province of Manitoba."

Carried.

119/2013 Mr. Snelling – Mr. Bartlette

In preparing for the 2014/2015 Budget, the Board of Trustees will be examining efficiencies in several areas, as follows:

- Enrollment efficiencies: including minimum enrollment and maximum number of credits;
- Program efficiencies: in consideration, no expansion of existing programs and no implementation of new programs;
- Staffing efficiencies: maintaining September 2013 staffing numbers with a consideration to possible staff reduction and examination of substitute teacher costs.

Trustee Bowslaugh requested clarification regarding the “examination of substitute teacher costs”. It was noted the review would revolve around how substitute teacher costs are billed and allocated.

Trustee Murray noted the importance of the word “examining” and confirmed that no decisions had been made. The Board was preparing for budget discussions and providing Senior Administration with direction in order to begin working on the budget.

Carried.

120/2013 Mr. Murray – Mr. Sumner

That the following guidelines be initiated for the 2014/2015 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) No increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) No increase provided for controllable services and supplies;
- f) No per pupil increase on the school instructional supply budget;
- g) Continue to budget for a 2% contingency fund.

The 2014/2015 budget provide for expected enrollment growth.

Discussions were held regarding the word “contingency” versus “accumulated surplus”.

Trustee Sumner reiterated Trustee Murray’s comments under the previous motion and noted that the motion does not reflect any final decisions on behalf of the Board but provides a framework for Senior Administration to begin preparing a preliminary budget.

Carried.

121/2013 Mrs. Bowslaugh – Mr. Sumner

That the Board of Trustees include the information presented to the Facilities and Transportation Committee meeting on October 3, 2013, in the proposal to be presented to the Government with respect to the possible use of the Assiniboine Community College Heavy Shops Facility.

Trustee Bartlette inquired about the information presented to the Facilities and Transportation Committee regarding this matter. It was noted that the information was attached as Appendix “A” to the Facilities and Transportation Committee minutes. Discussions were held regarding facility rental; cost savings; the number of classrooms available in the schools should programs move to Assiniboine Community College; and the possibility of implementing the renovations, and move, over a period of several years.

Carried.

122/2013 Mrs. Bowslaugh – Mr. Sumner

That the appointment of MCM Architects Inc., as Architect and Kowalchuk Engineering as the Structural Engineer, for the New Era School 1906 Wing – Roof Replacement and Structural Upgrade project be approved, subject to approval by the Public Schools Finance Board.

Carried.

123/2013 Mr. Sumner – Mrs. Bowslaugh

That the appointment of Samson Engineering to design and tender the Betty Gibson School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

2.08 Bylaws

3rd Reading

Mr. Murray – Mr. Sumner

That By-law 6/2013 being a by-law for the purpose of amending part II of By-Law 1/2011, to make changes under “Meetings of the Board” of Trustees to include a statement regarding inclement weather and notice of cancellation of the meeting having first been read September 9, 2013, be now read for a third and final time, and taken as read, finally passed.

Carried.

2.09 Giving of Notice

Mr. Bartlette

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 and Procedures 3027 – “The Friends of Education Fund” and replace same with Policy and Procedures 3027 – “The Friends of Education Fund Committee” together with Regulation 3027 – “The Friends of Education Fund”.

Mr. Snelling

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 amend Policy and Procedures 4001 – “Off-Site Activities” regarding both male and female chaperones for all off-site activities.

2.10 Trustee Inquiries

a) Trustee Bowslaugh

Speaking on behalf of an interested party, Trustee Bowslaugh requested the following:

“Could we please be provided with the ‘Graduation’ numbers of all four sites with a reflection of the number of aboriginal students that graduated at each site? If possible could the latter tabulation reflect the percentage of Aboriginal graduates a) as part of the total number of graduates at that site; and b) as a percentage of the potential number of Aboriginal grads.”

Superintendent Dr. Michaels, noting the current workload of staff and the amount of time required to collect the data, confirmed the information could likely be provided by December. She stated the information would need to come from SIRS and would be assigned to someone in the MIST Department to look up each student to determine if they

were self-declared or not. Dr. Michaels also noted the individual who had requested this information from Trustee Bowslaugh, could also request the information under the "Freedom of Information Act".

Discussions were held regarding the request and the amount of work required. It was noted that this information could be collected from this year forward should the Board wish this to happen. The Chairperson asked for direction from the Board. The Board of Trustees agreed that going forward the Division would collect this information but did not at this time want Senior Administration to go back and collect the information from the previous years.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, referenced the following items in the Report of Senior Administration:

- The work at Valleyview Centennial School regarding the "Seven Teachings";
- The work at Meadows School regarding student activism and the recent student council elections;
- Information regarding Literacy Blocks at Betty Gibson School;
- An update on school suspensions;
- An update on EAL enrollment;
- An update on class size;
- A report on the Principal Prep program;
- Correspondence received by Senior Administration.

Dr. Michaels also noted the recognition received by the Division with respect to support of service in a military magazine.

Trustees requested clarification regarding the number of EAL students in the Division. It was noted EAL students currently make up approximately 16.6% of the student population in the Division.

Mr. Murray – Mr. Bartlette

That the October 15, 2013 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, September 25, 2013, noting as suggested by the Minister of Education the MSBA resolution regarding the proximity of liquor sales to schools should be forwarded to Minister Jim Rondeau who is responsible for the administration of the Liquor Control Act. MSBA did forward a letter to his attention on August 22, 2013. Attached to the communication from Ms. Duhamel is the response MSBA received from Minister Rondeau.

Ordered Filed.

- b) Nancy Allan, Minister of Education, October, 2013, noting the 2013-2014 Minister's Award recognizing and celebrating outstanding Manitoba teachers and school administrators. She invites school trustees, superintendents, principals, teacher colleagues, students and parents to nominate exceptional educators in their community who are deserving of any award. Complete information on the nomination process and all necessary forms are available online at www.edu.gov.mb.ca/k12/excellence/.

Referred to Superintendent's Office.

- c) Barb Gribben, Recording Secretary, CUPE Local 737, September 30, 2013, noting effective immediately Debra Arpin has stepped down as President of CUPE Local 737 to take the Administrative Assistant position at Crocus Plains. Jamie Rose, Vice President, will assume the duties of President until an election is held at a local meeting. The earliest an election will take place is November 13, 2013.

Ordered Filed.

3.03 Announcements

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, October 16, 2013, Conference Room.
- b) School Division Parent Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, October 16, 2013, Board Room.
- c) Joint City/School Division Meeting – 4:30 p.m., Thursday, October 17, 2013, Brandon Neighbourhood Renewal Corporation Offices, City Hall.
- d) Personnel Committee Meeting – 9:00 a.m., Monday, October 21, 2013, Board Room.
- e) Policy Review Committee Meeting – 11:00 a.m., Monday, October 21, 2013, Board Room.
- f) Special Board Meeting – 7:00 p.m., Monday, October 21, 2013, Board Room.
- g) Finance Committee Meeting – Stakeholder Meeting with School Administrators – 4:00 p.m., Tuesday, October 22, 2013, Board Room.
- h) Finance Committee Meeting – Stakeholder Meeting with Chamber of Commerce – 12:00 noon, Wednesday, October 23, 2013, Board Room.
- i) Finance Committee Meeting – 2:00 p.m., Monday, October 28, 2013, Board Room.
- j) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, October 28 2013, Board Room.

Mr. Sumner – Mr. Murray

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:**4.01 Student Issues****- Reports**

- a) Superintendent, Dr. Michaels, spoke to a student issue.
- b) Dr. Michaels provided further information regarding Trustee inquiries with respect to the At-Risk Youth Program.

- Trustee Inquiries**4.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 regarding a CUPE Grievance was discussed. Direction was provided to Senior Administration regarding this matter.

- Trustee Inquiries**4.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****4.04 Board Operations****- Reports**

- a) Confidential #3 regarding a Legal Matter was discussed and direction provided.
- b) Trustees held a lengthy discussion regarding a Committee/Personnel matter. The Superintendent was provided with direction by the Board of Trustees.

- Trustee Inquiries

Mr. Sumner – Mr. Bartlette

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

Carried.

5.00 ADJOURNMENT

Mr. Sumner – Mr. Snelling

That the meeting does now adjourn (10:30 p.m.)

Carried.

Chairperson

Secretary-Treasurer

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 7:00 p.m. MONDAY, OCTOBER 21, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. G. Kruck, Dr. L. Ross, Mr. M. Snelling.

Recording Secretary: Director of Human Resources, Ms. B. Switzer.

Senior Administration: Dr. D. M. Michaels, Superintendent, Mr. G. Malazdrewicz, Associate Superintendent.

REGRETS:

Mr. Murray, Vice-Chairperson, Mr. K. Sumner, Mr. D. Labossiere, Acting Secretary-Treasurer.

CALL:

The Chairperson called the meeting to order at 7:04 p.m.

126/2013 Mr. Karnes – Mr. Bartlette

That Dr. Donna Michaels, Superintendent, Chief Executive Officer of the Brandon School Division be appointed Acting Secretary-Treasurer for the purpose of this Special Board meeting only.

Carried.

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

a) Personnel Matter

Dr. Ross – Mr. Bartlette

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

a) Confidential #1, a report from the Secretary-Treasurer Selection Committee was circulated and reviewed. The Committee Chairperson provided information on the selection process and experience of the recommended applicant.

Mr. Kruck – Mrs. Bowslaugh

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

Carried.

IN BOARD

124/2013 Mr. Snelling – Mr. Kruck

That Confidential #1 and the recommendation therein be approved and the recommendation be released to the public upon acceptance of contract.

Carried.

Dr. Ross – Mr. Karnes

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

- a) Confidential #2, a report from the Secretary-Treasurer Selection Committee was circulated and reviewed. The Committee Chairperson provided information on the experience of the recommended applicant.

Mr. Kruck – Mrs. Bowslaugh

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

Carried.

IN BOARD

125/2013 Mr. Kruck – Mrs. Bowslaugh

That Confidential #2 and the recommendation therein be approved and the recommendation be released to the public upon acceptance of contract.

Carried

Mr. Kruck – Mr. Snelling

That the meeting do now adjourn (7:35 p.m.).

Chairperson

Secretary-Treasurer

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
 Phone (204) 726-6361
 FAX (204) 726-6749
 Email: cominutes@gov.mb.ca

Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>October 16, 2013</u> Date of next meeting: <u>Jan 15, 2014</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Doug Kames Pat Bowslaugh Craig Laluk	Occupation Director Fac & Trans Trustee Trustee School Administrator	Present x x x (late)	Absent x
	Worker Members Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility Worker School Secretary	x x x x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	Minutes of May 15, 2013 <ul style="list-style-type: none"> Mel Clark, Chair, called the meeting to order at 1:00 p.m. There were no amendments to the previous meeting minutes. 	<ul style="list-style-type: none"> Moved by J. Copeland – Jamie Rose – That the previous meeting minutes of May 15, 2013 be adopted as circulated. Carried. 	-
B	Outstanding Issues: <ol style="list-style-type: none"> Bomb Threats Procedure – Update – M. Clark 	<ul style="list-style-type: none"> M. Clark reported that Dr. Michaels will be meeting with Chief Grant, Brandon Police Service, in the week of October 21, 2013. 	M. Clark, Update – January 2014
	<ol style="list-style-type: none"> Scent-Free Policy – Update – M. Clark 	<ul style="list-style-type: none"> M. Clark reported that the Scent/Fragrance Free Facilities Policy (1023) was passed by the Board of Trustees at the Board Meeting on September 9, 2013. Implementation will take place in the new year. There will be consultation regarding the procedures necessary to implement the Policy. All staff will be notified prior to implementation. 	M. Clark, Update – January 2014
	<ol style="list-style-type: none"> WPS&H Safety Rep Training – Update – D. Armstrong 	<ul style="list-style-type: none"> D. Armstrong reported the Office of the Fire Commissioner has scheduled a training session on November 5, 2013. All School Reps and School Principals are encouraged to attend. 	-
	<ol style="list-style-type: none"> Audiometric Testing – Update – D. Armstrong 	<ul style="list-style-type: none"> D. Armstrong reported that the week of October 21-25th has been scheduled for testing. There will be two days at Crocus Plains and three days at the Administration Office. School secretaries are to advise staff of their scheduled times. Cory Graham from Change Innovators Inc. will conduct the testing. As Friday, October 25, 2013 is a Division wide PD day, testing will be moved to Friday, November 1, 2013. 	D. Armstrong, Update – January 2014

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

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

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

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

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Alison Johnston

Signature  Signature _____

Committee Minute Form

Page 2 of 2



Room 328, 340-9th Street
 Brandon MB R7B 2K8
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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	5. Hearing Assessment & Protection for EAs – Update – D. Armstrong	D. Armstrong reported the same rules apply for EAs as for regular teaching staff.	-
C	Correspondence: 1. Recommendations for Safety and Health Training Orientation – M. Clark (Attachment #1)	<ul style="list-style-type: none"> - M. Clark reviewed the correspondence. - D. Armstrong reported a "Safety Orientation checklist for Maintenance/Custodial Staff was devised from the MB Workplace Safety and Health Act and Regulation" (handout). It is agreed that the form can also be used for Teachers/EAs. - J. Rose moves to approve the checklist and A. Johnston seconds the motion and recommends the BSD to proceed. 	D. Armstrong – update – Is the WPS&H topic covered in New Teacher Orientation Sessions – January 2014
	2. Risk Management Checklist – D. Armstrong (Attachment #2)	- D. Armstrong reported the Risk Management Checklist was sent to all Principals.	-
D	New Business: 1. Safety Inspections Update – D. Armstrong (Attachment #3)	- D. Armstrong reviews date of safety inspections with committee.	-
	2. Incident Report, May to September 2013 – D. Armstrong (Attachment #3)	<ul style="list-style-type: none"> - D. Armstrong reported that the information on concussions has yet to be included. There is a Protocol for concussions in place. - M. Clark highlights the School Incidents Report January 2013 to June 2013 (handout). - It is determined that all incidents should be reported. - Discussions generate the following questions: When is an incident deemed violent? When does it reach the committee level? Are all violent incidents documented? - Reference to the "WPS&H Act and Regulations" is made and sections 2.7-2.9 (violent incidents) are read aloud. Forms are to be filled out and forwarded to the Office of the Superintendent. If an incident is deemed serious, WPS&H will investigate. 	D. Armstrong – update – January 2014
	3. Agenda: WPS&H Fire Commissioners Training Workshop – D. Armstrong	- D. Armstrong reviews the agenda.	-

Other Business: Confirmation of Next Meeting: January 15, 2014

Adjournment: Heather Kryshewsky – James Copeland – That the meeting is adjourned at 2:40 p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.**In my opinion, the above is an accurate record of this meeting.**(x) Print name of Employer Co-Chair Mel Clark(x) Print Name of Worker Co-Chair Alison Johnston

Signature

Signature

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board



BRANDON SCHOOL DIVISION

Safety Orientation Checklist for Maintenance/ Custodial Staff

Employee Name: _____

Position: _____

Date hired: _____ Date of Orientation: _____

Person providing orientation (name and Position): _____

Topic

Initials (worker)

1. Supervisor name: _____

Telephone # _____

	Yes	
2.Explanation of Rights and Responsibilities		
a) General duties employers, workers and supervisors		
b) Worker right to refuse unsafe work and procedure for doing so.		
c) Worker responsibility to report hazards and procedure for doing so.		
3. Workplace health and safety rules		
a) Explanation of the work		
b) Emergency exits		
c) Reporting of all incidents		
d) Location of First-Aid Kit		
e) Location of Fire Extinguisher		
f) Emergency Phone Number & Location		
g) Material Safety Data Sheets (MSDS)		
h) Toilets and Washing Facilities		
i) WHMIS Training		
j) Review of Workplace Hazards		
k) Required Personal Protective Equipment		
l) Harassment/ Violence Policy		
m) Working Alone Procedure		
n) Safe Work Procedures (book provided)		

Comments: _____

Signature

Employee Signature

"Accepting the Challenge"

School Incidents Reported Electronically January 1, 2013 to June 30, 2013

No. of Incidents

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	47		7	10
Classroom	354		87	490
Field Trip	125		58	229
Home Economics Class	46		15	61
Industrial Arts Class	87		29	125
Laboratory	6		1	7
Other	369		112	550
Physical Education - Inside	754		369	1301
Physical Education - Outside	138		84	264
Non-Student - Exterior - Exterior	154		31	190
Premises Interior	314		71	409
School Playground	1633		320	2220
Grand Total	4027		1184	5910

Incidents By Percent

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.80%		0.12%	0.17%
Classroom	5.99%		1.47%	0.83%
Field Trip	2.12%		0.98%	0.78%
Home Economics Class	0.78%		0.25%	0.00%
Industrial Arts Class	1.47%		0.49%	0.15%
Laboratory	0.10%		0.02%	0.00%
Other	6.24%		1.90%	1.17%
Physical Education - Inside	12.76%		6.24%	3.01%
Physical Education - Outside	2.34%		1.42%	0.71%
Premises - Exterior	2.61%		0.52%	0.08%
Premises Interior	5.31%		1.20%	0.41%
School Playground	27.63%		5.41%	4.52%
Grand Total	68.14%		20.03%	11.83%

Incidents Per Thousand of Enrollment

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.26		0.04	0.06
Classroom	1.95		0.48	0.27
Field Trip	0.69		0.32	0.25
Home Economics Class	0.25		0.08	0.00
Industrial Arts Class	0.48		0.16	0.05
Laboratory	0.03		0.01	0.00
Other	2.03		0.62	0.38
Physical Education - Inside	4.15		2.03	0.98
Physical Education - Outside	0.76		0.46	0.23
School Playground	0.85		0.17	0.03
Non-Student Exterior	1.73		0.39	0.13
Non-Student Interior	8.99		1.76	1.47
Grand Total	22.16		6.52	3.85

Enrollment of Divisions Reporting

181,734

School Incidents Reported Electronically January 1, 2013 to June 30, 2013

No. of Incidents

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	2		1	3
Classroom	17		2	19
Field Trip	11		4	18
Home Economics Class	1		1	2
Industrial Arts Class	11			11
Other	33		8	47
Physical Education - Inside	45		14	65
Physical Education - Outside	12		12	25
Premises - Exterior	12		5	17
Premises Interior	25		8	33
School Playground	72		15	92
Grand Total	241		70	332

Incidents By Percent

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.60%		0.30%	0.00%
Classroom	5.12%		0.60%	0.00%
Field Trip	3.31%		1.20%	0.90%
Home Economics Class	0.30%		0.30%	0.00%
Industrial Arts Class	3.31%		0.00%	0.00%
Other	9.94%		2.41%	1.81%
Physical Education - Inside	13.55%		4.22%	1.81%
Physical Education - Outside	3.61%		3.61%	0.30%
Premises - Exterior	3.61%		1.51%	0.00%
Premises Interior	7.53%		2.41%	0.00%
School Playground	21.69%		4.52%	1.51%
Grand Total	72.59%		21.08%	6.33%

Incidents Per Thousand of Enrollment

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.24		0.12	0.00
Classroom	2.07		0.24	0.00
Field Trip	1.34		0.49	0.37
Home Economics Class	0.12		0.12	0.00
Industrial Arts Class	1.34		0.00	0.00
Other	4.02		0.98	0.73
Physical Education - Inside	5.49		1.71	0.73
Physical Education - Outside	1.46		1.46	0.12
Premises - Exterior	1.46		0.61	0.00
Premises Interior	3.05		0.98	0.00
School Playground	8.78		1.83	0.61
Grand Total	29.38		8.53	2.56

Enrollment

8,203



BRANDON SCHOOL DIVISION

PARENT GUARDIAN DIVISION ADVISORY COMMITTEE

WEDNESDAY, OCTOBER 16, 2013 7:00 PM – 9:00 PM

DIVISION OFFICE BOARDROOM

PRESENT:

PAT BOWSLAUGH, TRUSTEE (PB)

AMY GRIFT, MEADOWS

LINDA THIFFEAULT, KING GEORGE

SANDRA KOCH-GENSIOREK, CROCUS PLAINS

KAREN FREEMAN, LINDEN LANES

SHANNON GADBOIS, JR REID

DR. DONNA MICHAELS, SUPERINTENDENT (DMM)

TRACY GAMACHE, HARRISON

NICOLE KOWBEL, WAVERLY PARK

JAMES MURPHY, ECOLE NEW ERA

WANDA BRINE, EARL OXFORD

BARB MILLER, PRINCIPAL REPRESENTATIVE, KING GEORGE SCHOOL

MINUTES

1. Review of Agenda and Opening Remarks

The meeting was called to order at 7:00 pm by Trustee, Pat Bowslaugh

2. Review of Minutes of April 17, 2013

The Committee minutes of April 17, 2013 were reviewed. A note was made that Shannon Gadbois, JR Reid, will follow-up with Jo-Ann Pasklivich-Holder to check present status of *Community Working Group*.

Business Arising from Minutes of April 17, 2013

Role of Parent Council – Clarified by Trustee Bowslaugh, all members present are part of parent council, operate alike, operate their own executive in their own school, and operate for the betterment of their own school. Each school shares what they do, so it becomes a school report, take back ideas to their own school, celebrate what schools have done (i.e. Farm to School fundraiser).

Cyber Bullying – Has gone nationwide, it is very public. We're working on it, presentations have been made at Board level, BPS very involved.

Youth Revolution – Working to stress the harm on youth drug addiction and alcoholism, encourages healthy lifestyles and choices, Lili Jardine working with students in schools, trying to change student's attitudes surrounding concerns with drugs & alcohol. 300 students involved in the schools. Referred to DMM for comment:

DMM Youth Revolution started in 2009 from Brandon Drug & Alcohol Coalition, which started 9 years ago, Addictions Foundation of Manitoba, CFS, PMH, ACC, BPS, Ecumenical Council, City of Brandon (including the Mayor); trying to do what we can for students to be better educated in drug & alcohol abuse; "We are here for prevention." Coalition has placed new component in physical education in schools promoting healthy living; received Federal government grant. We utilize Lili's talents & services as the coordinator.

"Accepting the Challenge"

PB Are there any questions from the previous minutes?

None

PB I would like to add the topic of Playgrounds to the agenda.

3. Focus on Advisory Committee's Work for 2013/2014 – General Discussion

PB What format would you like to have?

EARL OXFORD Valuable for parents for all different schools to come together, share information collectively, it is a hot spots in terms of what is happening with their parent council, round table of what the schools are doing, generates ideas

ECOLE NEW ERA Similar to others, good idea to see what everyone else is doing

CROCUS PLAINS I agree, involved for 12 years, share information and support each other, sharing is so valuable to see what everyone else is doing, support if issues are happening, last couple years have been really good, back and forth open conversation is very much appreciated

WAVERLY PARK No idea what to expect, sharing is wonderful, good to know what everyone is doing, to have the feed back

KING GEORGE This is new for me, to share information back and forth from Division to the school, issues or concerns, this would be the place, sharing between schools is very valuable

PB In terms of issues, should focus on how to deal with issues. The protocol is really important, there are ways to work through it, DMM would you like to explain

DMM Our job is to resolve problems and continue to strengthen relationships, Division advocates solving problems closest to source, if a parent has a problem with classroom teacher regarding programing, adjustment, assessment reporting, the parent is encouraged to discuss the matter with the teacher, if it is not resolved at the teacher level, parents are encouraged to discuss with principal, if it is not resolved at the principal level, the parent can bring the matter to the attention of Greg Malazdrewicz (GM), Associate Superintendent for resolution, then goes to DMM, DMM seeks to resolve it, if parent is still not happy, the matter goes to Board of trustees. This provides reflection, time to work out issues, keeps relationships at school as strong as they can be; GM & DMM meet with parents to resolve issues not resolved at school. Parents have right to contact their trustees, trustee (unless the matter is a criminal act or breach of civil code) will ask teacher/principal/GM/DMM; Board matters are discussed in private (eg. student expulsion, suspensions, extension of suspensions), dealt with in private by the Board; no public statement; that is the protocol working at it for last 10 years, working quite well;

There are times when people/grandparents get upset, Nancy Gatien, Terri Curtis and Juanita Szteina take that info and provide to DMM; DMM provides direction; redirect back to appropriate source.

Refer to Barb Miller

PRINCIPAL MILLER General conversation, school matters in general, no specifics, all encouraged to direct individual matters to direct teacher, principal etc. general things, like playgrounds, are discussed in this room, I share what I take from this meeting with school principals, so they are aware as well.

DMM Personnel matters – nothing goes uninvestigated at appropriate level, we work closely with BTA to look into matters, there is formal protocol outlined in Collective Agreement for that, CUPE Local for matters for support personnel, transportation, maintenance, sensitive, obligated under Public Schools Act to investigate, and report to Board, proceeds from there.

PB	Refers to brochures at DO reception, please feel free to take them, share with your parent council, that is what they are there for, they answer many questions. I refer to Linda's comment, it is important for people to know that Division has grown astronomically, we have 8300 students now, imagine the number of calls the Division gets, if matters are not followed through protocol.
HARRISON	Sharing is important, Board needs to know what is going on in parent council, in order that there is a pre-emptive solution to things that are happening in the schools;
MEADOWS	Earl Oxford started off well, Meadows put a lot more emphasis in this committee, making sure we have someone here; information coming back so valuable to our parent council; thoroughly enjoy time on council; trying to find ways to grow our group, huge school, dedicated 8-10 members, engage every sector of our diverse school; looking for ways to make this more exciting
J.R. REID	Repeat of what everyone else mentioned, the information, learned so much about other schools, really valuable for us to be here, value trustees participation; become vital piece of parent council meetings, affected our ability on how to fundraise; support from other parents sharing, essential for our success;
PB	Do you have difficulty in getting people to attend? All – Yes
J.R. REID	We've talked about variety of things to get people out to meetings, something like an electronic meeting (adobe connect); it's a quick solution, possibly offer childcare
CROCUS PLANS	We've offered to pay for childcare, bring students in and use parent council funds to pay for childcare, people just have busy schedules,
EARL OXFORD	Our group seems to be the same, kids going into high school next year, it is an ongoing concern, we need to bring an awareness in the newsletter of what we did to contribute to the school; starts people realizing that it does take volunteerism to ensure that this goes back into the school;
LINDEN LANES	We tried for welcome to kindergarten parents, really pushed at young stage; better success;
KING GEORGE	Parents are afraid to volunteer, because of time commitment
PB	When I was a teacher at Meadows, we experienced the same thing then as now, strategy, class web, one person designated from each class, one person to come, take turns to participate; again afraid to join what they might get "hooked" into
EARL OXFORD	With the wonderful new website, is there a way to have it posted on there or through twitter – "Have you considered joining parent council?"
DMM	We would be more than pleased to look into that – Kelli Boklaschuk has all sorts of ways to promote connectivity,
PB	Any there any further comments on this year's work?
DMM	For our November meeting – the Board passed two motions last night, in consultation with all parents/staff/students; each parent on this committee will receive copy of motion and questions for motion for preparation for November's meeting
PB	We empathize with parents as tax payers, added on close to 2500 students, hasn't been 2500 new tax payers to go with each new student; struggle with each decision we make; some of our costs supported by public schools finance Board – portable classrooms – Public Schools Finance Board, other costs associated that we contribute to the function of mobile classrooms;

Even the “thought” of using space at ACC for shop, home ec. and possibly band, there are many hurdles to go through, government owns building; many components, submission going in this week to deputy minister of education to decide whether they will let us pursue using the building; restructuring the building to suit our needs, in Brandon Sun today; accurate reflection of where we’re at, started at a meeting just like this

J.R. REID

Is there any lunch program information from last year; refer to DMM

DMM

The policy review committee of the Board is looking at the whole matter related to lunch programs, lunch rooms, supervision – looking at whether it is possible to have lunch room space & program available to all students in BSD, Board wasn’t ready to look at it as a whole, meeting on Monday, October 21st to get Principals’ view on the issues related to lunch room operation and what it would take to have all students have the opportunity to stay for lunch; parents have critical role in operation; parent run are parent run; we try not to interfere in parent lunch programs unless there is a need to look at financially. The committee will take info and look at whether it is prepared to recommend to Board that this become a budget matter or status quo remains, status quo is working but there are issues with it; the issues are known.

4. Playgrounds

PB

I wanted to bring up to speed on what happened in 2011; parent councils came to us under the impression there was a significant amount of money that looked like surplus at end of June; “we need it for our playground” (\$100,000.00); contacted Keith Thomas, MSB employee all kinds of safety; went to every school and prepared a chronological list of repairs, showing which schools were most needy to least needy;

PB handed out document titled “Brandon School Division School Playground review July 2011”

This has been sent out to schools a few times, please share with your committee; we are working closely with the City of Brandon and came idea that as our playgrounds are un-gated, they become a component within the city, could city help us financially; BSD would put up up \$30,000 for each school which will be matched by the City. Total of \$60,000 for each school, beyond that schools are on their own to reach the cost of the new structure. Specifically, Waverly Park – Bob Lee said actual cost for materials for their new play structure would have been \$190,000, people in community donated work in all kinds;

It is really important when securing funds, as people sometimes like to donate sums of money, funds can be sent to the Division through the “Friends of Education” fund and designated specifically for XX school playground, they are held in account here until you are ready to build, we will issue tax receipts for any amount over \$10.

Does “work in kind” – get receipted – refer to DMM

DMM

We have no way of knowing, there is no appraisal process for what work in kind is worth, charitable organizations do not apply.

PB

The designation needs to be specific to school (playground/library etc)

MEADOWS

Meadows has the Interactive playgrounds with the environment. It is a fully accessible playground, we were able to secure lots of grants, it isn’t made from gravel, looks like wood chips; for wheelchair/walker access; grants are available if you were going that route, based on that criteria,

PB

If there was a group that wanted to hear about interactive playgrounds, I could secure speaker/

Are there any questions about playgrounds?

No

5. School Reports

MEADOWS

- New principal, Dave Lim;
- Major parent council fundraiser completed (magazines);
- “Made in Manitoba breakfast” for entire school; 25 minute presentation on agricultural and foods we eat;
- Pizza day by parent council,
- Movie night for November,
- Meeting next week for elections for executive

J.R. REID

- Elections in spring, one new person as secretary;
- Working on our constitution and fundraising goals;
- Welcome back BBQ September 18th; parents sign up for activities with email;
- Fundraiser completed participation 33%;
- Parent council letter went out advising of what happened last year;
- School is packed, even the staff room has been converted to a classroom

EARL OXFORD

- Good start; transition from last year, settling down with all changes;
- Influx of bus students to school;
- Staffing changes;
- Change up fundraising, being aware of student population;
- Movie night;
- Magic show fundraiser – highly successful across Canada, we’re doing investigation into this ; involve students for minimal cost;
- Not doing ladies night this year low turnout last year; lack of volunteers;
- Playground - \$11,000 shy of what we need; \$4000 - \$5000 put away each year to get our goal; impact won’t be able to provide as much funds back to school (teacher’s wish list);

LINDEN LANES

- Elections & constitution were complete last year;
- Just having our first major fundraiser, everything slated to go, family orientated carnival, movie night & dance, bring out parents & families and let kids have fun,
- Last year we raised funds to put a new sound system in the gym, try to do something big for every year for people to aim towards;
- We’re open to suggestions on good ideas, how to get involved etc., change it up a bit;

NEW ERA

- Student enrolment lower this year (470);
- Committee working on outdoor playground space, environmentally friendly, competition,
- Welcome back BBQ, good turnout;
- We gave away 60 school t-shirts to Kindergarten students,
- We have spirit day every Friday;
- Veggie fundraiser \$4000 raised, up \$300-400 this year, having this before thanksgiving paid off; turned money around to math resource teacher & kindergarten program (musical instruments & puppets); 7 & 8 money for art supplies; choir program t-shirts; Knit Wits fundraiser (animal, WWF toques & mitts scarves) knitwits.com (\$20 - \$12.50)

CROCUS PLAINS

- New Principal (Mathew Gustafson);
- High Schools still have high school fundraisers, hockey, football etc; current Grade 11 for their Grade 12 trip to France air/hotel fundraising for bus to/from Winnipeg, money for kids; waiting for Board approval;

	<ul style="list-style-type: none"> • Just had our meet the teacher night, • We're doing Sobeys cards and Mom's Pantry, the usual things; • Something very exciting this year; our curling team 22 kids this year, we have a new teacher involved as coach, up to at least 5 teams
WAVERLY PARK	<ul style="list-style-type: none"> • Meet the teachers very well attended; • Magazine sales finished yesterday, switched companies this year, • Pizza day; • Working on tree planting grant hoping for 5-6 trees before ground freezes
KING GEORGE	<ul style="list-style-type: none"> • We have quite a few new members, • Welcome back BBQ • Terry Fox Run; • Peak of the Market \$1790 (50% profit); • We have an ongoing fundraiser ink cartridges & cell phones; • Artist in the School The Coffee Man; • We're setting money aside for long-term repairs & maintenance on playground; • We have nearly ¾ of school staying for lunch; • Question: Are we reviewing the pay structure for parent council paid supervisors, is there a list from schools? Pay for 1.5 hours or 1.0 hours? - TC to review lunch room report – put on agenda for November
HARRISON	<ul style="list-style-type: none"> • We have house t-shirts, kids appreciate being part of school; teams within the school; students earn tickets points for their house to win, part of HALEP; • Peak of the Market with a donation to the Samaritan house, classes helped Samaritan House by sorting out food; • BBQ & dance tomorrow with Minute to Win It, • Gr. 8 to Quebec; • New subcommittee under parent council, high school end of French education – extend programming into high school level;
PB	<ul style="list-style-type: none"> • One major concern; crossing of street on Queen's (route for ambulance) speed limit on streets, no crossing guards, no bus turnaround; kids running across street not in crosswalk; COP, cars not stopping for bus, possibly making a bus turnaround; <p>Speed & traffic zones are on trustee's radar, principals were asked to provide areas of concern; all brought in and compiled and sent to the City; we talked about it in May/June; councillors, trustees, senior admin, BSD not responsible for speed zones but this is in the works with the City</p>
HARRISON	Craig has discussed matter with Mel (transportation) about turnaround.
PB	Futures & Community Relations Committee – visiting schools, bring back to Trustees
J.R. REID	Decisions made by consensus – do we have to use a formal motion for decisions on money
EARL OXFORD	They should be formalized for your protection
DMM	Protection yes, funds are open to audit and are audited on an on-going basis by Secretary Treasurer

PB

I appreciate your contributions and thank you for being here. I wish you well in your upcoming meetings

6. Date of Next Meeting Wednesday, November 20, 2013

Follow-Up

- ❖ Is it possible to post on the BSD website/individual school websites or through the BSD Twitter account a post related to joining parent council? (refer matter to Kelli Boklaschuk)
- ❖ October 15, 2013 Board Meeting, two (2) motions passed – provide copies of motion and questions in preparation for meeting on November 20, 2013
- ❖ November 20, 2013 Agenda Item: Lunch Room Report (TC to provide committee members)

Meeting Adjourned



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Monday, October 21, 2013, 11:00 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), M. Sefton, (Alternate), K. Sumner (via conference phone) Dr. D. Michaels, Mr. D. Labossiere.
Regrets: J. Murray

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:10 a.m. by Committee Chairperson, Glen Kruck.

2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of September 18, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Meeting with School Administrators – Timed Event (11:10 to 11:45)

Fifteen K-8 School Principals joined the Committee meeting to provide feedback regarding student access to school lunch programs. The Committee Chairperson welcomed all those in attendance and requested feedback regarding the possibility of all students staying for lunch in K-8 schools. Mr. Kruck provided background information noting why Trustees were reviewing this issue. The School Principals agreed with the concept of allowing all students to stay for lunch. They noted it would provide a level playing field for all; would respond to parental needs in the community; would remove parent councils from being in the “business of providing lunches”; and would benefit student safety. However, the principals cautioned the Committee regarding the various barriers which would impact the logistics of implementing such access. The Principals spoke to the issues with respect to: supervision of students during a 60 minute lunch period; the difficulty in staffing for a one hour period; the ratio of students to supervisory staff; and the issues with respect to providing space for students to eat lunch. Principals confirmed that “one size” does not fit all as each school is different with respect to lunch programs offered and space available. Principals spoke to the issue of unstructured time and the behavioural issues which Principals must handle after each lunch period. Principals advised that the quality of supervision must be taken into account when implementing any changes to the lunch program. Trustees asked questions for clarification. Trustees also requested clarification as to how information regarding the costing of the lunch program is communicated

to parents. It was noted by Dr. Michaels that any changes to the lunch program would require a clear implementation plan with flexibility for each school's individual needs and challenges. The cost of staffing, space and safety would all need to be considered in detail prior to any changes being made. The Chairperson of the Committee thanked the School Administrators for their feedback noting he found it to be very informative. The School Principals then exited the meeting at approximately 12:00 p.m.

The Committee reviewed the feedback they had received from School Principals. It was agreed the matter would be left as it currently stands for the time being.

b) Policy 1001 – “Foundations and Commitments”

Superintendent, Dr. Michaels, spoke to the revisions made to Policy 1001 following the data collected at the Human Rights Consultations held with students during the 2012-2013 school year and the discussions held at the Board of Trustees planning session held August 27, 2013. She confirmed that the revisions made to Policy 1001 also met the Division's legislative requirements under Bill 18. The Committee agreed to rescind Policy 1001 – “Foundations and Commitments” (Appendix “A”) and replace same with revised Policy 1001 – “Foundations and Commitments” (Appendix “B”).

Recommendation:

That Policy 1001 – “Foundations and Commitments” is hereby rescinded and replaced with Policy 1001 – “Foundations and Commitments”.

c) Procedures 4001 – “Off-Site Activities”

It was noted that this item had been referred to the Policy Review Committee from the Board Meeting held October 8, 2013. Some Trustees, at the Board Table, noted that years ago it had been requested by a previous Board that both a male and female chaperone were required on all field trips. This request was made regardless as to whether or not both genders were participating in the field trip. It had been noted that the reasoning for this was that some students may feel more comfortable talking to a chaperone of the opposite sex, rather than the same sex. The matter was discussed and the Committee agreed to amend Procedures 4001 – “Off-Site Activities” by removing the words “if both male and female students are participating” in the second sentence on page 11 of the procedures. (Appendix “C”).

Recommendation:

That Procedures 4001 – “Off-Site Activities” be amended by removing the words “if both male and female students are participating” in the second sentence on page 11 of the procedures.

7. OPERATIONS INFORMATION

- Trustee Kruck requested that a follow-up to student fundraising accounts be returned to the Committee for further discussions in due course.
- The Committee requested the legislation regarding Booster Seats be added to the next Committee agenda.
- The Committee requested the legal opinion received from the Division solicitor regarding communication to Trustees on suspensions be added to the next Committee agenda.
- The Committee agreed to begin review on Section 8 – Equipment, Supplies and Textbooks, of the Policy Binder.

8. **NEXT MEETING: Monday, November 18, 2013, 11:00 a.m., Board Room**

The meeting adjourned at 12:20 p.m.

Respectfully submitted,

G. Kruck, Chair

J. Murray

K. Sumner

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix "A"

POLICY 1001

FOUNDATIONS AND COMMITMENTS

Adopted: Motion 107/96

MISSION STATEMENT

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.

To achieve the mission, Brandon School Division:

- ☒ Recognizes students as unique individuals requiring a safe and positive learning environment;
- ☒ Supports partnerships with parents, businesses and community;
- ☒ Practices responsible management of its financial, human and physical resources; and
- ☒ Assumes the responsibility of directing the process by which the educational needs of our students are met.

VISION

To be a centre of educational excellence, built on community partnerships, effective leadership, and exemplary practices.



BRANDON SCHOOL DIVISION POLICY

Appendix "B"

POLICY 1001

FOUNDATIONS AND COMMITMENTS

Adopted: Motion 107/96

Revised: September 17(3rd draft)

The Brandon School Division Board of Trustees recognizes and supports the United Nations Declaration on the Rights of the Child, and the Canadian Charter of Rights and Freedoms. The Board of Trustees believes that every child is entitled to a quality education free from discrimination irrespective of race/colour, religion, ethnicity, gender, gender identity, sexual orientation, socio-economic status, language, physical/social/emotional/intellectual development, disability and beliefs.

To this end the Board of Trustees declares these core values:

- ☒ Recognizes students as unique individuals who require a positive learning environment that is safe, secure, and free from harassment and bullying;
- ☒ Supports partnerships with parents, businesses and community;
- ☒ Practices responsible management of its financial, human and physical resources;
- ☒ Assumes the responsibility of directing the process by which the educational needs of our students are met; and
- ☒ Respects, honours and protects the rights of each child without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, sexual orientation, gender identity, language, religion, political or other opinion, national, ethnic or social origin, socio-economic status, property, disability, birth or other status.

Arising from these beliefs and core values are the foundational Mission and Vision Statements.

MISSION STATEMENT

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.

VISION STATEMENT

To be a centre of educational excellence, built on community partnerships, effective leadership, and exemplary practices.



BRANDON SCHOOL DIVISION POLICY

Appendix "C"

PROCEDURES 4001

OFF-SITE ACTIVITIES

Adopted: April 12, 2004

Replaced: Motion 146/2012; November 26, 2012

The procedures outlined herein support the effective implementation of Policy 4001: *Off-Site Activities* to provide for the safety of all students, staff, and volunteers during their participation in and supervision of off-site activities/trips.

All Principals and Teachers-in-Charge are expected to ensure that all activities encompassed in an off-site proposal meet the requirements outlined in these procedures.

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I. RATIONALE FOR OFF-SITE ACTIVITIES/TRIPS

A. Rationale for Off-Site Activities/Trips

The purpose of off-site activities/trips is to provide students with a range of quality off-site educational experiences.

B. Assessment of Educational Opportunities

The Mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth”.

Off-site activities/trips are defined as activities having educational value, which take place beyond the confines of the school, in or out of school hours.

There are two categories of off-site activities and trips:

1. Co-Curricular – extensions to the Manitoba curricula; not essential to its implementation.
2. Extra-Curricular – interest and enrichment learning experiences with voluntary participation to both students and staff.

Criteria for selection of suitable off-site activities/trips are as follows:

- relates to and enhances the school program;
- provides demonstrated educational value;
- demonstrates clearly stated objectives and learning outcomes;
- appropriate to the physical, social, emotional and cognitive development of the students;
- encourages curriculum integration and articulation;
- warrants the travel, time and cost required in making the off-site activities/trips a quality experience; and
- demonstrates that health and safety factors are integral to planning and implementation.

II. STUDENT PARTICIPATION

A. Responsibilities of the Student

The Teacher-in-Charge must advise students of the responsibilities during an off-site activity/trip. As a minimum, each student participating in an off-site activity/trip must:

- comply with the rules of the School Division and the requirements of the school's student code of conduct;
- fulfill all the preparatory requirements at an appropriate level of performance;
- dress appropriately for the off-site activity/trip;
- cooperate fully with everyone authorized by the Brandon School Division to provide education programs and other services;
- participate in a responsible and cooperative manner during the trip;
- account to the teacher-in-charge and volunteers for his/her conduct;
- respect the rights of others; and
- carry out all follow up procedures in an appropriate manner.

No student will be permitted to go, or continue on an off-site activity/trip, if he or she is unwilling or has shown an unwillingness to follow instructions and accept supervision.

No student will be able to participate in an off-site activity/trip unless enrolled in a sponsoring or participating school, with good standing in the class or group taking part.

B. Funding Sources for Activities and Trips

The following requirements are to be noted. Additional funding support is provided by the Board of Trustees through the schools' operating budgets. This support is in recognition that some students may experience financial hardship from time to time, and require assistance. Specific information is available on the Brandon School Division website (www.brandonsd.mb.ca). Information about financial assistance is to be provided through all avenues of home school communications.

1. Co-Curricular Activities and Trips

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

2. Extra-Curricular Activities and Trips

Funding for extra-curricular activities and trips must be shared between project fundraising and by the student. Financial contribution by students must not exceed \$75.00 a week from date the trip is announced to date the trip is taken. No school funds may be used to cover travel costs for the activity. Students must contribute at least one-third (1/3) of the cost to be eligible for support from specific divisionally sponsored funding for extra-curricular activities.

III. RESPONSIBILITIES

A. Responsibilities of the Board

The Board of Trustees is responsible for the following:

1. The initial approval of all activities and trips requiring:

- "air travel";
- "wilderness" location;
- out of country location;
- in excess of five (5) days; and
- in excess of \$1000 per student participant; approval must be received before any fundraising or expenditure of money shall occur.

2. The final approval of all "air travel" and "wilderness" activities and trips, and "short stay" activities and trips that take students out of the country.

It is expected that the Board of Trustees shall:

- be thoroughly familiar with the details of the proposed activity and/or trip;
- consider the request at a Board Meeting within four weeks of receipt of the completed application; and
- reply in writing to the school team within three (3) weeks of the presentation.

B. Responsibilities of the Superintendent of Schools/CEO

The Superintendent of Schools/CEO is responsible for the following:

1. The final approval of “out of province” activities and trips not requiring Board approval.
2. Preliminary approval for submission to the Board of Trustees for “air travel” and “wilderness” activities and trips, and “short stay” activities and trips that take students out of the country.
3. Ensuring the schools have provided information relating to student activities involving water and other related high risk activities.

It is expected that the Superintendent of Schools/CEO shall:

- be thoroughly familiar with the proposed “out of province” activity and/or trip, as well as “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take student out of the country;
- meet with the school principal to discuss “air travel” and “wilderness” activities and/or trips, and “short stay” activities and/or trips that take students out of the country;
- respond to the “teacher applicant” within two weeks of receipt of the request if additional information is required or if interim/final approval is given; and
- upon approval, forward the off-site request to the Secretary-Treasurer’s Office for Board consideration.
- Upon Board approval a copy of the off-site request will be forwarded to the Principal.

C. Responsibilities of the Principal

The school Principal is responsible for the following:

1. The final approval of day activities and trips, and work experience.
2. The final approval of “short stay” activities and trips not requiring approval of the Superintendent of Schools/CEO or the Board of Trustees.
3. The recommendation to the Superintendent of Schools/CEO of “out of province” activities and trips. Such recommendation to delineate as to the activity/trip’s status:
 - Curricular;
 - Co-Curricular; or
 - Extra-Curricular.

4. The recommendation to the Superintendent of Schools/CEO and the Board of Trustees of “air travel” and “wilderness” activities and trips, and “short stay” activities/trips outside the country. These include:
- air travel;
 - wilderness location;
 - exceeding five (5) days; and/or
 - exceeding \$1000.00 per student participant; approval from Board of Trustees is required before any fundraising or expenditures of money shall occur.

It is expected that the Principal shall:

- be thoroughly familiar with the proposed activity/trip;
- reply to sponsoring teacher(s) within three (3) weeks of receipt of proposed trip;
- have confirmed that the requirements of Policy/Procedures 4001: *Off-Site Activities* are adhered to in the planning and preparation of the activity/trip;
- have determined that the planned activities are educationally appropriate;
- have determined that the teacher-in-charge is capable of planning and leading the trip;
- have determined that the activity/trip is suitable in all respects for the students participating, including their age, maturity, physical abilities;
- have determined in conjunction with the teacher-in-charge that the destination is suitable and safe; and
- ensure that schools publicize the budget requirements for an activity/trip well in advance to allow students to save and/or fundraise for the activity or to request financial support from Division funds.

School Principals must ensure that eligibility criteria are established for all off-site activities/trips in accordance with those delineated in Section I, part B of these procedures.

D. Responsibilities of the Teacher-in-Charge

The teacher-in-charge is responsible for the planning, coordination, implementation and supervision of the off-site activity/trip.

The teacher-in-charge must:

- be fully aware of the information and expectations contained within Policy and Procedures 4001: *Off-Site Activities*, and sign off with an acknowledgement of their reading of the Policy and Procedures;
- possess leadership qualifications relevant to the activity/trip, wide practical experience and familiarity with the area and activity, and competence to lead the activity;
- consult with and obtain the approval of the Principal before and during the planning of any off-site activity/trip, and preparation of the Pre-Trip Proposal and Emergency Response Plan (see Forms);
- ensure that the appropriate documentation is filed with the school Principal, or school Principals if the trip involves two or more schools;
- select appropriate volunteers for the activity and provide volunteers with direction as to the requirements of the trip and their responsibilities;
- approve the list of participating students;
- supervise the off-site activity/trip for the duration of the activity/trip (24/7 if it includes overnight);
- follow the safety guidelines and requirements of the appropriate section of Procedures 4001: *Off-Site Activities*. If possible, have visited the location or have gathered verified information about the location of the off-site activity/trip prior to the activity/trip, and be familiar with the seasonal conditions at the time of the activity/trip;
- have the training and knowledge appropriate for leading the trip (see *Assessing Teacher/Leader Competency for Higher Care Activities*). Where no teacher-in-charge has the necessary qualifications for the activity/trip, the school needs to contract a qualified guide and/or service provider;
- plan a parent/guardian meeting as required, and contact parent(s)/guardian(s) who are unable to attend and provide information;
- ensure that all parent(s)/guardian(s) of the students participating in the off-site activity/trip have been informed about the activities and have signed an *Informed Consent – Acknowledgement of Risk* form;
- ensure that all equipment is safe and well maintained. The teacher-in-charge will determine what specialized equipment, including emergency equipment and clothing, is required;

- ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors;
- provide for both male and female chaperones.
- advise and verify that students have appropriate vaccinations for out-of-Canada trips;
- obtain special travel health coverage for all members of the travel group for “out of province” trips (see Section 5, part C *Insurance Protection*);
- advise parent(s)/guardian(s) that students **MUST** have equipment (including clothing and footwear) that is appropriate to the level of activity being undertaken and to the students’ size and experience;
- comply with all Brandon School Division policies and procedures, including Policy 7001: *Student Conduct*; advise the students as to the expectations and consequences regarding appropriate behaviour, including taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of the students;
- ensure that the transportation guidelines, policies and posted speed limits are followed;
- advise students regarding activity/trip hazards and appropriate safety procedures, including any new airport measures;
- consider in the planning and conduct of off-site activities/trips, the age, physical and psychological capabilities of the students and their experience; selected activities must be within the capabilities of the students;
- prepare thoroughly before students engage in an activity/trip. Ensure that students are instructed in the proper use of equipment, in the demands of the activity, risks and hazards, safety precautions and emergency procedures. Supervision will be required to ensure that these instructions are observed throughout the trip;
- ensure that a precise attendance count is taken at all points of departure on the trip (sample attendance grid can be found in Forms);
- ensure that each group has a teacher-in-charge or one of the approved volunteers in charge, if a group splits into two or more independent travelling groups; and
- refer to Section 7: Planning Aquatic Activities for any off-site activity/trip involving aquatics (swimming, watercraft, etc.).

In a wilderness or remote setting the teacher-in-charge must also:

- ensure that appropriate communication devices are taken on the trip;
- notify local area authorities, such as RCMP, forestry or park officials, about the proposed activity/trip and location or route to be used;
- contact local information authorities regarding environmental conditions, seasonal wildlife concerns and trail conditions;
- establish procedures so that contact can be made with the school Principal via RCMP, forestry or park officials or other persons in the area;
- obtain camping permits, fire permits, and other licenses and “area use” permission, where required;
- establish and communicate class safety and emergency procedures to all participants; and
- be aware of the location of the nearest medical station and their contact information.

E. Responsibilities of Volunteers

When individuals are accepted as volunteers they are considered as representatives of the Brandon School Division and have the same standard of conduct and protection as applied to Brandon School Division staff and students. It is the responsibility of the teacher-in-charge and the Principal to select and prepare volunteers to fill their role. It should be remembered that in the delegation of responsibility to others, the authority and accountability remain with the teacher(s)-in-charge and the Principal.

Volunteers are part of the supervision of an off-site activity/trip and are expected to:

- comply with School volunteer Criminal Record and Child Abuse Registry Check of the Division. All forms are available from the school’s office;
- comply with the requirements of Policy and Procedures 4011: *Off-Site Activities*, and complete the Volunteer Application available from the school’s office;
- have qualifications appropriate for the off-site activity/trip;
- know the details of the off-site activity/trip and their specific duties and authority prior to departure;
- exhibit positive behaviour and be an exceptional role model; refraining from the consumption of alcohol and/or drugs, unless medication is required;

- support and follow the school code of conduct;
- report any inappropriate conduct to the teacher-in-charge;
- adhere to the schedule or itinerary; and
- dress appropriately for the off-site activity/trip.

IV. OFF-SITE ACTIVITY/TRIP APPROVAL PROCESS

A. Trip Designation

<i>Trip/Activity Designation</i>	<i>Required Approval</i>	<i>Document Retention</i>
Day Activities/Trips (*)	Principal	School / must be kept until the end of the third (3 rd) school year after the youngest participant turns 21 years of age
Work Experience	Principal	School/must be kept until student graduates fro high school.
Short Stay Activities/Trips (**)	Principal	Division / Indefinite
Out of Province Activities/Trips	Principal and Superintendent of Schools/CEO	Division / Indefinite
Activities/Trips exceeding five (5) days	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips outside of Canada (*) (**)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips requiring Air Travel	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips to/in a Wilderness Location	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite
Activities/Trips exceeding \$1000 per student (approval must be received before fundraising can take place)	Principal, Superintendent of Schools/CEO, and Board of Trustees	Division / Indefinite

(*) Day activities/trips that take students outside of Canada also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips **outside of Canada** also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

An Off-Site Activity/Trip Form must be completed and submitted to the principal for the approval of an off-site activity/trip. These forms are found, electronically, on the Brandon School Division website.

B. Process of Approval

DAY ACTIVITIES/TRIPS

Day activities/trips are excursions away from the school property that begin and end within a 24-hour period, and which do not require overnight accommodation arrangements.

The Teacher-in-Charge completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the activity/trip.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Office of the Superintendent/CEO. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

WORK EXPERIENCE ACTIVITIES

Work experience activities are those where a student's presence at a worksite is a required, daily component of their educational program on a regular basis over an extended period of time.

The Teacher-in-Charge completes the Off-Site Activity/Trip Form and submits it to the Principal **seven (7) days** prior to the beginning of the work experience.

The Principal reviews the trip proposal and the Work Experience Proposal. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the work experience activity.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Teacher-in-Charge and any volunteers approved for the work experience activity for the duration of the activity.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

SHORT STAY ACTIVITIES/TRIPS

Short stay activities/trips are excursions outside the Brandon School Division for a period exceeding 24 hours, which require overnight accommodation arrangements.

The Teacher-in-Charge completes the Off-Site Activity/Trip Form and submits it to the Principal **three (3) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may approve the off-site activity/trip.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(*) Short stay activities/trips out of Province also require the approval of the Superintendent of Schools/CEO.

(**) Short stay activities/trips outside of Canada also require the approval of the Superintendent of Schools/CEO and the Board of Trustees.

OUT OF PROVINCE ACTIVITIES/TRIPS

Out of Province activities/trips are excursions outside the Brandon School Division and the Province of Manitoba regardless of the duration of the activity/trip.

Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **five (5) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

The Principal is to forward the original trip documentation to the Office of the Superintendent of Schools/CEO at least **four (4) weeks** prior to the date of departure.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Office of the Superintendent of Schools/CEO and be retained by that Office until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

(**) Day and short stay activities/trips outside of province also require the approval of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS REQUIRING AIR TRAVEL

Air travel trips are excursions outside the Brandon School Division which require air travel as a component of the transportation plan for the trip. These trips may or may not require an accommodation plan.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

ACTIVITIES/TRIPS TO/IN A WILDERNESS LOCATION

When preparing for a wilderness activity/trip to/in a remote setting the Teacher-in-Charge must also address the following criteria when completing the Off-Site Activity/Trip Form:

- Ensure that appropriate communication devices are taken on the trip.
- Establish and communicate class safety and emergency procedures to all participants.
- Be familiar with the nearest medical station.
- Notify local area authorities, such as Royal Canadian Mounted Police (RCMP), forestry and/or park officials, about the proposed activity and location or route to be used.
- Contact local information authorities regarding environmental conditions, seasonal wildlife concerns, and trail conditions.
- Establish procedures so that contact can be made with the School Principal via RCMP, forestry and/or park officials, or other persons in the area.
- Obtain camping permits, fire permits, fishing and other licenses and “area use” permission where required. Open fires are prohibited.

If the excursion is also out of Province, Manitoba Association of School Boards approved travel insurance is required.

The Teacher-in-Charge completes a pre-trip proposal. If accepted, the teacher completes the Off-Site Activity/Trip Form and submits it to the Principal **twelve (12) weeks** prior to departure.

The Principal reviews the trip proposal and Off-Site Activity/Trip Form. If they meet the educational and safety criteria as outlined in the Off-Site Policy and Procedures, the Principal may support the off-site activity/trip.

If the activity is not supported by the Principal, he/she will reply in writing within **three (3) weeks** with rationale for his/her decision. The proposed Teacher-in-Charge may appeal this decision to the Office of the Superintendent of Schools/CEO in writing. The Office of the Superintendent of Schools/CEO will respond within **two (2) weeks** of receiving this appeal.

If the activity is supported by the Principal, he/she will forward the original trip documentation to the Office of the Superintendent of Schools/CEO for review in preparation for upcoming meetings between the school team and the Office of the Superintendent of Schools/CEO.

If the activity/trip is not supported by the Office of the Superintendent of Schools/CEO, a written response will be provided within **three (3) weeks** of the review meetings, providing the rationale for the decision. If the activity/trip was supported by the Principal the school team may appeal the decision to the Board of Trustees.

If the activity/trip is supported by the Office of the Superintendent of Schools/CEO, they will join the school team in forwarding the documentation and making the presentation to the Board of Trustees.

The Board of Trustees will consider the Off-Site Activity/Trip request and respond in writing within **three (3) weeks** of the presentation, either with approval or the rationale for their decision if the request is not supported.

The Board of Trustees or the Office of the Superintendent of Schools/CEO may waive the time requirement for any trip, based on special circumstances. A copy of the approved Off-Site Activity/Trip package is to be in the possession of the Principal, the Teacher-in-Charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed. Incidents must be verbally reported to the Principal immediately, and an Off-Site Incident Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain permanently with the Office of the Superintendent of Schools/CEO.

V. INFORMED CONSENT

The Teacher-in-Charge must advise parents/guardians and students of the risks and hazards associated with the off-site activity/trip. This is done through an Acknowledgement of Risk Form. In some situations it may be necessary to have a parent/guardian meeting to ensure informed consider for trips with increased risk. Parent/guardian meetings are required for Our of Province activities/trips and activities/trips requiring Air Travel.

A. Acknowledgement of Risk Form

In addition to transportation, time, date, location, clothing, supplies, equipment and supervision, parents/guardians and student must be informed of all hazards and risks. The completion of an Acknowledgement of Risk Form describing the excursion confirms that the parent, guardian, or student (18 years of age or older) has received the information. Verbal acknowledgement by a parent/guardian is not acceptable.

When describing an excursion on the Acknowledgement of Risk Form it is acceptable to attach additional information if there is not enough room to describe the event on the Acknowledgement of Risk Form. The line describing the activity must make reference to the attachments.

One Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or athletics, as long as the Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of Policy and Procedures 4001: *Off-Site Activities*.

B. Parent/Guardian Information

The Teacher-in-Charge must inform parents/guardians of the following information about off-site activities/trips:

- the purpose and objectives of the off-site activity/trip;
- the name of the Teacher-in-Charge and an appropriate contact phone number;
- the date of the activity/trip;
- the destination and, where necessary, a map of the area;
- a detailed itinerary setting out the general nature and number of activities;
- departure and return times;
- mode of transportation;
- financial costs, payment schedule, non-refundable deposits, cancellation insurance;
- safety precautions;
- name of supervisors and volunteers;
- the date of the parent/guardian meeting(s) as required;
- any unusual factors such as rigorous physical activity, water related activities or water sports;
- any special risks associated with the activity;
- remind parent/guardians to inform the teacher-in-charge about any relevant medical conditions of the student;

- note the emergency procedures to be followed in the event of injury, illness, or unusual circumstances;
- note the need for additional medical coverage for Out-of-Province/Air Travel trips;
- provide any other relevant information about the trip which may influence the parent's/guardian's decision to withhold permission;
- advise that even though a signed authorization form is on file, the Teacher-in-charge retains the option of removing students from an off-site activity/trip;
- advise that Parents/guardians will be informed of inappropriate student behaviour, or injuries.

C. Parent/Guardian Meetings

Out-of-Province and Air Travel Trips require that the teacher-in-charge convene a meeting of parents/guardians to review the itinerary, rules and conduct expected of the students, share knowledge about the location, disclose risk and deal with questions. When a parent/guardian meeting has been called for a trip, the teacher-in-charge or another teacher supervising the excursion to review the information discussed at the meeting. A record of this contact is to be retained. This meeting must be called on school year in advance of the proposed trip.

The agenda for a parent/guardian meeting is the decision of the off-site activity organizer and presenters. Every trip is unique and the agenda should reflect the unique characteristics of the location and supervisors. It should, however, include the following suggested topics related to safety:

- A detailed itinerary with time, date, location and activity;
- Plans for alternate activities or locations and the reasons that alternate plans will be implemented;
- List of supervisors and chaperones;
- Arrangements for accommodation;
- Communication plans including how contact can be made with students during the excursion and a parent/guardian phone fan-out plan;
- Disclosure of hazards and risks that participants may be exposed to during the excursion;
- Safety measures being employed by supervisors, chaperones, and guides;
- An opportunity for all participants including students, parents/guardians, chaperones and teachers to ask questions and receive answers about any aspect of the trip.

VI. PLANNING OFF-SITE ACTIVITIES/TRIPS

A. Activity Services Providers

Off-site activities can be highly complex and require a specific 'skill set' to effectively and safely provide a learning opportunity for students. The use of a "service provider" should be considered when Brandon School Division staff do not have the necessary skills for an activity, in particular risky activities, but the activity has been deemed an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of a Pre-Trip Proposal and vetted through the Office of the Superintendent/CEO and Secretary Treasurer before commitments are made.

B. Suggested Hotel Arrangements

- Accommodations must be made for transgender students as appropriate.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Inquire about safety deposit boxes for passports and money.

C. Billeting

A completed off-site activity form with a covering letter must be sent to the Board for approval. The Billeting Guidelines in the Appendix must be followed.

D. Insurance Protection

Insurance is not a substitute for reasonable management and taking proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board of Trustees, employees and volunteers while they are acting within the scope of their responsibilities.

a) Board of Trustees and Employees

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

b) Accident Insurance for Volunteers

The Brandon School Division participates in the Manitoba Schools Insurance Program which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

c) Universal Student Accident Insurance Program

The Brandon School Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Brandon School Division while:

- In or on school buildings or premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;
- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;
- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while he/she is participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;

- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

1. Travel Out-of Country

As part of a Pre-Trip Proposal, a review of the **Foreign Affairs and International Trade Canada Travel Updates** website should be included if pertinent destination information is reported.

2. Travel and Health Insurance for Out-of-Province Trips

Special Travel Health coverage **must** be obtained for all students by the teacher-in-charge for **ALL** Out-of-Province Trips. This insurance provides emergency hospital medical services that are not covered by Medicare. The Special Travel health coverage must be obtained by calling Hayhurst Elias Dudek Insurance, 1-800-265-0314 extension 278.

3. For All Trips in Manitoba

It is strongly recommended to students and parents/guardians that the Student Accident Insurance be obtained. The Student Accident Insurance provides coverage for things such as ambulance transportation and dental injury (which are not covered by Medicare).

4. Liability Insurance

The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board, trustees, employees and volunteers, while they are acting within the scope of their responsibilities.

5. Vehicle Insurance

When an individual is using his/ her vehicle for Brandon School Division purposes, valid insurance must be in effect. Minimum MPIC basic insurance coverage; the owner shall carry at least \$1 million liability coverage.

E. Financial Planning and Budget

The cost of Off-Site Activities is the responsibility of the participant. Individuals, the Brandon School Division, parents/guardians and community members may assist with costs.

A proposed budget should be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity request.

The proposed budget should include:

- Fundraising timelines;
- Overall cost of trip for all participants;
- Sources of revenue from fundraising to reduce the overall cost;
- Overall cost of trip for individual participants;
- Sources of revenue from fundraising to reduce the individual student's cost;
- Estimate of the number of students requiring/identified as needing additional financial support due to need.

F. Emergency Preparation

Pre-planning for emergencies reduces stress levels during an incident and can speed reaction time and avoids trial and error response models.

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and chaperones so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Teachers

and principals must work co-operatively with these agencies for the benefit of all involved.

Confusion and disorganisation are usually the initial reactions of people involved in an emergency, or they may suffer from shock. This situation can be made worse when unreasoned attempts are made to solve the emergency.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity an emergency response plan should be developed collaboratively between the Principal and Teacher-in-Charge as part of the Pre-Trip Proposal.

VII. PLANNING AQUATIC ACTIVITIES

A. Water/Swimming – Pre-Event Planning and Contingency Planning

1. A detailed pre-event planning and contingency planning report is required in writing for all school outings and must be presented to the Principal for approval.
2. Gr. 9 – 12 – if there is no life guard there must still be adult supervision. K-8 if there is no lifeguard then the aquatic activity does not take place.
3. Where aquatic activities are the major focus, or a qualified organization is providing a service, the following must be included:
 - the designation of a Teacher-in-Charge;
 - a requirement for a planning visit to the venue and a discussion with appropriate venue personnel;
 - a requirement for a written agreement with the venue as to mutual expectations and commitments regarding supervision;
 - a requirement that immediately prior to departure a list of those students actually attending the outing be prepared by the teacher of each class and left at the school, with another copy provided to the Teacher-in-Charge for the outing;
 - particularly for outings involving students in Grades K to 6, that consideration be given to the utilization of a “Buddy System” where each child is assigned a buddy and on a specified signal is to find his/her buddy and stay with him/her until a head count is done. Through such a system, checks can readily be done on entering and leaving a facility;
 - a particular vehicle be identified to all adults in attendance as being available for use in case of a medical emergency;

- a plan for parent/guardian notifications in the event of an emergency be in place (e.g. the school secretary to do notifications based on the pre-departure attendance lists);
- a follow-up person be designated and prepared for any serious incident that might occur – for such tasks as dealing with investigators, identifying witnesses, preserving the scene of any accident until investigators arrive, etc;
- if a serious incident does occur, a requirement for written reports to be prepared by all teachers in attendance at the outing and given to designated school and school division personnel; and
- other potential provisions such as procedures for dealing with injuries as outlined in the “Safety Guidelines for Physical Activities in Manitoba Schools”.

4. Swimmer’s Rules and Expectations

Where a swim venue has its own set of rules they must be followed.

Regardless of the rules posted at a particular venue the following must be followed:

- Swim only in designated areas;
- Swim with the buddy system;
- **Never dive in shallow water;**
- Know your limits;
- No horseplay, pushing or shoving on the deck or in the water;
- To prevent choking, never chew gum or eat food in the water;
- For outdoor pools and lake swimming, stay out of the water if storms are forecast or imminent;
- When lake swimming, watch for dangerous waves and currents;
- Restrict activities to designated swimming areas, usually marked by buoys;
- Never swim in the dark;
- Never push others under the water;
- Pay attention to the supervisors and lifeguards.

A student’s failure to comply with these, or the venue’s, rules and expectations will lead to loss of privilege to participate in the activity.

5. Swimming Endurance Test

To enter deeper water, students must be able to demonstrate a continuous 50-metre swim such that there is a coordinated action of arms and legs and the ability to comfortably place the face in the water once in a while during the swim. This must be completed with a reasonable degree of strength. It will be evaluated by a qualified lifeguard at the venue.

B. Water/Swimming – Group Activities (Excluding instructional programs)

1. Swimming safety regulations are specified in the Public Health Act. Manitoba Environment requires strict adherence to their lifeguard-to-patron ratio while inside or outside of the Province, Country.
2. Capacity of facility must be adhered to in ALL cases.

This section pertains to non-instructional group outings that involve School Division Children. This would include all school parties and group rentals where a class or classes rent an aquatic facility for a one-time booking.

3. Supervision requirements:

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One for each group of 25 students					
Lifeguard	One current, qualified lifeguard, as defined in <i>Section F: Life Guarding Qualifications</i> , is required for each group of 25 students in or near the water.					
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12. When students are in or near the water adult supervisors must position themselves so that the students are in clear sight and that they can assist, if requested, in an emergency.					
	Grade:	K	1-4	5-8	9-12	
	Adult to student ratio:	1 : 4	1 : 6	1 : 8	1 : 12	

4. The “Buddy System” **shall** be practiced during all swimming activities.

5. The swimming area must be cleared and a check of the swimmers made at regular intervals. The checking interval should **NEVER EXCEED** twenty (20) minutes. During this interval, students must locate and stand by their buddy.
6. Use of private pools, private hot tubs and private swimming areas is **NOT** permitted.
7. Public/Semi Public (Hotel) Hot Tubs
 - i. Early Years – use not allowed
 - ii. Middle Years – use not allowed
 - iii. Senior Years – use allowed
 - no individual use unless monitored by an approved supervisor.
8. Semi Public (Hotel) Pools
 - i. Early Years – use not allowed
 - ii. Middle Years – use not allowed
 - iii. Senior Years – use allowed
 - must meet teacher and minimum adult supervisor requirements.
9. Public Pools (excluding paddling pools)
 - i. Early Years – use allowed
 - K-4 must wear CSA approved PFD's (Personal Flotation Device) except:
 - When taking a course of instruction;
 - When they can **pass** a swimming proficiency test to the satisfaction of the supervising lifeguard;
 - When the student's feet are on the bottom of the pool and the water level does not exceed the student's shoulder height.
 - Must meet specified lifeguard and supervisor requirement.
 - ii. Middle Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.
 - iii. Senior Years – use allowed
 - Must meet specified lifeguard and supervisor requirements.
10. Paddling Pools/Splash Parks

K-6 must meet the teacher and adult supervision ratios
11. Open Water Posted Safe for Swimming
 - i. Early Years - use not allowed
 - ii. Middle Years - use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

- iii. Senior Years – use allowed
 - Must be a designated, roped area.
 - Must meet specified lifeguard and supervisor requirements.

C. Water/Swimming – Instructional Programs

This section pertains to all instructional swim programs that are contracted on behalf of the Brandon School Division. Swim programs are structured and follow a schedule set out by a representative of the service provider.

Buddy System – not required during swim lesson time. The “Buddy System” is required when the children are in the change room and during free playtime. Each supervising swim instructor is responsible for the supervision of their class.

1. Supervision requirements

In the case where this standard differs from that of the venue, the higher of the two shall apply.

Teacher	One is required for each group of 25 students. See below for a complete list of responsibilities for the teacher-in-charge.	
Lifeguard/Instructor	At least one qualified instructor is required. When an instructor is not a qualified lifeguard, as defined in Section F: Life Guarding Qualifications, the facility MUST provide a qualified lifeguard to closely monitor the safety of the class. When determining the number of instructors needed, recommended guidelines from the Canadian Red Cross Society and YMCA Canada, respectively, will be followed.	
Plus	Additional adult supervisors (not including lifeguards) are required when students are in or near the water. K-4 supervisors must be in the water; near the water line for grades 5-12.	
	Grade: Adult to student ratio:	K - Grade 8 1 : 10

2. Responsibilities

Supervising teacher(s) – It is required that each school participating in the school program identify a teacher-in-charge and an alternate, should he/she be unable to attend a swim session. When choosing a teacher-in-charge, it is recommended that the following be considered:

- Regular classroom teacher;
- Good knowledge of children participating in swim program;
- Ability to communicate and direct other teachers who are responsible for smaller groups of children (team leader);

Note: Substitute and student teachers are not recommended due to inconsistency of attendance at swim lessons.

****All teacher(s) –in-charge must attend an orientation meeting at the appropriate facility prior to the lessons.****

- Identify themselves to facility staff (clerical and aquatic). It is expected that the teacher-in-charge is well known throughout the facility. Supervising teachers will act as a point of contact for the Principals and the facility staff.
- Coordinate other supervisory staff in the change rooms and with on-deck supervision. This may include providing instructions and/or training with other staff prior to swim lessons beginning to ensure staff is familiar with the facility.
- Responsible for ensuring children follow procedures in change room and that they are brought out on to pool deck and seated on pool benches in a safe and orderly fashion.
- All teachers-in-charge (from each school) are to provide a list of participating children (and their swim levels) to the corresponding facility. Ideally, this list is generated and forwarded to the facility at least one week prior to the lessons beginning.
- Communicates to the Supervising Swim Instructor, any information regarding “high risk” behaviour or medical concerns for participating children.
- Communicates with Instructing Staff on an ongoing basis regarding any concerns or questions relating to the swim program.
- Assists with the on-deck supervision of all children in the pool area. This includes children who are not actually in the water as well.
- Communicates any parental concerns (verbal or written) to the Supervising Swim Instructor within a timely manner.
- Assists pool staff with minor first aid situations (e.g. nose-bleed) and other tasks as necessary (e.g. PFD’s)
- Responsible to notify the Supervising Swim Instructor of any pool equipment they do not want accessible during lesson or free playtime.

D. Canoes

For those trips involving the use of canoes, safety guidelines are to be appropriately addressed:

- Approved CSA PFDs (Personal Flotation Devices) **must** be worn at all times while on the water by all participants and supervisors.
- At least three weeks prior to the date of departure all participants **must** be able to complete the following swim tests without a PFD:

- i. Swim 100 m continuously with any stroke;
- ii. Tread water for 3 minutes

This test should be verified in writing by a qualified lifeguard. Any student not passing this test is ineligible for the trip unless a re-test is successful.

- A minimum of one of the approved supervisors must have valid lifeguard qualifications for every ten (10) participants. Additional approved teachers/volunteers with valid lifeguard qualifications are strongly recommended.
- A map showing details of the proposed route and camp sites and a time schedule must be filed in advance at the base camp and at the school.
- All participants must use the “Buddy System” – as practiced in swimming activities and the buddies must be in the same canoe.
- All canoe must also come under the “Buddy System”: a) one canoe is buddy for the other and they stay together in pairs; b) “supervision” canoes serve as lead and follow-up canoes. All student canoes must follow the “lead” in single file with speed controlled by a whistle signal from the follow-up “supervision” canoe.
- It is recommended all canoe stay within 25 m of the canoe closest to them.
- Canoeing Activities
 - i. Early Years – use note allowed.
 - ii. Middle Years – limited use allowed.
 - In-pool training (In-pool includes all designated training areas; roped water area at beach, lake, etc.)
 - iii. Senior Years – use allowed after training.
 - In-pool training as well as canoe tripping (Canoe tripping is defined as traveling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which may or may not include an overnight stay.)
- On wilderness trips and/or trips to isolated areas, it is required that an experienced guide or service provider with the necessary knowledge of the area and route be in place.

E. Commercial Watercraft

1. Canada:

Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.

2. Countries other than Canada:

Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

F. Other Safety Rules

1. A first aid kit must be available.
2. Back-up emergency transportation must be available at all times.
3. Appropriate communication device must be available at all times.

G. Life Guarding Qualifications

No person shall act as a lifeguard as required in the Division unless she/he is at least seventeen (17) years of age, and meets the additional criteria specified by *The Public Health Act (C.C.S.M. c. P210)* through *Swimming Pools and Other Water Recreational Facilities (Regulation 132/97)*:

1. She/he holds a current Cardiopulmonary Resuscitation Certificate of C-Level or higher, in accordance with the standards set by the International Liaison Committee on Resuscitation.
2. She/he holds one of the following:
 - St. John's Ambulance Standard First Aid Certificate;
 - Red Cross Standard First Aid Certificate;
 - Lifesaving Society Standard First Aid Certificate;
 - Criti Care Inc. Standard First Aid Certificate; and
3. She/he holds a current certificate certifying that she/he is the holder of the Lifesaving Society's National Lifeguard Service (NLS) Award.
4. A student who is part of an aquatic activity must **NOT** serve as lifeguard for that group.

VIII. CONDUCTING OFF-SITE ACTIVITIES

A. Supervision

- Brandon School Division suggested adult to student ratio (including teachers);
- Teachers must ensure that students are adequately supervised. In determining what constitutes adequate supervision, teachers need to consider the maturity, both physical and emotional, gender of the students, the degree of risk associated with the activities, the skill, knowledge and experience of the staff and their capacity to manage emergency situations;
- Additional supervision must be considered for off-site activities involving: increased risk, large number of students, participation of students with special needs, crowded venues, trips that are new to the sponsoring school and overnight trips;
- All supervision must be provided by individuals that are over the age of eighteen and meet the requirements of volunteers;
- There must be a teacher-in-charge for each off-site activity.

B. Transportation

Transportation of students by charter or school bus is recommended. Schools are reminded to use only approved carriers. This list is available from the Secretary-Treasurer's Department.

All transportation outside Brandon School Division boundaries will be coordinated by the teacher-in-charge.

NB. Students/minors are not to be used as volunteer drivers for travel beyond the Brandon School Division boundaries.

1. Private Vehicles

- i. Private vehicles may be used to transport students only with the **express knowledge and permission** of the Principal. Principals shall ensure that vehicles used are appropriately registered under *The Highway Traffic Act C.C.S.M. c. H60* and that drivers have a current and valid driver's license (see *Driver/Vehicle Approval Form*). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for his/her own protection, to carry at least \$1 million liability coverage.

- ii. It is recommended that where feasible the vehicle be operated by an employee or other responsible adult. For out-of-Division trips the Principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal (*Passenger Assignment Form*). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.
- iii. In the event of an accident, the Principal shall immediately verbally advise the Superintendent and as soon as possible file a full written report to the Superintendent.

2. Rental Vans

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1st and October 31st, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Office of the Superintendent/CEO between 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The drivers shall not be students.

3. Bicycles

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bike;
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. are use;
- Approved helmets for participating students and supervisors are required;
- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned;
- Brightly coloured vests or clothing are encouraged for all riders.

4. Water Travel

- i. **Canada:**
Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the Canada Shipping Act, 2001 S.C. 2001 c.26 and subsidiary regulations.
- ii. **Countries other than Canada:**
Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

5. Public Transit

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.

6. Walking

When walking is used as a mode of transportation for fieldtrips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

NOTE: During severe weather or poor driving conditions, principals or their designate must ensure that weather and road conditions are conducive to travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecast by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high or extreme (-45 C) category as defined by Environment Canada.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside Brandon School Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

IX Appendices

- A. Pre-Trip Proposal
- B. Emergency Response Plan Development Template
- C. Field Trip Checklist
- D. Supervision Ratio Calculation Form
- E. Day-Trip (Canada)/Work Experience Proposal Form
- F. Field Trip (Other) Proposal Form
- G. Post Trip Report Form
- H. Off-Site Incident Report Form
- I. Attendance Checklist
- J. Driver/Vehicle Approval Form
- K. Passenger Assignment Form
- L. Assessing Teacher/Leader Competency for High Risk Activities



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

October 28, 2013

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“Accepting the Challenge”

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

**Dr. Donna M. Michaels
Superintendent of Schools/
Chief Executive Officer**

A. Business Arising for Board Action

I. PRESENTATIONS

FROM SCHOOLS

Valleyview Centennial School
Green Acres School

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. POLICY AND PROCEDURES 3027 – “FRIENDS OF EDUCATION FUND COMMITTEE”

For Action.....D. Labossiere

At the Regular Board Meeting on October 15, 2013 a Giving of Notice to rescind Policy and Procedures 3027 – “The Friends of Education Fund” and replace same with Policy and Procedures 3027 – “The Friends of Education Fund Committee” together with Regulation 3027 – “The Friends of Education Fund” was given. (Appendix A) A motion to rescind and replace this policy is included in the agenda for Board consideration.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

At the July 8, 2013 Board Meeting, motion 83/2013 was approved. “That the trip involving twenty one (21) grades 10, 11 and 12 high school hockey students, from Vincent Massey High School to make a trip to Anaheim, CA November 26 – December 1, 2013 be approved in principle and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.”

Vincent Massey High School has submitted a final off-site activity request (attached as Appendix B for Board of Trustees consideration) for twenty one (21) grades 10, 11 and 12 high school hockey students, from Vincent Massey High School to make a trip to Anaheim, CA November 26 – December 1, 2013.

Mr. Bruce Shamray, Principal, Vincent Massey High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving twenty one (21) grades 10, 11 and 12 high school hockey students, from Vincent Massey High School to make a trip to Anaheim, CA November 26 – December 1, 2013 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

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

II. SECRETARY-TREASURER

1. BUS ACCIDENT

For Information.....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Thursday, October 17, 2013, at approximately 1:00 p.m., involving bus 40-03, while on a field trip. The bus was stopped in travel lane while waiting to pick up students on field trip and went to pass other buses waiting as students came out and in the process of turning out the rear end overhang of the bus came into contact with a parked vehicle. No apparent injuries were sustained by the driver of the bus. There were no students on the bus at the time of the accident. There was little to no damage to the school bus, however the other vehicle's damage will exceed \$1,000. The accident was reported to Manitoba Public Insurance. Brandon Police were not notified and a police report was not completed. This is provided as information.

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (OCTOBER 5 – OCTOBER 17, 2013)

- October 9, 2013 – Crocus Plains Regional Secondary School and École Secondaire Neelin High School

1. SCHOOL INFORMATION

For Information..... D. Michaels

A. QUALITY LEARNING

QUALITY LEARNING AT VINCENT MASSEY HIGH SCHOOL

Report prepared by Mr. Bruce Shamray, Principal, Vincent Massey High School

As part of the English as an Additional Language (EAL) programming review at Vincent Massey fifteen challenges arose from the previous sheltered content model. Some of those challenges included large class sizes, purpose of EAL sheltered classrooms, building teacher capacity for EAL students, placing students in mainstream courses before they are ready, having level 1-4 students in the same classroom, appropriate assessments, and no long term EAL team.

The new model reduces class size from over twenty five to twelve to fifteen students. Students are assessed and placed into either level 1-2 or level 3-4. The students will work with our four EAL teachers anywhere from one to three hours per day depending on their level. Then, the students are placed in courses in which the teachers feel they will have success. Some students will move rapidly through the program and others not as quickly. The goal is to have students with a skill set so they can be mainstreamed as quickly as possible but more importantly with a language level that will support success. There is an evaluation process being established to determine whether these changes are improving the educational experiences and achievement of our EAL students. The main focus for our EAL students is to provide them with literacy instruction rather than content until they are ready.

Recently EAL staff has commented on there being more fluidity between our leveled stages as well as continuity in the teaching of the content. There is more a sense of community in the EAL department which translates into better planning and collaboration. Most importantly students are feeling a greater sense of community. Our EAL teachers have hosted a parent night to explain the changes and it was well received. As well the teachers hosted a Thanksgiving luncheon for the EAL students and the students commented on what a wonderful event it was.

In the area of student achievement Vincent Massey has two students who are being recognized by AP (Advanced Placement) Canada as AP National Scholars. This award is presented to AP students who receive an average score of 4 on all AP exams written and scores of 4 or higher on at least five exams. Vincent Massey proudly congratulates recent graduates Issac Kim and Leslie Skead for their amazing accomplishments.

B. QUALITY TEACHING

QUALITY TEACHING AT ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

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

A quality teaching initiative that parallels well with the work associated with one of Neelin's school goal statements this year continues to be the instructional energy being managed within the school's Social Sciences department. The emphasis placed on the infusion of technology within the subject area of this department continues to address the necessity of providing authentic forms of instruction that also address the importance of student engagement as part of this challenging high school curriculum.

As part of the efforts behind the infusion of technology into the Social Sciences, it is no secret that Neelin boasts one of the most successful high school Geographic Information System (GIS) programs within the province of Manitoba. The attention provided to this level of technology has been made available to Neelin students since the fall of 2010 and the program consistently receives recognition not only across the province but also across the nation. The passion shown towards the subject by Neelin's GIS teacher, Rob Langston, has paid huge dividends for his students. Langston's students have participated and have received the highest levels of Provincial recognition at the Skills Manitoba competition for the past three years.

As part of the curricular expectations connected with Neelin's GIS courses, Mr. Langston continues to promote career opportunities available to his students. As an extension to their practical classroom learning, Langston's students have been invited to present their work at many corporate conferences that center on the GIS industry. Industry personnel, in attendance at these conferences, have been quite impressed with the calibre of work created and presented by our students.

This year, GeoManitoba, in collaboration with the Manitoba's Department of Education, has opted to create the first ever GIS Day. The intent behind the endeavour is to provide students an opportunity to participate in GIS activities and celebrate the potential and relevance GIS has within society. It will also provide students the opportunity to engage in the technology, learn about relevant real-world applications and experience practical GIS activities. As a result of all the work managed within the GIS area at Neelin, along with the on-going support of the Division, the Province requested to have École Secondaire Neelin High School host the first ever Provincial GIS Day which will be held on November 20, 2013.

In recognition of the GIS work that was managed by Langston's students as part of their Sioux Valley project, Langston together with current grade 11 Neelin student Sam Waters have been invited to Winnipeg in December 2013 to present at the

Department of Education's Interorganizational Curriculum Advisory Committee (ICAC) school leaders meeting.

GIS continues to be both an excellent and positive learning opportunity for the students of École Secondaire Neelin High school. The level of passion and leadership for the subject by staff and students is being extended and shared with other teachers, educational leaders and students beyond the classrooms of our school. It continues to provide an excellent avenue of learning in terms of infusing technology into the social sciences area.

C. QUALITY SUPPORT SERVICES

QUALITY SUPPORT SERVICES AT RIVERHEIGHTS SCHOOL

Report prepared by Mr. John Minshull, Principal, Riverheights School

Objective #2

"To strengthen and advance the provision of "Appropriate Educational Programming" to each learner through Divisional and school-based simultaneous implementation of the Response to Intervention (RTI) model of student support services."

Since the beginning of the 2013-2014 school year, Riverheights School has put an RTI structure in place to facilitate interventions for students at appropriate times in their learning.

We have developed an overall RTI committee which consists of the English as an Additional Language teacher, literacy support teachers, reading recovery teachers, numeracy specialist, resource teachers, counselor, vice principal and principal. Brandon School Division clinicians will be part of this committee as the need arises, based on the particular needs of the students.

Class Profile Meetings were held in early October, and the information gathered in these meetings has led to the development of some basic interventions, both for individual students and groups of students. These interventions will be monitored by the RTI committee throughout the year, and revisions will be made where necessary.

To ensure that the committee has up to date and current information about the students, each member of the RTI committee has "adopted" two to four teachers and will meet with those teachers on a regular basis to discuss teaching and learning as it pertains to the needs of their students within their classroom. Information gathered will be shared at RTI committee meetings, and further interventions will be put into place where necessary.

As we move through the school year, we will continue to review and revise our structure as we identify the areas of need.

D. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	5	5, 15	Drug and Alcohol (1), Assaultive (2), Unacceptable (2)
Neelin	4	3, 5	Drug and Alcohol (2), Unacceptable (2)
Vincent Massey	2	5	Unacceptable Behaviour (2)

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / SEPTEMBER 30, 2013

The Brandon School Division Currently has 1371 English as an Additional Language (EAL) Students.

- 8 new registrations were received from September 25 – 30, 2013;
- 4 additional students left the Brandon School Division from September 25 - 30, 2013.

The number of new EAL registrations received to date for the 2012/2013 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2013	120
Total	120

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	0				
Betty Gibson	137	11	4		
Crocus Plains	237	15	11		
Earl Oxford	59	2			
George Fitton	98	1	5		
Green Acres	22	1	1		
Harrison	0				
J.R. Reid	26		4		
King George	103	3	5		

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Kirkcaldy Heights	26		1		
Linden Lanes	25	1	3		
Meadows	103	10	8		
Neelin	32	3	2		1
New Era	120	6	17		
O'Kelly	24	1			
Riverheights	66	2	1		7
Riverview	38	1	1		
Spring Valley	24				
St. Augustine	41	1			4
Valleyview Centennial	13		1		1
Vincent Massey	125	5	14	1	46
Waverly Park	52		1		
Total	1371	63	79	1	59

The number of students who left Brandon School Division from September 25 – September 30, 2013 is four (4). Of these students:

- one (1) moved out of the Division; and
- three (3) moved out of the Province.

An additional eight (8) students changed catchment areas within the Division in September.

2. DIVISIONAL INITIATIVES

For Information..... D. Michaels

A. QUALITY LEARNING

PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 2 THE LANDSCAPE OF SCHOOL LEADERSHIP – ROLE OF THE PRINCIPAL AND VICE PRINCIPAL / OCTOBER 15, 2013
Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and Mr. Blaine Aston, Vice Principal, École New Era School

Jaime Lombaert and Blaine Aston, Principal Leadership Preparation Program Co-Chairs welcomed participants and discussed mentorships and University credit opportunity.

The first presenter was Craig Manson, Principal, Green Acres School. Mr. Manson presented traits and characteristics of a good leader. Mr. Manson also overviewed and outlined Chapter 1, *The Landscape of School Leadership*. Chris Czarnecki, Principal, St. Augustine School, discussed essential characteristics of administrators. The final presenter was Sean Brown, Vice Principal, Vincent Massey High School; he outlined the role of the vice principal.

B. QUALITY SUPPORT SERVICES

IMPLEMENTATION OF STRATEGIC PLAN 2013/2014

PROFESSIONAL LEARNING OPPORTUNITIES AND SESSIONS

The implementation process of the Division's Strategic Plan 2013-2014 utilizes a comprehensive professional learning program consisting of a variety of sessions and opportunities.

The following is a summary of the sessions scheduled for Semester I (September 2013 – End of January 2013):

September 2013

Releasing Responsibility – EALs	September 3, 2013	McLaren Room
EY/MY Physical Education	September 4, 2013	McLaren Room
Reading Recovery Assessment #1	September 4, 2013	
Gr. 9 Lit Assessment	September 10, 2013	McLaren Room
Reading Recovery Assessment #2	September 10, 2013	
Resource TCH/Counsellors	September 11, 2013	McLaren Room
Smartboard Training	September 11, 2013	Training Centre
Provincial Assessment Training	September 12, 2013	McLaren Room
Reading Recovery Assessment #3	September 13, 2013	
Div. Numeracy Assessment Gr. 5	September 17, 2013	McLaren Room
Lit Assessment Gr. 5 & 7	September 17, 2013	McLaren Room
EA Training	September 17, 2013	George Fitton
Smartboard Training	September 18, 2013	
Reading Recovery Assessment #4	September 18, 2013	
Fountas & Pinnell	September 19, 2013	McLaren Room
Gr. 9 Assessment – Marking	September 24, 2013	McLaren Room & Training Centre
K-12 EAL TCH Meeting	September 24, 2013	New Era
DELf Assessment	September 25, 2013	McLaren Room
Tell Them From Me	September 25, 2013	McLaren Room
Reading Recovery ISS #1	September 25, 2013	
First Aid/CPR	September 26, 2013	September 25, 2013

October 2013

URIS Training 4-5	October 1, 2013	McLaren Room
EIS: K-8	October 1, 2013	
EIS: K-8	October 2, 2013	

Gr. 2 Balanced Literacy	October 3, 2013	McLaren Room
Gr. 3 Balanced Literacy	October 3, 2013	McLaren Room
EIS: K-8	October 3, 2013	
MTS Fab 5 Conference	October 4, 2013	
Reading & Writing Connection	October 4, 2013	
Threat/Risk Assessment	October 7, 2013	Victoria Inn
Threat/Risk Assessment	October 8, 2013	Victoria Inn
K-8 SIOP	October 8, 2013	New Era
Social Responsibility	October 8, 2013	
Sensitive Issues	October 9, 2013	McLaren Room
VM School Bundle	October 9, 2013	
Reading Recovery: ISS #2	October 9, 2013	
ABC's & 123's of DAP	October 10, 2013	McLaren Room
SIOP	October 10, 2013	New Era
Report Card AM & PM	October 10, 2013	Waverly Park
ELA Team Mtg	October 11, 2013	
ELA Collaborative Project	October 11, 2013	
Balanced Literacy	October 15, 2013	McLaren Room
K-8 PE/HE Report Card	October 15, 2013	Room 302
Leadership in Literacy	October 16, 2013	McLaren Room
Reading & Writing Connection	October 16, 2013	
Literacy Support	October 17, 2013	McLaren Room
Math Recovery	October 17, 2013	McLaren Room
Reading Recovery: CC Grp 2	October 17, 2013	
Report Card	October 17, 2013	Waverly Park
TeacherLogic	October 18, 2013	Training Centre
Milestones Preschool	October 21, 2013`	Room 302
Sub TCH Meeting	October 21, 2013	McLaren Room
Gr. 6-8 French	October 22, 2013	McLaren Room
K-12 Co-TCH	October 22, 2013	New Era
Classroom Websites	October 23,2013	Training Centre
First Aid/CPR	October 23, 2013	McLaren Room
Reading Recovery ISS #3	October 23, 2013	
Mini Appels (all day)	October 24, 2013	BU
PATH	October 24, 2013	McLaren Room
K-12 SAGE	October 25, 2013	
Mini Appels (all day)	October 25, 2013	BU
Classroom Websites	October 29, 2013	Training Centre
NVCI Initial Training	October 30, 2013	Church
Gr. 4-6 French	October 30, 2013	McLaren Room
Reading Recovery: CC Grp 3	October 30, 2013	
NVCI Initial Training	October 31, 2013	Church
November 2013		
Workplace Health Safety	November 5, 2013	
ELA Marking	November 5, 2013	School Sites
Gr. 1 Balanced Lit	November 5, 2013	McLaren Room
Gr. 9 ELA Marking	November 6, 2013	School Sites

F1 Transition: Gr. 8 – HS	November 6, 2013	McLaren Room
RR: ISS #4	November 6, 2013	
Threat/Risk Assessment Level II	November 7, 2013	McLaren Room
K-12 EAL TCH Meeting	November 7, 2013	New Era
Threat/Risk Assessment Level II	November 8, 2013	McLaren Room
Classroom Websites	November 12, 2013	Training Centre
9-12 SIOP	November 12, 2013	New Era
Leadership in Literacy	November 13, 2013	McLaren Room
Leadership in Literacy 2	November 13, 2013	McLaren Room
Literacy Support	November 14, 2013	McLaren Room
Appels Encore	November 14, 2013	Brandon University
Appels Encore	November 15, 2013	Brandon University
Strategic Leadership Council (SLC)	November 18, 2013	McLaren Room
Classroom Websites	November 19, 2013	Training Centre
K-8 SIOP	November 19, 2013	New Era
RR: CC Grp	November 19, 2013	
Gr. 9-12 Tech Int.	November 20, 2013	Training Centre
Multi-Age at the MY	November 20, 2013	McLaren Room
RR: ISS #5	November 20, 2013	
Cultural Diversity EA's	November 21, 2013	McLaren Room
Mind/Brain of a Teen EA's	November 22, 2013	McLaren Room
Classroom Websites	November 26, 2013	Training Centre
Sustainable Evaluation Training	November 26, 2013	McLaren Room
Getting Creative with Technology in MY Lit.	November 27, 2013	Training Centre
HALEP Meeting	November 27, 2013	McLaren Room
Evaluation F1	November 28, 2013	Room 302
Sustainable Evaluation Training	November 28, 2013	McLaren Room
December 2013		
Professional Learning Community Meeting	December 2, 2013	McLaren Room
Math Facts	December 3, 2013	New Era
K-8 SIOP	December 4, 2013	New Era
Resources/Counsellor Meeting	December 4, 2013	McLaren Room
K-2 Make & Take	December 4, 2013	
9-12 SIOP	December 5, 2013	New Era
TTFM	December 5, 2013	McLaren Room
K-12 Co-TCH	December 10, 2013	New Era
EY/MY Physical Education Meeting	December 10, 2013	McLaren Room
Math Recovery	December 11, 2013	McLaren Room
January 2013		
K-8 SIOP	January 8, 2014	New Era
Classroom Websites	January 9, 2014	Training Centre
9-12 SIOP	January 9, 2014	New Era
Milestones Preschool	January 13, 2014	Room 302
Gr. 12 ELA Marking	January 14, 2014	McLaren Room
Gr. 12 ELA Marking	January 15, 2014	McLaren Room

Gr. 12 ELA Marking	January 16, 2014	McLaren Room
Classroom Websites	January 16, 2014	Training Centre
Gr. 12 ELA Marking	January 17, 2014	McLaren Room
Gr. 12 ELA Marking	January 20, 2014	McLaren Room
K-12 Co-TCH	January 21, 2014	New Era
Leadership in Literacy	January 22, 2014	McLaren Room
Leadership in Literacy 2	January 22, 2014	McLaren Room
Literacy Support	January 23, 2014	McLaren Room
Provincial Marking Gr. 12 Applied	January 23, 2014	Room 302
Mini Appeals	January 23, 2014	Brandon University
Provincial Marking: Gr. 12 Essentials	January 24, 2014	Room 302
Mini Appeals	January 24, 2014	Brandon University
Provincial Marking: Gr. 12 Pre-Calculus	January 27, 2014	McLaren Room
Classroom Websites	January 30, 2014	Training Centre
Inspiration for Early Education	January 31, 2014	TBA

3. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE RECEIVED FROM JIM RONDEAU, MINISTER OF HEALTHY LIVING, SENIORS AND CONSUMER AFFAIRS; NANCY ALLAN, MINISTER OF EDUCATION; AND KEVIN CHIEF, MINISTER OF CHILDREN AND YOUTH OPPORTUNITIES

The following correspondence has been received from Jim Rondeau, Minister of Healthy Living, Seniors and Consumer Affairs; Nancy Allan, Minister of Education; and Kevin Chief, Minister of Children and Youth Opportunities:

Healthy Schools is Manitoba's school health initiative that promotes the physical, emotional and social health of school communities. As a partnership of Manitoba Healthy Living, Seniors and Consumer Affairs, Manitoba Education and Healthy Child Manitoba, Healthy Schools recognizes that good health is important for learning. We are committed to helping schools to positively influence the relationship between health and learning.

Your school division's commitment to this initiative has added to the success of Healthy Schools in Manitoba. We are pleased to provide your school division with \$21,898.18 in the 2013-2014 school year to support your division, in collaboration with community partners (including local regional health authorities), to deliver Healthy Schools programming. You will receive your Healthy Schools Grant in two installments:

<i>Fall 2013 (enclosed)</i>	<i>\$20,398.18</i>
<i>Spring 2014</i>	<i><u>\$1,500.00</u></i>
<i>Total</i>	<i>\$21,898.18</i>

Thank you for your ongoing commitment to the health and well-being of Manitoba's children.

CORRESPONDENCE RECEIVED FROM DEBBIE NELSON, EXECUTIVE DIRECTOR, MANITOBA HEALTHY LIVING, SENIORS AND CONSUMER AFFAIRS; SUSAN TESSLER, DIRECTOR, HEALTHY CHILD MANITOBA; AND GILBERT MICHAUD, DIRECTOR, MANITOBA EDUCATION

The following correspondence has been received from Debbie Nelson, Executive Director, Manitoba Healthy Living, Seniors and Consumer Affairs; Susan Tessler, Director, Healthy Child Manitoba; and Gilbert Michaud, Director, Manitoba Education:

Healthy Schools is pleased to support your division's ongoing work in planning for and creating healthy school environments. We look forward to hearing about your 2013-2014 Healthy Schools Grant accomplishments.

Healthy Schools is rooted in the comprehensive school health approach and is based on the belief that good health is important for learning. In the classroom, comprehensive school health facilitates improved academic achievement and can lead to fewer behavioural problems. In the broader school environment, it helps students develop the skills they need to be physically and emotionally healthy for life.

This letter is in follow up to the correspondence you received from the Minister of Healthy Living, Seniors and Consumer Affairs, Honourable Jim Rondeau, the Minister of Education, Honourable Nancy Allan, and the Minister of Children and Youth Opportunities, Honourable Kevin Chieff. As they highlighted, the Healthy Schools Grant is to support school divisions in their ongoing work around Healthy Schools. School divisions are asked to work with their community partners and use the funding to further develop and/or implement Healthy Schools activities. Activities should:

- encourage community, student and family participation*
- build and strengthen partnerships among health providers, educators, parents, children and the community*
- foster a comprehensive collaborative approach*
- incorporate best practices and evidence*
- encourage activities that support wellness and promote healthy environments within the community, at home and at school*
- build and sustain community capacity*
- support the sharing of knowledge and expertise*

For example, using results from the Youth Health Survey while developing your Healthy Schools plans and/or activities is a great opportunity to partner with your local Regional Health Authority (RHA).

As previously communicated, the Healthy Schools Grant is now part of Manitoba Education's Categorical Grants. Reporting on your Healthy Schools Grant has been integrated into Manitoba Education's categorical grant review schedule. Divisions scheduled to provide written reports are now required to include a Healthy Schools report using the Categorical Grant Report template. The Healthy Schools Grant will also be included in the divisions during division visits.

Our goal in integrating the Healthy Schools Grant into Manitoba Education's existing Categorical Grants process is to:

- help streamline reporting and reduce duplication of reporting requirements*
- provide opportunities to better coordinate Healthy Schools activities with other divisional initiatives and allow for better and more thoughtful planning.*

Our schools are uniquely positioned to positively influence the health of children, youth and their families. We look forward to our continued work together in supporting progress towards enhanced health and education outcomes for Manitoba students.



BRANDON SCHOOL DIVISION POLICY

POLICY 3027

THE FRIENDS OF EDUCATION FUND COMMITTEE

The Brandon School Division Board of Trustees recognizes the need to establish a fund for the purpose of providing an opportunity for individuals, organizations or firms to make tax deductible and non-tax deductible donations to the Brandon School Division to support special items or purposes not included in the Division's annual budget.

The Friends of Education Fund Committee shall be established to oversee this fund to be known as "The Friends of Education Fund."



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 3027

THE FRIENDS OF EDUCATION FUND COMMITTEE

A. Goals of The Friends of Education Fund Committee

1. To promote and encourage contributions to “The Friends of Education Fund”.
2. Through the administration of “The Friends of Education Fund” the Committee shall
 - a. provide a mechanism by which requests from schools for funding can be received, evaluated and approved or denied.
 - b. provide for the advancement of education by providing financial support for projects in public education.
 - c. provide a mechanism by which fund raising projects may be authorized as charitable activities for tax receipts.

B. Membership

The Board of Trustees “The Friends of Education Fund Committee” shall be composed of at least one representative from each of the following:

- Brandon Teachers' Association Executive Representative;
- An Early Years Teacher;
- A Middle Years Teacher;
- A Senior Years Teacher;
- School Principal;
- The Canadian Union of Public Employees - Local 737;
- The Brandon Retired Teachers' Association;
- Three (3) representatives from the community;
- One (1) member of a school Parent Council;
- One (1) Trustee will be the Chairperson of the Committee; and
- Sitting in support of the committee but without a vote will be the Superintendent of Schools/CEO, the Assistant Secretary-Treasurer.

Quorum for scheduled meetings shall consist of at least four (4) of the above-noted Committee members, of which one must be the Trustee representative on the Committee. If there is no quorum, then the meeting shall be cancelled and rescheduled to meet the Committee’s quorum requirement.

C. Term of Membership

1. Membership shall be voluntary;
2. Positions will be one (1) year appointments with the possibility of renewal up to a maximum of three (3) consecutive years.

D. Responsibilities and Duties of Committee with respect to contributions and distributions of monies within “The Friends of Education Fund”:

1. CONTRIBUTIONS

Contributions to “The Friends of Education Fund” may be made by bequest, outright gift, memorial gift or corporate donation. Contributions may be made in cash, by transfer of financial assets or through gifts-in-kind. The Committee reserves the right to convert goods into cash. Parent Advisory Councils and Parent Councils may contribute to “The Friends of Education Fund” for defined purposes in order to utilize the charitable status of the fund, i.e. playground funds.

Donors are responsible for all personal accounting or legal implications. Responsibility for the evaluation and appraisal of gifts in kind shall rest with the Secretary-Treasurer’s Department who shall provide an acceptable third party arms length appraisal if an income tax receipt is required. If a third party arms length appraisal is not available the Secretary-Treasurer’s Department will determine the amount of the donation. This amount is indisputable.

The responsibility for determining the acceptability of any donation shall reside with the Committee which may decline any donation it considers to be inconsistent with the principles of public education or the needs of the public schools within the Brandon School Division. Further, the Committee shall have the authority to determine whether a donation in kind qualifies for a charitable receipt.

2. DISTRIBUTION OF FUNDS

a) Specified Donations:

Donors may make donations in cash or gifts-in-kind for specified purposes or as general contributions which fulfill the purpose of “The Friends of Education Fund” as previously stated. Donations received for specific projects or purposes shall be reported to the Committee at each meeting.

Once projects are approved by the Committee and ratified by the Board the funds shall be disbursed as soon as possible in accordance with the specifications of the donor and in cooperation with the school, department or individual who is the recipient of the donation.

Donations for specific projects or purposes as identified by the donor and/or requests for specific projects or purposes from Division schools, departments, students or staff, should fulfill the purpose of the fund and are generally expected to meet the following guidelines:

- i. for capital equipment with an individual value greater than \$100 and an anticipated useful life greater than three years, for use by students or for administrative use anywhere within the Division;
- ii. for bursaries/scholarships for Division-wide allocation or for individual schools;
- iii. for special projects not normally or exceptionally provided through the annual budget or available from other Division funds.

b) Non-Specified Donations

For non-specified donations received by the fund, The Friends of Education Fund Committee will receive requests/proposals from Division schools, departments, students and staff throughout the year. Requests from individuals must be supported by a Division school or department. At each meeting the Committee shall review the requests received and allocate the available funds to the projects approved.

Time sensitive requests may be received and acted upon at any time provided there is agreement to do so as indicated by a 2/3 majority vote of the Committee which may be obtained by telephone poll where full disclosure of the request is provided. The funds will be disbursed as soon as possible after approval by the Committee and ratification by the Board and in cooperation with the receiving school, department or partner.

E. Meetings

1. The Friends of Education Fund Committee shall meet twice during the school year: October and April. (On election years Board representatives will set a meeting as soon as possible).
2. Notification of a special meeting shall occur at least one week prior to the meeting date.
3. The Friends of Education Fund Committee meeting reports shall be posted on the Brandon School Division website for public information. The Committee shall report to the Board of Trustees through the submission of Committee Minutes as presented by the Trustee Representative and Chairperson of the Committee and by presentation of the annual reports stated in the Regulations to this policy and procedure.
4. The Assistant-Secretary Treasurer or designate shall initiate the organization of the first Friends of Education Fund Committee meeting of each school year.



BRANDON SCHOOL DIVISION POLICY

REGULATIONS 3027

ADMINISTRATION OF THE FRIENDS OF EDUCATION FUND

“The Friends of Education Fund” will be administered by Brandon School Division administration office staff with the guidance and direction of The Friends of Education Committee using the following guidelines:

- a) charitable donation receipts will be issued for contributions of cash or gifts-in-kind made to the fund in the amount of \$10 or greater;
- b) such receipts will be issued from the Division Administration Office or from individual schools with the Principal and Vice-Principal having signing authority;
- c) cash contributions will be deposited in a separate interest bearing bank account established for this fund;
- d) larger accumulations of funds will be invested in securities authorized under The Public Schools Act or invested cooperatively under certain circumstances with such organizations as the Brandon Area Foundation;
- e) the fund shall be maintained as a Trust Fund within the Division accounting records but as a distinct area separate from regular operations;
- f) as part of the Division accounting records the fund will be subject to the annual audit as applied to the Division’s overall operations;
- g) an accounting report summarizing receipts, disbursements and bank/investment balances shall be provided to the Committee and the Board of Trustees annually on or before October 31st;
- h) the means of recognition will be determined by the committee at a scheduled meeting of the year and will be administered through the Assistant Secretary-Treasurer or designate.
- i) the signing authorities for the bank account will be the Division’s authorized signing authorities;
- j) disbursements of the donations received shall be made as soon as possible after the Committee has approved, and the Board of Trustees has ratified, the projects.