



BRANDON SCHOOL DIVISION

October 8, 2021

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

TO BE HELD TUESDAY, OCTOBER 12, 2021
6:00 P.M. (In-Camera) 7:30 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, September 27, 2021.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports

- a) Staffing Activity Report

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS**3.01 Presentations for Information****3.02 Communications for Information**

- a) Correspondence received by the Board of Trustees from the Vincent Massey High School Varsity Girls Volleyball Team, noting that High School sports are a very important thing in many students' lives. Studies show that playing sports is crucial to teenagers' mental health, and senior year is the biggest year in a student athlete's life. The Team is very grateful for everything that both Brandon School Division and school staff have done to provide them with the opportunity to play the sports they are passionate about during the pandemic. The team requests that spectators be allowed at their games, which would benefit both the spectators and the athletes. The Team understands that the Board is under a lot of pressure and that this would be a big challenge, but wants Trustees to know how much it would mean to them. (Appendix 'A')
- Receive and file.

3.03 Communications for Action**4.00 REPORT OF SENIOR ADMINISTRATION****- From Report of Senior Administration**

- a) Review Report of Senior Administration – October 12, 2021.

5.00 GOVERNANCE MATTERS**5.01 Reports of Committees**

- a) Committee of the Whole:
Personnel and Policy S. Bambridge

5.02 Delegations and Petitions (Max. 15 minutes)**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda

- MSBA Issues

- a) e-bulletin – September 29, 2021 (Appendix 'B')

5.04 Public Inquiries (Max. 15 Mins)**5.05 Motions**

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 7:30 p.m. (public), Monday, October 25, 2021, Boardroom.

Due to COVID-19:

- Brandon School Division Board Meetings are currently taking place in person and allowing public attendance, however, to accommodate space limitations and physical distancing, we ask that those wishing to attend pre-register with Bernadene Sangster, Executive Assistant, at sangster.bernadene@bsd.ca, or (204) 729-3114 by 4:00 p.m. the Friday before the Board meeting.
- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact Ms. Sangster no later than 4:00 p.m. on the Tuesday before the Board meeting.
- Face mask use is mandatory.
- We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/page/8192/board-meeting-dates-live-streaming>

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING/COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:00 P.M., MONDAY, SEPTEMBER 27, 2021.

TRUSTEES PRESENT:

L. Ross, Chairperson	
J. Gobeil, Vice-Chairperson	
S. Bambridge (by phone)	C. Ekenna
K. Fallis	B. Foley
D. Kejick	L. Letain
J. Murray	

ALSO PRESENT:

D. Labossiere, Secretary-Treasurer
M. Gustafson, A/Superintendent / CEO
S. Gilleshammer, Assistant Superintendent
J. Zilkey, Assistant Superintendent
B. Sangster, Recording Secretary
T. Curtis, Live Streaming Video Operator

REGRETS:

The Chairperson called the In-Camera portion of the meeting to order at 6:05 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added five (5) items for In-Camera.

Ms. Letain – Ms. Fallis
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held September 13, 2021 were circulated.

Ms. Letain – Mr. Murray
That the Minutes be approved as circulated.
Carried.

Mr. Foley – Ms. Kejick
That the Board do now resolve into Committee of the Whole In-Camera. (6:09 p.m.)
Carried.

2.00 IN CAMERA DISCUSSION (COMMITTEE OF THE WHOLE):**2.01 Student Issues****- Reports**

- a) Mr. Mathew Gustafson, A/Superintendent / CEO, provided information on a Student Matter.
- b) The A/Superintendent / CEO provided an update on a Student Matter and answered Trustee questions.

- Trustee Inquiries**2.02 Personnel Matters****- Reports**

- a) Staffing Activity Report was presented.
- b) The A/Superintendent / CEO provided information on two (2) Personnel Matters.
- c) Trustee Ross discussed a Personnel Matter with the Board.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****2.04 Board Operations****- Reports**

- a) The A/Superintendent / CEO spoke on a Board Operations Matter and received direction from the Board.

- Trustee Inquiries

Mr. Murray – Ms. Letain

That the Committee of the Whole In-Camera do now resolve into Board. (7:28 p.m.)

Carried.

The Chairperson called the Public portion of the meeting to order at 7:33 p.m. with a traditional heritage acknowledgement.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action****4.00 REPORT OF SENIOR ADMINISTRATION**

Mr. Mathew Gustafson, A/Superintendent / CEO, provided highlights on the following items from the September 27, 2021 Report of Senior Administration:

- Celebrations
 - Proclamation – School Support Staff Week, September 27 to October 1, 2021

- Student Performance – Keara T., a Grade 12 student, École secondaire Neelin High School, at a Benefit Concert for Rainbow Stage on September 12th in Winnipeg
- Blessings of the Land at Green Acres School – Tipi Tour Legacy Project
- Administrative Information
 - Information Items
 - Manitoba Education Correspondence:
 - Peace Days – September 15 to 21, 2021
 - Public Health Measures in Schools

Mr. Jon Zilkey, Assistant Superintendent, provided information on the following item:

- Truth and Reconciliation Week – September 27 to 30, 2021

Mr. Gobeil – Ms. Fallis

That the September 27, 2021 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education and Community Relations Committee Meeting
The written report of the Education and Community Relations Committee meeting held on September 13, 2021 was circulated.

Ms. Letain – Mr. Ekenna

That the Report be received and filed.

Carried.

- b) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on September 13, 2021 was circulated.

Dr. Ross – Ms. Letain

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

Trustee Ross spoke to the September 13, 2021 Delegation by Lt(N) / Ltv Cody Carter-Squire, Unit Public Affairs Representative, Brandon Zone, Regional Cadet Support Unit (Northwest).

Trustee Murray noted that Lt(N) / Ltv Carter-Squire asked about credits being offered for students taking part in the Cadet program. Trustee Murray asked if the Board could refer that matter to the MSBA Resolutions Committee.

Trustee Ross indicated that she spoke with Lt(N) / Ltv Carter-Squire after the Board meeting, and advised that the matter of credits is not within the Board's purview, and that he could take the matter to Manitoba Education. Trustee Ross agreed that it could also go through the MBSA Resolutions Committee.

- From Board Agenda
- MSBA Matters

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

Late Motions:

- 53/2021 Mr. Foley – Mr. Murray
That the Sub-Committees of the Board, effective September 27, 2021 be and are hereby approved as follows:

Brandon Community Drug and Alcohol Education Coalition: C. Ekenna
Alternate: D. Kejick

Brandon Urban Aboriginal People's Council: J. Gobeil
Alternate: L. Ross

Friends of Education Fund: B. Foley
Alternate: J. Murray

Parent/Guardian/Division: Committee of the Whole

Support Personnel Labour Management: L. Letain
Alternate: J. Gobeil

Teacher Liaison: S. Bambridge, B. Foley, L. Letain
Alternate: K. Fallis

Workplace Safety and Health: K. Fallis
Alternate: S. Bambridge
Carried.

- 54/2021 Ms. Fallis – Ms. Kejick
That the Ad-Hoc Committee of the Board, effective September 27, 2021 be and is hereby approved as follows:

MSBA Resolutions: J. Gobeil, J. Murray
Carried.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING/COMMITTEE OF THE WHOLE – 7:30 p.m. (public),
Tuesday, October 12, 2021, Boardroom.

Due to COVID-19:

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- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact Ms. Sangster no later than 4:00 p.m. on the Tuesday before the Board meeting.
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Ms. Fallis – Ms. Letain

That the Board do now resolve into Committee of the Whole In-Camera. (7:56 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (8:10 p.m.)

Mr. Foley – Ms. Kejick

That the Committee of the Whole In-Camera do now resolve into Board. (8:55 p.m.)

Carried.

7.00 ADJOURNMENT

Mr. Murray – Mr. Ekenna

That the Board do now adjourn (8:56 p.m.)

Carried.

Chairperson

Secretary-Treasurer

Appendix 'A'

Dear Brandon School Division Board of Trustees,

High school sports are a very important thing in many student's lives. Studies show that playing sports is crucial to teenager's mental health. Senior year is, arguably, the biggest year in a student athlete's life. At a school like Vincent Massey where we take great pride in our athletics, many of us spend our entire high school experience looking forward to our grade 12 season. Students graduating in the past two years have missed out on that experience, and with high vaccine rates and low case numbers in our region, we hope that they will be the last ones who have to. We are very grateful for everything that both BSD and our school staff have done to provide us with the opportunity to continue to play the sports we are passionate about during the pandemic. We are very excited to get back to playing games, but one thing that would make it better is if people could watch. With certain precautions in order, we know that there are safe ways to have spectators in our schools. Hockey rinks and other facilities have found safe ways to allow spectators into their buildings. We know that there are a lot of protocols that must be followed such as limited capacities, physical distancing, hand hygiene and proof of vaccination. Our parents would be dedicated to monitoring procedures and ensuring that any rules the division sets are followed to make this possible for us.

Allowing spectators benefits both the spectators and the athletes. For many parents, grandparents, and other family members, watching us compete is a highlight in their life. To be able to sit in the stands and cheer for your team is an experience we have all missed out on lately. As for the athletes, it is such a weird and eerie experience to play in a quiet and empty gym. It is hard to take the game seriously when the environment is no different than it is at practice. Having supporters eases the pressure and raises the energy in the gym, causing us to play better. Being grade 11 and 12 students, there are athletes on our teams thinking about playing post-secondary sports. The best way for a college/university coach to evaluate a player is by watching them play in a game, which has not been able to happen for almost two years now.

Every day, we go to school with thousands of people in an environment that the government, school division, and administration have deemed safe. We would love to have the support of our families at our games. As athletes, we and our families would do everything in our power to ensure the safety of our events. We really hope that you will take into consideration the

suggestions that we have made to make athletes and their loved ones' lives a little bit better in these tough times. We understand that you are under a lot of pressure right now and that this would be a big challenge, we just want you to know how much it would mean to us.

Thank you,

Vincent Massey Girls Varsity Volleyball Team



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

October 12, 2021

A. Administrative Information

I. CELEBRATIONS

TRUTH AND RECONCILIATION WEEK VIDEO

Brandon School Division students and staff took part in many different activities in recognition of the importance of learning about and observing National Truth and Reconciliation Week. Please see link below for a video highlighting some of the events that took place at schools across the Division.

[Truth and Reconciliation Week \(bsd.ca\)](https://www.bsd.ca/Truth-and-Reconciliation-Week)

WORLD TEACHERS' DAY – OCTOBER 5

World Teachers' Day is held annually on October 5 to celebrate all teachers around the world. The theme this year was "Teachers at the Heart of Education Recovery", in recognition of the contributions made by teachers to the learning recovery process resulting from the COVID-19 pandemic.

II. COMMUNITY CONNECTIONS

The following community connections were made by Senior Administration from September 13, 2021 to October 8, 2021.

- September 13, 2021 – meeting with Cale Dunbar, President, Brandon Teachers' Association and Jamie Rose, President, CUPE Local 737 – Mathew Gustafson
- September 17, 2021 – meeting with Cale Dunbar, President, Brandon Teachers' Association – Mathew Gustafson
- September 20, 2021 – meeting with Laura Kempthorne, Executive Director, and Brian Cottom, Investment Director, Brandon Area Community Foundation – Mathew Gustafson and Susan Gilleshammer

"Accepting the Challenge"

- September 21, 2021 – Proclamation of Truth and Reconciliation Week by His Worship Mayor Rick Chrest, City of Brandon – Mathew Gustafson, Jon Zilkey, Susan Gilleshammer
- September 23, 2021 – Brandon Urban Aboriginal Peoples' Council meeting – Mathew Gustafson and Jon Zilkey
- September 24, 2021 – meeting with Cale Dunbar, President, Brandon Teachers' Association – Mathew Gustafson
- September 30, 2021 – Sioux Valley Dakota Nation events marking National Day of Truth and Reconciliation – Mathew Gustafson
- October 5, 2021 – meeting with Lieutenant-Colonel Christopher Wood, Base Commander, Canadian Forces Base Shilo – Mathew Gustafson
- October 6, 2021 – meeting with Ron Bowles, City Manager / Chief Administrative Officer, City of Brandon – Mathew Gustafson
- October 8, 2021 – meeting with Cale Dunbar, President, Brandon Teachers' Association

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>INAPPROPRIATE BEHAVIOUR</u>	<u>ASSAULTIVE BEHAVIOUR</u>	<u>DRUGS AND ALCOHOL</u>
Elementary	1 total	-	1	-
High School	12 total	6	6	1
		*0 vaping	*0 weapons	

* Infractions may fall under more than one category.

IV. INFORMATION ITEMS

MANITOBA EDUCATION CORRESPONDENCE

SCHOOL SUPPORT STAFF RECOGNITION WEEK

For InformationM. Gustafson

Correspondence has been received from Honourable Cliff Cullen, Minister of Education, proclaiming September 27 to October 1, 2021 as School Support Staff Recognition Week. This proclamation is intended to increase public awareness of the many services and contributions that school support staff make to students and schools. The COVID-19 pandemic has demonstrated the great importance of school support staff in keeping children safe, as well as maintaining a high quality of education for students.

DYSLEXIA AWARENESS MONTH

For InformationM. Gustafson

Correspondence has been received from Honourable Cliff Cullen, Minister of Education, proclaiming October 2021 as Dyslexia Awareness Month. The Learning Disabilities Association of Manitoba estimates 10-15 percent of the Canadian population struggles with a learning disability. Up to 80 percent of children with learning disabilities have difficulty learning to read.

Manitoba Education is committed to building the awareness and skills of educators in meeting the needs of students who struggle, including those with dyslexia. Dyslexia Awareness Month acknowledges that schools, families, and communities need to better understand dyslexia and its impact on learning and well-being.

MANITOBA ARTS EDUCATION GRANT 2021/2022

For InformationJ. Zilkey

Correspondence has been received from Glenys MacLeod, Executive Director, Learning and Outcomes Branch; and Kassy Assié, Acting Executive Director, Bureau de l'éducation française, regarding the Manitoba Arts Education Grant 2021/2022.

K-12 teachers are invited to apply for grants to support school projects that encourage students to develop their own arts creation, facilitate collaboration with professional artists, and support the implementation of the arts curriculum frameworks. Projects may focus on the “creating” learning area of the dance, dramatic arts, visual arts, and music curriculum frameworks. The application deadline is November 26, 2021.

MENTAL HEALTH STRATEGY FUNDING ANNOUNCEMENT

For InformationS. Gilleshammer

The province has heard from stakeholders that COVID-19 has affected the mental health and well-being of many Manitoba students, educators, and school staff; therefore, promoting mental health and well-being has been identified as a priority for the Restoring Safe Schools plan for the 2021/2022 school year.

In support of this, the province announced a \$40 million allocation to school divisions and independent schools on a per pupil basis in 2021/2022 to help support a safe return to school, and identified promoting mental health and well-being as one of the priority spending areas.

As well, the Department of Education, in partnership with the Department of Mental Health, Wellness and Recovery, is initiating several more mental health initiatives that will provide a continuum of mental health supports for students, teachers, and everyone who is part of the education workforce.

These initiatives, together with the locally developed school division initiatives, form a mental health strategy for the 2021/2022 school year and will be coordinated according to the 5Ts framework.

The 5Ts include: **T**alking about mental health; **T**raining for teachers; incorporating mental health into **T**eaching; providing appropriate **T**ools and supports for students; and **T**aking care of teachers and school staff.

Examples of initiatives that will be starting in the fall include the following:

- Canadian Mental Health Association (CMHA) to provide service navigation specialists to assist individuals in the education workforce with getting the specific mental health supports they need, developing French/English websites and social media targeting the education workforce, and establishing a stakeholder steering committee to oversee new mental health supports for the education workforce such as a Peer Wellness Coaching Team.
- Sources of Strength - further expansion in the 2021/2022 school year, to allow for such items as French translation of materials, providing Sources elementary curriculum training for 50 more educators, as well as certifying trainers to expand the number of secondary schools offering the program.
- SafeTalk training for educators, who would then train students age 15 and over, teachers, and parents in suicide prevention and intervention. This funding would also provide for a centralized SafeTalk registry for easy access and resource deployment.
- Professional development for educators and leaders that is trauma-informed and culturally relevant, to address the effects of long-term trauma caused by the pandemic.
- Pilot projects to support and enhance well-being through the engagement of Elders and Knowledge-Keepers in schools. The Indigenous Inclusion Directorate will develop and implement The Elders and Knowledge Keepers in Schools Framework informed through Elder/Knowledge Keeper focus groups and community consultations.

V. PRESENTATIONS

ADMINISTRATIVE PROCEDURE 5185 – MANDATORY COVID-19 TESTING OF STAFF AND DESIGNATED PERSONS

For InformationM. Gustafson

Brandon School Division is committed to upholding its statutory obligations to provide a safe environment to all pupils who attend our schools, all employees who work in our facilities, and all members of our community who visit our schools.

On August 24, 2021, Manitoba Public Health announced its intention to introduce new Public Health Orders that would compel all employers providing services to vulnerable populations (including children) to observe the implementation of mandatory collection of proof of full vaccination or mandatory testing of all employees and school site visitors having direct contact with children. These Orders were published on September 24, 2021.

On September 2, 2021, Manitoba Education published additional directives pertaining to “immunization and testing requirements” that serve to operationalize the mandatory collection of proof of full vaccination or mandatory testing of all employees and school site visitors having direct contact with children.

On September 24, 2021, Public Health Orders provided additional directives to the requirements regarding vaccination or testing for designated persons.

The attached Administrative Procedure is one component of Brandon School Division’s efforts to ensure a successful return to in-school learning, reduce transmission of COVID-19 in our schools and facilities, and mitigate the risk of severe COVID-19 outcomes among individuals in our schools. Please see Appendix A.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

STAFFING ACTIVITY REPORT

For InformationJ. Zilkey

Included in the agenda package for the Board of Trustees is the Staffing Activity Report, a listing of resignations and employment approved by the A/ Superintendent / Chief Executive Officer and Secretary-Treasurer since the last meeting.

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

**Mathew Gustafson
A/Superintendent / Chief Executive Officer**



Administrative Procedure 5185

Mandatory COVID-19 Testing of Staff and Designated Persons

Board Governance Policy Cross Reference: [1](#), [2](#), [3](#), [4](#), [9](#), [13](#)

Administrative Procedures Cross Reference:

[Records Management](#)

[Records Management – Protection of Personal Health Information of Employees](#)

[Records Management – Protection of Personal Information of Employees](#)

[Records Retention and Disposition](#)

[Blood Borne Infections / Handling Bodily Fluids](#)

[Prevention of Communicable Disease / Infection Transmission](#)

[Workplace Safety and Health](#)

[Workplace Safety and Health - Contractors](#)

[Workplace Safety and Health Duties/Responsibilities for Safety and Health](#)

Form Cross Reference:

Mandatory Test Completion Attestation Form

Central Testing Attendance Form

Legal/Regulatory Reference:

[Public Schools Act 41\(1\)](#)

[Workplace Safety and Health Act 4\(1\) and 4\(2\)](#)

[Education Administration Act](#)

[The Public Health Act](#)

[Orders Under the Public Health Act](#)

[Personal Health Information Act](#)

Date Adopted: October 12, 2021

Amended:

The Brandon School Division is committed to upholding its statutory obligations to provide a safe environment to all pupils who attend our schools, all employees who work in our facilities, and all members of our community who volunteer or

visit our schools ([Public Schools Act 41\(1\)](#); [Workplace Safety and Health Act 4\(1\) and 4\(2\)](#)).

On August 24, 2021, Manitoba Public Health announced its intention to introduce new Public Health Orders that would compel all employers providing services to vulnerable populations (including children) to observe the implementation of mandatory collection of proof of full vaccination or mandatory testing of all employees and school site visitors having direct contact with children. These Orders were published on September 24, 2021.

On September 2, 2021, Manitoba Education published additional directives pertaining to “immunization and testing requirements” that serve to operationalize the mandatory collection of proof of full vaccination or mandatory testing of all employees and school site visitors having direct contact with children.

On September 24, 2021 Public Health Orders provided additional directives to the requirements regarding vaccination or testing for designated persons.

This Administrative Procedure is one component of a comprehensive pandemic response plan that aims to:

- ensure a successful return to in-school learning, uninterrupted by COVID-19 outbreaks;
- reduce transmission of COVID-19 in the Brandon School Division’s schools and facilities; and
- mitigate the risk of severe COVID-19 outcomes among individuals in our schools, particularly those individuals who are unable to be vaccinated due to legitimate medical, personal or religious reasons or for whom vaccines are not currently approved, notably children born after December 2009.

REQUIREMENTS

- In accordance with the September 2, 2021, directives published by Manitoba Education on “immunization and testing requirements” educational workers including teachers, educational support staff, school administration staff, custodial staff, bus drivers, child care staff working in school-based early learning and child care facilities, clinical and health care related occupations in schools; volunteers; and post-secondary practicum students, are required to provide proof of full vaccination or submit to testing “up to three times per week.”
- In accordance with the September 24, 2021 Public Health Orders, persons designated requiring proof of vaccination or mandatory testing include persons who have direct and ongoing or prolonged contact with pupils at a public or independent school. For certainty, this includes teachers, educational support staff, school administration staff, custodial staff, bus drivers, practicum students

as well as persons volunteering at a school who have direct and ongoing or prolonged contact with pupils.

To comply with these requirements the Division has developed this Administrative Procedure, subject to the **GUIDELINES** and **PROCEDURES** below, providing that all of its employees, contractors, trustees, and/or volunteers who have direct contact with pupils in the Division herein after referred to as "**designated persons**" must undergo testing up to three times per week or provide proof of full vaccination. Additionally, the Division mandates that all designated persons who have direct contact with vulnerable populations (including children) are, at the discretion of the Division, required to submit proof of full vaccination prior to entry to school properties where children may be present and/or, at the discretion of the Division, to undergo testing up to three times per week, in order to enter a Division facility. For clarity, the Division may, at its discretion, require those designated persons who attend a divisional facility on an irregular basis, to have conducted and received a negative test within 48 hours prior to their attendance at such a facility.

For the purposes of this Administrative Procedure, "fully vaccinated" shall mean individuals who have received both doses (any combination) of an approved two dose COVID-19 vaccine (AstraZeneca, Pfizer, Moderna), or a single dose of an approved single dose COVID-19 vaccine (Janssen/Johnson & Johnson) with more than 14 days having passed since the final vaccination was received, which definition shall be subject to ongoing amendment and compliance with the Manitoba Public Health definition of "full vaccination" which may exceed the current dosage definition.

GUIDELINES

Staff/Volunteers

All persons employed or engaged by the Division as of September 7, 2021 – including casual, term, and permanent employees – are asked to provide proof of full COVID-19 vaccination status to their Principal or designated Supervisor.

Employees and volunteers who do not provide proof of full COVID-19 vaccination will be required to undergo COVID-19 testing up to three times per week until they have provided proof that they are fully vaccinated.

New Employees and Volunteers

All persons offered casual, term, or permanent employment, or engagement as volunteers in the Division after September 7, 2021, will be required to provide proof of full COVID-19 vaccination status at the time of hire or engagement. Newly hired employees or volunteers who do not provide proof of full COVID-19 vaccination will be required to undergo COVID-19 testing up to three times per week, until they have provided proof that they are fully vaccinated.

Accommodation

Notwithstanding the foregoing and consistent with its human rights obligations, the Division will provide reasonable accommodation to the point of undue hardship to employees who are legally entitled to accommodation based on a protected ground under the Human Rights Code. All employees requesting accommodation must participate in the accommodation process and provide reasonable and necessary information satisfactory to the Division related to the accommodation request, failing which the Division may be unable to provide any accommodation.

Visitors

A visitor is defined as anyone other than:

- a. a Divisional employee assigned to work at the school or facility;
- b. an itinerant Divisional employee whose duties require them to attend the school or facility;
- c. an employee of an organization or person affiliated with an organization that leases space from the Division in the school or facility, unless requirements or Public Health Orders expressly direct a different standard or timeline be applied to the employees or affiliates of the organization; who has direct contact with vulnerable populations, including children.

For greater clarity, public health and safety, social welfare and/or emergency response personnel (such as police officers, first responders, social workers or public health nurses) performing duties in scope of their legal authority or professional responsibilities may still attend schools to carry out their duties. These personnel however, at all times must maintain compliance with general safety measures, when applicable and warranted. These general safety measures include: mandatory use of medical masks when in the presence of pupils in indoor settings; maintaining physical distancing; proper hygiene measures, such as frequent handwashing and hand sanitization; self-monitoring for symptoms of COVID-19; and self-isolating or staying at home when sick.

In order to reduce the risk of transmission of COVID-19 in the Division schools and facilities, visitor access to buildings will be restricted. To attend at the premises of the Division, all visitors born on or before December 31, 2009 must provide proof that they are fully vaccinated and/or provide proof of negative COVID-19 results at the discretion of the Division. This requirement can be waived by the Principal for parent/guardian access to a school if there is no direct or prolonged contact with pupils by the parent/guardian and the purpose of the access is for programming meetings, picking up a student, or other purposes approved by the principal.

Policy Review

This Administrative Procedure will be in place for one year from the date of implementation. This Administrative Procedure may be revised, rescinded, or extended.

PROCEDURES

- A.** The Division will accept as proof of COVID-19 vaccination status the digital or physical version of the [Manitoba Immunization Card](#). Other forms of proof will be assessed by the Division according to September 7, 2021 guidance provided by the Manitoba School Boards Association.
- B.** Collection of personal health information will comply with the provisions of the [Personal Health Information Act](#), and the following BSD Administrative Procedures: [Records Management](#); [Records Management – Protection of Personal Health Information of Employees](#); [Records Management – Protection of Personal Information of Employees](#)
- C.** Personnel responsible for hiring new employees or engaging new volunteers will verify the full vaccination status of applicants.
- D.** Designated persons are required to submit COVID-19 test results up to three times per week, must do so according to the schedule determined by the Division, prior to engaging in direct contact with a pupil. At least one rapid test must be self-administered with designated test supervision.
 - i. Test #1 – Self-administered and designated test supervision at central test site every Tuesday between the hours of 4:15 - 6:15 p.m.
 - ii. Test #2 – Self-administered at home between Thursday 4:15 pm – Friday 8:15 am
 - iii. Test #3 – Self-administered at home between Sunday 4:15 pm – Monday 8:15 am

Note: test #1 and test #2 do not apply during winter or spring break. However, all designated persons must administer test #3 prior to the resumption of school.

- E.** Designated persons are required to report the result of their rapid COVID-19 test to their administrator immediately after the result is provided in the manner specified by the administrator.
- F.** The results of self-administered tests conducted at home may be subject to verification by the Division. Home test results and attestation must be recorded on the verification form provided during the supervised testing.
- G.** The Division will designate test supervisors for supervision of self-administered on-site rapid testing of designated persons. Test supervisors must not themselves administer tests.

- H.** The test supervisor will:
- i. monitor on-site self-administration of rapid tests by designated persons;
 - ii. ensure that the sampling, testing and verification procedures are completed effectively and in keeping with guidelines;
 - iii. respect employee or volunteer privacy and confidentiality;
 - iv. provide direction to supervised employees or volunteers regarding the safe, on-site disposal of completed test units;
 - v. receive training on and implement applicable workplace safety and health protocols, including those related to handling and disposal of hazardous and/or medical waste; and
 - vi. wear required personal protective equipment as provided by the Division (i.e., medical mask, procedural or protective eyewear and/or face shield, impermeable latex gloves, and medical gown).
- I.** Should a rapid test yield positive results—whether conducted at home or on site, the employee or volunteer bears the responsibility to immediately self-isolate and seek confirmation of test positivity by completing a Polymerase Chain Reaction (PCR) COVID-19 test at the nearest Provincial testing site, at the earliest possible time.
- J.** To be clear, the Division is not responsible for reporting positive test results to Public Health, based on an at-home or on-site rapid test. If the designated person's PCR test confirms positivity, public health notification and contact tracing measures will be operationalized.
- K.** At the discretion of the Division, designated persons may be required to undergo supervised on-site self-administration on a more frequent basis.
- L.** The period of time between the self-administration of tests will not exceed 48 hours during the week, and self-administration of tests will not exceed 48 hours prior to engaging in direct contact with pupils, whichever is applicable to every designated person.
- M.** Testing will not occur during periods of extended leave (one week duration or longer), but testing must resume no more than 48 hours prior to returning to the workplace and/or facility.
- N.** An employee or volunteer who is not at work or not on site on a day that they are scheduled to provide their test result, must provide it the day of their return to work or to the facility, prior to entering a school facility and/or prior to entering into direct contact with a pupil.

The Division will accept the results of:

A self-administered rapid test as defined by the Division.

A designated person receiving a positive test result must not return to their

workplace until they provide:

- i. Proof of a negative PCR test, or;
 - ii. Written notice from a public health official that authorizes them to return to their workplace; or
 - iii. Ten (10) days have passed since they tested positive on a rapid COVID-19 test.
- O.** Requests for accommodation for the exemption of COVID-19 testing must be accompanied by the information required and will be reviewed by the Division.
- P.** The Division will provide for secure retention, retrieval and destruction of all records, in compliance with privacy, confidentiality and all safeguards concerning the protection of personal health information as specified by the [Personal Health Information Act](#), [Records Management – Protection of Personal Information of Employees](#); [Records Retention and Disposition](#). Forms must be destroyed after 30 days.
- Q.** The Superintendent/Chief Executive Officer will:
- a. closely monitor the requirements and recommendations of the Department of Education, Manitoba Public Health and the Governments of Manitoba and of Canada,
 - b. advise the Board of any changes in circumstance which may impact the need and/or application of this Administrative Procedure,
 - c. recommend Administrative Procedure revisions, including rescindment, for the Board's consideration
- R.** Any breach of this Administrative Procedure by a Divisional employee or volunteer, including the provision of false and/or misleading information, may result in discipline, up to and including termination of employment or revocation of volunteer privileges.
- S.** Any breach of this Administrative Procedure by a visitor, including the provision of false and/or misleading information, may result in revocation of visitation privileges.

**Brandon School Division
Mandatory Test Completion Attestation Form**

(DATE: day/month/year)

Test Site Hours and Location: Tuesdays from 4:15 – 6:15 pm at The Town Centre
Parkade (800 Rosser Avenue), lower level, east side (former blood donor clinic)

Part 1	Office Use (please initial)
Name of Person Completing Attestation: _____	Verified ID: (initials)
Work Location: _____	Verified location: (initials)
Contact # (for next 60 minutes): _____	Verified contact #: (initials)
Part 2	
LEGAL ATTESTATION I, _____ (insert printed full name here), attest that I have completed all mandated COVID-19 tests for the above period in fulfilment of all requirements and established protocols of the Brandon School Division, upon penalty of termination of my employment, engagement, or access to school properties, whichever such penalty shall apply to my person, and applied in the event of verifiable non-compliance with all testing requirements to which I am subject, and/or misrepresentation of facts on this attestation. I further attest that the said tests were completed on (insert dates according to dd/mm/yy; dd/mm/yy; dd/mm/yy) and that said test results were negative. Signature: _____ Date of attestation: _____ (day/month/year)	Verified completion: (initials)

Part 3

SUPERVISED RECORD OF COVID-19 TEST RESULT
(applicable only for purposes of on-site, supervised rapid tests)

I attest that I have supervised the above named attestee during self-administration by the attestee of COVID-19 testing procedures and do further confirm that said procedures were performed, conducted and completed according to all expected and established requirements.

Signature of Test Supervisor:

Date of record: _____
(day/month/year)

Test Kit # _____

Test Kit # verified: _____
(initials)

Time test was administered _____

Part 4

I attest that I have observed a

(negative/positive /incomplete)

testing result based on the completed screening.

Signature: _____

Test kit # _____

Test kit # verified: _____
(initials)

Time test was observed _____

Person completing test contacted in the case of an incomplete or positive test result:

(initials)

**Brandon School Division
Central Testing Attendance Form**

Week of:	
Location:	
Principal/Supervisor:	
Designated Person:	Attended and Completed Requirements of a Negative Test (Yes or No)

Contacted Principal/Supervisor: _____
(initials)



BRANDON SCHOOL DIVISION

Personnel and Policy Committee Minutes

Monday, September 27, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge (by phone) C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick
L. Letain J. Murray
L. Ross

Also Present: D. Labossiere M. Gustafson
S. Gilleshammer J. Zilkey

1. COMMITTEE ITEMS

A) Board Operations Matter - In-Camera

The Committee discussed and provided feedback on a Board Operations Matter.

B) Personnel Matter - In-Camera

Mr. Mathew Gustafson, A/Superintendent / CEO provided information on a Personnel Matter, answered Trustee questions and received Board direction.

C) Personnel Matter - In-Camera

The A/Superintendent / CEO, provided information on a Personnel Matter and answered Trustee questions.

D) Personnel Matter – In-Camera

The A/Superintendent / CEO provided information on a Personnel Matter, answered Trustee questions and received feedback from the Board.

E) Personnel Matter – In-Camera

The A/Superintendent / CEO provided information on a Personnel Matter and answered Trustee questions.

2. OPERATIONS INFORMATION

- A) The Committee received as information and discussed the following:
- MSBA – CPI, Unemployment Rate, Regional Trends update:
 - January to August 2021
 - September 15, 2021

Respectfully submitted,

S. Bambridge



e-bulletin

September 29, 2021

Appendix 'B'

MANITOBA
School Boards
ASSOCIATION

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

www.mbschoolboards.ca

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

CALL FOR NOMINATIONS

The association's annual call for nominations was distributed in divisional mail on September 1. That document is the first call for nominations for positions to be elected at the AGM in March—Vice-President (6000+ students) and directors from Regions 1, 3, and 5 (one position). The second call will occur at the fall general meeting (November 27) and the final call at the AGM (March 11).

Nominations may also be submitted at any time, in writing, to the association office by contacting [Andrea Kehler](#). Keep your eye on divisional mail for updates and details over the coming months.

IN-PERSON BOARD WORKSHOPS

The association is available once again to offer in-person board [workshops and facilitation](#). Workshops cover such areas as governance, board self-evaluation, strategic planning, teamwork, communication, and many others.

Member boards are encouraged to take advantage of these professional development opportunities designed to support trusteeship and public school boards. There is no fee associated with this service and openings are available. Contact [Janis Arnold](#) to discuss and book a session.

MEMBERSHIP FORMS

Annual membership forms were distributed to all school divisions in the weekly divisional email of September 8. Please return the completed forms to Jennifer Esau as soon as possible after your inaugural meeting, so we can ensure our records are up-to-date.

REMINDER

WORLD TEACHERS' DAY

World Teachers' Day is held annually on October 5 to celebrate all teachers around the globe. One and a half years into the COVID-19 crisis, the 2021 World Teachers' Day will focus on the support teachers need to fully contribute to the recovery process under the theme "Teachers at the heart of education recovery". A calendar of events and the communications materials will be published [online](#) and updated regularly.



FAIR DEALING DECISION TOOL

Teachers, do you have questions about copyright and how "fair dealing" works? The [Fair Dealing Decision Tool](#) helps teachers decide whether "fair dealing" permits classroom use of print materials, artistic works, or audiovisual materials without first getting copyright permission. The tool helps teachers determine whether a specific intended classroom use is allowed by the [Fair Dealing Guidelines](#).



DECADE OF INDIGENOUS LANGUAGES

The United Nations has declared an [International Decade of Indigenous Languages](#) to begin in 2022.



2022-2032 | INTERNATIONAL DECADE OF
Indigenous Languages

The resolution was adopted by the UN General Assembly in December of 2019 "to draw attention to the critical loss of Indigenous languages and the urgent need to preserve, revitalize, and promote Indigenous language" and to "take urgent steps at the national and international levels."

The United Nations Educational, Scientific and Cultural Organization serves as the lead agency for the International Decade, in collaboration with the Department of Economic and Social Affairs of the Secretariat. MSBA is proud to be part of the NIERNG Community (National Indigenous Education and Reconciliation Network Gathering) as they contribute to the global action plan.

TAKE ME OUTSIDE DAY

Take Me Outside Day aims to raise awareness about outdoor learning by encouraging teachers to take their students outside for 1 hour on October 20th.

A full week of speakers, activities and events are planned that can engage students throughout October 18-22. There are opportunities to deepen connections with Indigenous perspectives, strengthen health and well-being with outdoor learning, and increase knowledge on climate change and the environment. With three different themes to focus on, this will be an educational and engaging week for students of all ages!

Visit the [website](#) to register and to find details outlining all of the presentations and events happening all week.



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

