



BRANDON SCHOOL DIVISION

May 6, 2022

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

TO BE HELD MONDAY, MAY 9, 2022
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, April 25, 2022.
Adopt.
- b) Special Board Meeting, May 4, 2022.
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

3.03 Communications for Action

- a) Correspondence was received from Danae Heaman, Recording Secretary, CUPE Local 737, May 4, 2022, addressed to Mr. Denis Labossiere, Secretary-Treasurer, requesting permission for Jamie Rose, School Bus Driver/Utility Worker, Maintenance and Transportation, to be absent from his workplace three days per week from September 1, 2022 to June 30, 2023. CUPE Local 737 will reimburse the Brandon School Division for loss of wages, benefits, etc. (Appendix 'A')
Refer Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – May 9, 2022.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Committee of the Whole:

Finance and Facilities	K. Fallis
Personnel and Policy	J. Murray

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) e-bulletin – May 4, 2022 (Appendix 'B')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 33/2022 That the Letter of Agreement between the Brandon School Division and CUPE Local 737 with respect to Appendix "A" – Basic Hourly Rates, be approved and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.
- 34/2022 That the request of CUPE Local 737, that the President of the Association, Mr. Jamie Rose, be seconded from the Division in the 2022-2023 school year for three (3) days per week from September 1, 2022 to June 30, 2023 for union purposes as per Article 18.04 (a) of the Collective Agreement be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.
- 35/2022 Whereas schools will now be closed on September 30, 2022 to acknowledge the National Day for Truth and Reconciliation, be it resolved that Motion 18/2022 be rescinded.
- 36/2022 That the revised School Calendar for the 2022-2023 School Year be approved.

5.06 Bylaws

By-Law 1/2022

2nd Reading

That By-law 1/2022 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2022 to June 30, 2023 be now read for a second time, having been first read on April 25, 2022.

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, May 24, 2022, Boardroom.

Additional Information:

- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact Ms. Bernadene Sangster, Executive Assistant, at sangster.bernadene@bsd.ca, or (204) 729-3114, no later than 4:00 p.m. on the Tuesday prior to the Board meeting.
- 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, APRIL 25, 2022.

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

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

REGRETS: L. Ross, Chairperson

The Acting Chairperson called the In-Camera portion of the meeting to order at 6:03 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added four (4) items for In-Camera.

Mr. Murray – Ms. Bambridge
That the agenda be approved as amended.
Carried.

1.02 Adoption of Minutes of Previous Meetings

a) The Minutes of the Board Meeting held April 11, 2022 were circulated.

Ms. Fallis – Mr. Foley
That the Minutes be approved as circulated.
Carried.

Ms. Fallis – Mr. Ekenna
That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)
Carried.

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

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

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

- a) Staffing Activity Report was presented.
- b) Mr. Mathew Gustafson, Superintendent/CEO, provided information on a Personnel Matter and received direction from the Board.

- Trustee Inquiries**2.03 Property Matters/Tenders****- Reports**

- a) The Superintendent/CEO provided information on a Property Matter, answered Trustee questions and received direction from the Board
- b) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Property Matter, answered Trustee questions and received direction from the Board.

- Trustee Inquiries**2.04 Board Operations****- Reports****- Trustee Inquiries**

Ms. Letain – Mr. Foley

That the Committee of the Whole In-Camera do now resolve into Board. (7:23 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, Superintendent/CEO, provided highlights on the following items from the April 25, 2022 Report of Senior Administration:

A) Administrative Information

- Celebrations:

- Molly's Rescue Crew – Mrs. McDuffe's Grade 2/3 class – raising money for the Brandon Humane Society
- School Bus Driver Day – April 20th
- Administrative Professionals Day – April 27th
- Brandon School Division Contributions to Terry Fox Foundation - \$6,114.85
- Information Items:
 - Correspondence from Manitoba Education and Early Childhood Learning
 - Holodomor Remembrance Day in Schools – April 19th
 - Education Week in Manitoba - April 18 to 22, 2022
 - Bill 3 – The Public Service Act
- Presentations:
 - Attendance Monitoring and COVID-19 Case Prevalence – S. Gilleshammer
- Business Arising for Board Action – Mr. Denis Labossiere, Secretary-Treasurer:
 - Information for Discussion and Correspondence
 - 5-Year Capital Plan – 2023-2024 to 2027-2028
 - Senior Administration Response to Trustee Inquiries
 - Response to Trustee Murray's Inquiry, requesting the following:
Explore the possibility of naming the library at Crocus Plains Regional Secondary School (or other), possibly in conjunction with dedication of Tipi at Crocus Plains, after Sergeant Tommy Prince

Trustees asked questions for clarification. In response to the recommendation from Senior Administration regarding Trustee Murray's Inquiry, Trustees agreed to establish an Ad hoc committee consisting of two Trustees, a facility administrator, two community representatives and a member of Senior Administration.

Trustees Murray, Ekenna and Kejick volunteered to sit on the Ad hoc committee.

Ms. Bambridge – Mr. Ekenna

That the April 25, 2022 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 April 11, 2022 was circulated.

Mr. Ekenna – Ms. Fallis

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 April 11, 2022 was circulated.

Ms. Fallis – Ms. Letain

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Matters

a) e-bulletin – April 20, 2022

5.04 Public Inquiries (max. 15 minutes)**5.05 Motions**

27/2022 Ms. Fallis – Mr. Foley

That the Board approve the research request from Allison Cruse, Graduate Student, Speech Language Pathology Program, St. Cloud State University, for the research project entitled "*Use of Non-Referential Gestures in Children*".

Carried.

28/2022 Ms. Letain – Mr. Foley

That the following tuition fees be approved for the 2022-2023 year:

Transfer Fee	\$ 1,300
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Non-Resident Fee (First Nations)	\$13,000
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International Student Fees	\$13,000
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Carried.

29/2022 Mr. Foley – Ms. Fallis

That the Five-Year Capital Plan 2023-2024 to 2027-2028 be approved for submission to the Department of Labour, Consumer Protection and Government Services (LCPGS).

Carried.

Late Motions:

30/2022 Mr. Murray – Ms. Bambridge

That the quote from Powerland Computers Ltd. in the amount of \$128,489.76 (including taxes) to supply 140 Laptop Computers, funded through the 2021-2022 Operating Budget, be accepted.

Carried.

31/2022 Ms. Letain – Mr. Ekenna

That Trustee Ross be paid the appropriate indemnity for participating on the Principal Selection Committee.

Carried.

5.06 Bylaws

Ms. Bambridge

By-Law 1/2022**1st Reading**

That By-law 1/2022 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2022 to June 30, 2023 be now read for a first time.

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, May 9, 2022, Boardroom.

Additional Information:

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- 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

Ms. Fallis – Ms. Bambridge

That the Board do now adjourn (8:05 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD VIA MICROSOFT TEAMS, AT 12:15 P.M., WEDNESDAY, MAY 4, 2022.

TRUSTEES PRESENT:

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

ALSO PRESENT:

D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent
J. Zilkey, Assistant Superintendent

REGRETS:

L. Letain

CALL:

The Chairperson called the meeting to order at 12:18 p.m. and referred to the Call.

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

Personnel Matter – In-Camera Discussion

Ms. Fallis – Mr. Foley

That the Board do now resolve into Committee of the Whole In-Camera. (12:18 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

The Board discussed a Personnel matter In-Camera.

32/2022 Mr. Gobeil – Mr. Ekenna

That Confidential No. 1 and the recommendations therein be approved.

Carried.

Mr. Ekenna – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (12:21 p.m.)

Carried.

Mr. Murray - Ms. Fallis

That the meeting do now adjourn (12:22 p.m.).

Carried.

Chairperson

Secretary-Treasurer



LOCAL 737

1911 Park Avenue
Brandon MB R7B 4A7



May 4th, 2022

Mr. Denis Labossiere
Brandon School Division
1031-6th Street
Brandon, Manitoba R7A 4K5

Dear Mr. Labossiere:

CUPE 737 is requesting permission for Jamie Rose, School Bus Driver/Utility Maintenance Worker to continue with the secondment of three days per week for union business, from September 1st, 2022 to June 30th, 2023, in the school year 2022 – 2023.

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

Yours truly,

Danae Heaman
Recording Secretary, CUPE 737



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 9, 2022

A. Administrative Information

I. CELEBRATIONS

1. 2022 SKILLS MANITOBA COMPETITION

As Crocus Plains Regional Secondary School offers vocational programming, students have the opportunity to take part in Skills Manitoba and Skills Canada Competitions annually.

We are pleased to recognize and celebrate to the following Crocus Plains students who were Medal Recipients at the 2022 Skills Manitoba Competition:

James B. – Automobile Technology – Gold Medal

Faith K – Job Skills Demonstration – Gold Medal

Andres R. – Cooking – Gold Medal

Wade R. – Mechanical Engineering CAD – Gold Medal

Alicia D. – Baking – Silver Medal

Darcy J. – Workplace Safety – Silver Medal

Sidak K. – Public Speaking – Silver Medal

Iza L. – Job Skills Demonstration – Silver Medal

Diego M. - Cooking – Silver Medal

Archi P. – Job Search – Silver Medal

Hannah L. – Photography – Bronze Medal

“Accepting the Challenge”

II. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>INAPPROPRIATE BEHAVIOUR</u>	<u>ASSAULTIVE BEHAVIOUR</u>	<u>DRUGS AND ALCOHOL</u>
Elementary	0 total	-	-	-
High School	10 total	4	3	3
		*0 vaping	*0 weapons	

* Infractions may fall under more than one category.

III. COMMUNITY CONNECTIONS AND SCHOOL VISITS

The following community connections and school visits were made by Senior Administration:

- April 19, 2022 – École O’Kelly School – Susan Gilleshammer
- April 19, 2022 – Meeting re: Manitoba K to 12 Education Action Plan – Mathew Gustafson, Jon Zilkey, Susan Gilleshammer, Denis Labossiere
- April 20, 2022 – Meeting with Westman Immigrant Services – Mathew Gustafson, Jon Zilkey, Susan Gilleshammer
- April 21, 2022 – Meeting re: Manitoba’s New Framework for Learning (session for Divisional Senior Administration) – Mathew Gustafson, Jon Zilkey, Denis Labossiere
- April 21, 2022 – Meeting re: Manitoba’s New Framework for Learning (session for Divisional Teams) – Jon Zilkey, Susan Gilleshammer
- April 21, 2022 – Child and Family Services of Western Manitoba Community Consultation – Susan Gilleshammer
- April 21-22, 2022 – Manitoba Association of School Superintendents (MASS) Leadership Development Workshop – Mathew Gustafson
- April 22, 2022 – Riverview School – Susan Gilleshammer
- April 22, 2022 – King George School – Susan Gilleshammer
- April 26, 2022 – École O’Kelly School staff meeting – Mathew Gustafson
- April 27, 2022 – Principal Learning Network (Co-Lead Sharing and Update) – Mathew Gustafson
- April 27, 2022 – Principal Learning Network (Debrief) – Mathew Gustafson
- April 27, 2022 – Truth and Reconciliation Week Committee – Jon Zilkey
- April 27, 2022 – Community Classroom for Cultural Exploration Tour and Consultation, École New Era School – Susan Gilleshammer
- April 27, 2022 – Green Acres School – Susan Gilleshammer

- April 28, 2022 – Principal Learning Network – Mathew Gustafson
- April 28, 2022 – Brandon Chamber of Commerce – State of the Province meeting – Mathew Gustafson, Jon Zilkey, Susan Gilleshammer, Eunice Jamora
- April 29, 2022 – meeting with Cale Dunbar, President, Brandon Teachers' Association – Mathew Gustafson
- April 29, 2022 – meeting with Jamie Rose, President, CUPE Local 737 – Mathew Gustafson
- May 2, 2022 – meeting with Assiniboine Community College re: Early Childhood Education Program – Jon Zilkey

IV. INFORMATION ITEMS

1. MANITOBA EDUCATION AND EARLY CHILDHOOD LEARNING CORRESPONDENCE

MUSIC MONTH IN MANITOBA

For InformationM. Gustafson

Correspondence has been received from Honourable Wayne Ewasko, Minister of Education and Early Childhood Learning, proclaiming May 2022 as Music Month in Manitoba.

This proclamation is intended to acknowledge and celebrate the gift of music and its importance in the lives of Manitobans. Music Month provides an opportunity to recognize our province's rich musical heritage and appreciate the artists and educators involved in music programs in our schools and communities.

Manitoba Education and Early Childhood Learning greatly values the time, commitment, and creativity that educators demonstrated in offering music opportunities to students during the COVID-19 pandemic.

NATIONAL DAY FOR TRUTH AND RECONCILIATION

For InformationM. Gustafson

Correspondence has been received from Julia Tetrault, Executive Director, Governance and Policy Branch, confirming that schools will be closed on September 30, 2022 in recognition of the National Day for Truth and Reconciliation.

The recognition of September 30 seeks to acknowledge the harm that the residential school system has caused to Indigenous peoples, commemorate the children who died in the system, honour Survivors and their communities, and encourage Manitobans to come together.

School divisions are encouraged to incorporate learning activities throughout the week that will continue the commemoration of Orange Shirt Day and honour the intent of the day of observance. A resource guide to assist with planning activities is available at [Residential Schools Resources for Educators](#).

The 2022/2023 School Calendar will be updated accordingly.

ADDITIONAL FUNDING FOR SPECIAL NEEDS

For InformationM. Gustafson

Correspondence has been received from Honourable Wayne Ewasko, Minister of Education and Early Childhood Learning, announcing that additional funding will be provided to school divisions in Special Needs Level 2 and 3 funding for the 2022/2023 school year. For 2022/2023, Brandon School Division will receive an additional \$347,742 in Special Needs Level 2 and 3 funding.

2. 2022/2023 WELCOME TO KINDERGARTEN

For InformationS. Gilleshammer

Brandon School Division looks forward to welcoming over 650 new Kindergarten students for the 2022/2023 school year. In anticipation of the students starting in September 2022, a “Welcome to Kindergarten” event is held at every elementary school. Most schools hold their event in May or June, with a few hosting their event in September. Parents/guardians receive an invitation to attend the event with their child once they have registered their child for Kindergarten.

This year Kindergarten Learning Bags were prepared and distributed to schools by the Brandon School Division. These learning bags included: the book *Chicka Chicka Boom Boom* by Bill Martin Jr. and Jon Archambault, a glue stick, scissors, crayons, Play-doh, magnetic foam letters and numbers, and other activities and learning materials to support literacy and numeracy skills. Also included in the bags was a can of Heinz Alphagetti Pasta, generously donated by Sobeys Extra Brandon South. Schools also have the opportunity to purchase additional enhancement items of their choice related to their school demographic to add to the bags.

A “Welcome to Kindergarten” video is available for viewing at: [2022-2023 Welcome to Kindergarten! \(bsd.ca\)](#).

3. ADMINISTRATIVE PROCEDURE 5002; ADMINISTRATIVE FORM 5002F; ADMINISTRATIVE PROCEDURE 5003

For InformationJ. Zilkey

Jon Zilkey, Assistant Superintendent – Curriculum and Human Resources, will provide an update pertaining to the following:

- Administrative Procedure 5002 – Accessibility Standard for Customer Service (Appendix A)
- Administrative Form 5002F – Accessibility Standards Acknowledgement Form (Appendix B)
- Administrative Procedure 5003 – Accessibility Standard for Employment (Appendix C)

4. ADMINISTRATIVE PROCEDURE 4045

For InformationJ. Zilkey

Jon Zilkey, Assistant Superintendent – Curriculum and Human Resources, will provide an update regarding Administrative Procedure 4045 – Grades 9 – 12 Physical Education Credits (Appendix D).

5. ADMINISTRATIVE PROCEDURE 4090 AND RELATED ADMINISTRATIVE FORMS

For InformationJ. Zilkey

Jon Zilkey, Assistant Superintendent – Curriculum and Human Resources, will provide an update regarding the following:

- Administrative Procedure 4090 – Out of Class Physical Education Approval Process (Appendix E)
- Administrative Form 4090Fa - Parent Guardian Declaration and Consent (Students under 18) (Appendix F)
- Administrative Form 4090Fb – Student Declaration Form (Students 18 years and older) (Appendix G)
- Administrative Form 4090Fc - Parent Guardian Declaration and Consent – Revised Activity Choices (Students under 18) (Appendix H)
- Administrative Form 4090Fd – Student Declaration Form – Revised Activity Choices (Students 18 years and older) (Appendix I)

V. PRESENTATIONS

1. ATTENDANCE MONITORING AND COVID-19 CASE PREVALENCE

For InformationS. Gilleshammer

Susan Gilleshammer, Assistant Superintendent – Student Services, will provide a report on attendance monitoring and COVID-19 case prevalence in Brandon School Division for the period April 25 – May 6, 2022.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. 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 Superintendent/Chief Executive Officer and Secretary-Treasurer since the last meeting.

2. 2022/2023 SCHOOL YEAR CALENDAR

For ActionJ. Zilkey

The 2022/2023 School Year Calendar has been revised to reflect the addition of September 30, 2022 as a day of observance and remembrance in recognition of the National Day for Truth and Reconciliation.

All schools will be closed on September 30, 2022. The revised school calendar documents are attached:

- 2022/2023 Administration and Professional Development Days – revised (Appendix J)
- 2022/2023 School Calendar – revised (Appendix K)
- 2022/2023 School Day Calendar – revised (Appendix L)

Recommendation:

- 1) Whereas schools will now be closed on September 30, 2022 to acknowledge the National Day for Truth and Reconciliation, be it resolved that Motion 18/2022 be rescinded.
- 2) That the revised School Calendar for the 2022-2023 School Year be approved.

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

**Mathew Gustafson
Superintendent/Chief Executive Officer**



Administrative Procedure 5002

Accessibility Standard for Customer Service

Board Governance Policy Cross Reference: [1, 11, 12, 13](#)

Administrative Procedures Cross Reference:

[Use of Certified Service Dogs in Brandon School Division](#)

Form Cross Reference:

[Accessibility Standards Acknowledgement Form](#)

Legal/Regulatory Reference:

[The Human Rights Code of Manitoba](#)

[The Accessibility for Manitobans Act](#)

Date Adopted: May 2021

Date Amended: May 2022

Brandon School Division is committed to the Accessibility Standard for Customer Service as legislated by the Government of Manitoba under [The Accessibility for Manitobans Act](#).

The Accessibility for Manitobans Act with accompanying regulations came into effect in November of 2015. Five accessibility standards were set out, the first one being “Customer Service.” The standard defined an accessibility barrier as anything that limits or prevents a person from receiving information, services or accessing space or participating in an activity. In the context of the public-school system, our primary “customers” would be our students, parents/guardians and to a lesser extent volunteers and members of the public.

Definitions

“Service Animal” means a service animal has been trained to provide assistance to a person with a disability that relates to that person's disability; as defined in [The Human Rights Code](#).

“Support Person” means, in relation to a person who is disabled by a barrier, a person who accompanies the person to:

- Support the person obtaining, using or benefitting from the service provided by the Division; and
- Assist the person in addressing communication, mobility, personal care or medical needs.

“The Division” means, any supervisor in any divisional facility that is required to provide customer service to an individual.

Barrier-Free Access to Goods and Services – Measures and Practices

The Division will:

- Determine the current barriers individuals face when attempting to access services;
- Seek to remove all identified barriers;
- Identify procedures to ensure that where barriers cannot be removed, the Division will provide an alternate means for accessing services;
- Address adequate means for preventing the creation of any new barriers; and
- Ensure that staff are aware of the Division’s [Administrative Procedure](#) permitting the admittance of service animals in all areas where customers are generally allowed.

Communications

The Division will make reasonable efforts to ensure that, when communicating with a person who self-identifies as being disabled by a barrier, the communication is done in a manner that takes into account the barrier.

Assistive Devices

The Division recognizes that a person who is disabled by a barrier may use assistive devices to remove or reduce the barrier, and the measures and practices that the organization implements must reasonably accommodate the use of those devices.

Support Persons

The Division recognizes that a person who is disabled by a barrier may be accompanied by a support person when seeking to obtain, use or benefit from its services.

- The person disabled by a barrier and their support person ought to be permitted to enter the premises together.
- The person disabled by the barrier ought to be able to have access to the support person at all times while on the premises.

Service Animals

The Division recognizes that a person who is disabled by a barrier may be accompanied by a service animal when seeking to obtain, use or benefit from a Divisional service. [AP 4550 – Use of Certified Service Dogs in Brandon School Division](#)

Built Environment

The Division will ensure that all aspects of the built environment which are designed to facilitate barrier-free access to services are available/in place.

In the event that one or more of them are unavailable for use (e.g. an elevator), the Division will provide notice explaining:

- The reasons why it is unavailable;
- A timeframe for when it will be available; and
- The details of an alternate means of access.

This notice will be prominently displayed on the premises and on the website, or by any means reasonably practicable considering the circumstances.

Additional Requirements

- Document in writing all procedures, practices, or additional administrative procedures related to:
 - Providing barrier-free accessible customer service to persons with disabilities;
 - Procedures for any temporary disruption(s) in services; and
 - Employee training.
- Ensure that employees, students, and visitors are aware that these documents are available upon request.
- Ensure that documentation requests are completed in a barrier-free manner.
- Ensure that documentation is provided within a reasonable timeframe and at no cost.

Training for Staff

The Division will provide training to any employee or volunteer who provides services directly to our staff and/or students.

The Division will provide training as soon as reasonably practicable upon the person being assigned to applicable duties.

The Division will also provide training where there are changes to the Division's measures, administrative procedures, and practices regarding barrier-free access to goods or services.

Training will include:

- Instruction on how to interact and communicate with persons who have a disability or face barriers.
- Instruction on how to interact with persons who have a disability or face barriers who require the help of a service animal or support person and/or the use of an assistive device.
- The way to use any equipment or assistive devices that the Division may have available.
- The process and procedures, including the steps to take if a person with a disability is facing a barrier preventing them from accessing a good or service.
- Reference to [The Human Rights Code of Manitoba](#) and [The Accessibility for Manitobans Act](#), specifically the Customer Service Standard Regulation.

Documentation Regarding Training

The Division will document its training, a summary of the content of the training and when training is to be/has been provided.

Accessibility of Public Events

When Divisional staff hold a public event, reasonable measures must be taken to ensure that:

- Notice of the event is given in a manner that is accessible to persons disabled by barriers.
- Notice is given that persons disabled by barriers may request that relevant supports be provided.
- The event is held in a meeting space that is accessible.
- The physical and communication needs of persons disabled by barriers are met on request.

Accessibility Plan

- In accordance with [The Accessibility for Manitobans Act](#), the Division will create an accessibility plan, which outlines the steps that have been taken for the identification, removal, and prevention of barriers, including those in administrative procedures, programs, practices, and services.
- When creating an accessibility plan, the Division will consult with persons with disabilities or barriers or with a representative(s) from an organization for persons disabled by barriers.
- The plan will be prepared every two years and will be available to the public.
- The plan will include:
 - A report on the steps the Division has made to identify, remove, and prevent barriers;
 - A timeline for the measures which still need to be taken for the removal and prevention of barriers; and
 - The measures the Division has taken during the assessment of:
 - Administrative Procedures, programs, practices, and services;
 - Proposed enactments or by-laws; and
 - Any other information as required for the accessibility plan.



Administrative Form 5002F

Accessibility Standards Acknowledgement Form

Administrative Procedures Cross Reference:

[Accessibility Standard for Customer Service](#)

[Accessibility Standard for Employment](#)

Date Adopted: May 2022

As a new employee of the Brandon School Division (the "School Division"), I hereby acknowledge that I have read Administrative Procedure 5002 – Accessibility Standards for Customer Service and Administrative Procedure 5003 – Accessibility Standard for Employment. Additionally, I have viewed the video Accessibility for Manitobans: Everyone Benefits.

I am aware that this form must be returned to the Office of Human Resources, confirming that I understand Administrative Procedure 5002 and 5003 as it is currently written.

I am aware that should I have any questions regarding Administrative Procedure 5002 and 5003, I am to contact the Office of Human Resources to obtain clarification.

I acknowledge that I am bound by the policies and administrative procedures established by the Brandon School Division in accordance with the Act and I am aware that a consequence of breaching them is prosecution under the Act, and/or disciplinary action.

(Print Name)

(Date Signed)

(Signature)

(Employee)



Administrative Procedure 5003

Accessibility Standard for Employment

Board Governance Policy Cross Reference: [1, 11, 12, 13](#)

Administrative Procedures Cross Reference:

[Accessibility Standard for Customer Service](#)

[Reasonable Accommodation](#)

Form Cross Reference:

[Accessibility Standards Acknowledgement Form](#)

Legal/Regulatory Reference:

[The Human Rights Code of Manitoba](#)

[The Accessibility for Manitobans Act](#)

Date Adopted: May 2021

Amended: May 2022

Brandon School Division is committed to meeting the Accessibility Standard for Employment as legislated by the Government of Manitoba under [The Accessibility for Manitobans Act](#).

“**The Division**” means, any supervisor in any divisional facility that is required to provide customer service to an individual.

Specifically, the Division is committed to:

Remove Barriers to Recruitment and Selection

The Division will inform potential applicants during the selection process that reasonable accommodations are available and respond to requests for accommodations by:

- Including a statement on all job postings that reasonable accommodations are available to applicants with disabilities and we will seek their advice on how best to accommodate their needs;
- When making interview arrangements in writing or verbally, inform applicants that reasonable accommodations are available during the assessment and selection processes; and

- When requested, consult with the applicant to determine the appropriate accommodation, and put the appropriate accommodation in place during the assessment or selection process.

Inform Candidates of Workplace Accommodations when Offering Employment

The Division will inform selected applicants of our Administrative Procedures for accommodating employees with disabilities, by including information about workplace accommodations in our letter of offer to new employees and in our new employee orientation materials.

Inform Employees about Reasonable Accommodation Administrative Procedures and Practices

The Division may inform employees in multiple ways, such as:

- Post on the employee portal and external website;
- Post in the staff room and/or in high traffic areas;
- Through discussions with administration (in person, by phone or through email); and
- During staff meetings.

Communicate in ways that Meet Employees' Needs

The Division will aim to provide workplace information and communications in ways that are easy to access for everyone and process requests by employees through [Administrative Procedure 5113 – Reasonable Accommodation](#).

Provide Individualized Reasonable Accommodation Plans

The Division will provide reasonable accommodations in accordance with the [Administrative Procedure 5113 – Reasonable Accommodation](#).

Provide Workplace Emergency Response Information

The Division will notify all employees of the steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. The Division will ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once the Division learns an employee requires assistance during a workplace emergency, the Division will offer the employee individual workplace emergency response information as soon as possible.

The Division will review the workplace emergency response information provided to an employee each time:

- The employee is moved to a different workspace;
- The employee's workspace is modified; and
- The Division reviews the general emergency response plans and makes changes that would affect the employee's response to an emergency in the workplace.

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, the Division will obtain consent from the employee who will assist, and the Division will inform that person how to assist.

The Division will:

- Annually send a memo to all employees to inquire whether they need assistance during an emergency and to remind them of the office or building's emergency plan.
- Regularly discuss general accessibility and identify barriers during Workplace Safety and Health meetings.
- In a situation where an employee cannot descend the stairs to exit the building during an evacuation, with permission from the employee, identify someone to remain with this person in a designated safe area.
- Notify the fire department about the number and location of employees who remain in the building; this is done by the employee acting as the supervisor or designate.

Provide Training

The Division will provide training to staff on how to accommodate employees with a disability; this training is provided to staff who have the following responsibilities:

- Recruiting, selecting or training employees;
- Supervising, managing or coordinating the work of employees;
- Promoting, redeploying or terminating employees; and
- Developing and implementing employment procedures and practices.

Training content will include:

- How to make employment opportunities accessible to people with disabilities;

- How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal;
- An overview of [The Human Rights Code of Manitoba](#) and [The Accessibility for Manitobans Act](#), specifically the Accessible Employment Standard; and the Division's Administrative Procedures that pertain to accessibility.
- The Division will track and maintain training records.



Administrative Procedure 4045

Grades 9-12 Physical Education Credits

Board Governance Policy Cross Reference: [1](#), [12](#), [14](#)

Administrative Procedures Cross Reference:

[Off-Site Programs and Activities](#)

[Out-of-Class Physical Education Approval Process](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Education - Implementation of Grades 11 and 12 Physical Education/Health Education](#)

Date Adopted: January 2008

Amended: April 2019; May 2022

The Brandon School Division understands and recognizes its responsibility in establishing specific pathway models for the Senior High School implementation of [Manitoba Education - Implementation of Grades 11 and 12 Physical Education/Health Education](#) policy document.

In establishing these models the Division has considered the following:

- achievement of mandated hours; and
- providing students at the Grade 11 and 12 level with the availability of choice in determining their course structure in both the in-class/in-timetable and out-of-class/out-of-timetable components.

The following procedures identify specific pathways whereby students may acquire their high school mandatory physical education credits for graduation requirements.

Grades 9 and 10

Students in Grades 9 and 10 are required to take physical education in a 100% teacher directed program implemented as an in-class/in-timetable program. Any off-site activities associated with the program will fall under procedures as outlined in administrative procedure [Off-Site Programs and Activities](#).

The school administration may consider legitimate requests for off-site hours being applied to the mandated 110-hour requirement on an individual basis as per the requirements as set out in administrative procedure [Out of Class Physical Education Approval Process](#).

Grades 11 and 12

The following are examples of pathways students in Grades 11 and 12 can choose. 25% of the Grades 11 and 12 course must consist of the teacher-directed core component.

1. 100% Teacher Directed In-Class/In-Timetable Program

The student may opt for this program pathway, in which the entire credit is obtained in a teacher-directed in-class/in-timetable program. Any off-site activities associated with the program will fall under procedures as outlined in administrative procedures [Off-Site Programs and Activities](#).

2. 75% Teacher-Directed In-Class/In-Timetable Program 25% Student-Directed Out-Of-Class/Out-Of-Timetable Program

75% of the program would be obtained in a teacher directed in-class/in-timetable program. Any off-site activities associated with the program will fall under procedures as outlined in administrative procedure [Off-Site Programs and Activities](#).

25% of the student directed out-of-class/out-of timetable program would be obtained outside of the regular class timetable and may include activities within the community.

Students who choose this pathway will follow all requirements as outlined in administrative procedure [Out of Class Physical Education Approval Process](#).

3. 50% Teacher-Directed In-Class/In-Timetable Program 50% Student-Directed Out-Of-Class/Out-Of-Timetable Program

50% of the program would be obtained in a teacher directed in-class/in-timetable program. Any off-site activities associated with the program will fall under procedures as outlined in administrative procedure [Off-Site Programs and Activities](#).

50% student-directed out-of-class/out-of-timetable program would be obtained outside of the regular class timetable and may include activities within the community.

Students who choose this pathway will follow all requirements as outlined in administrative procedure [Out of Class Physical Education Approval Process](#).

4. 25% Teacher-Directed In-Class/In-Timetable Program 75% Student-Directed Out-Of-Class/Out-Of-Timetable Program

25% of the program would be obtained in a teacher directed in-class/in-timetable program. Any off-site activities associated with the program will fall under procedures as outlined in administrative procedure [Off-Site Programs and Activities](#).

75% of the student directed out-of-class/out-of-timetable program would be obtained outside of the regular class timetable and may include activities within the community.

Students who choose this pathway will follow all requirements as outlined in administrative procedure [Out of Class Physical Education Approval Process](#).



Administrative Procedure 4090

Out-of-Class Physical Education Approval Process

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Grades 9-12 Physical Education Credits](#)

Form Cross Reference:

Parent/Guardian Declaration and Consent (Students under 18 years old)he

Student Declaration (Student 18 years and older)

Parent/Guardian Declaration and Consent – Revised Activity Choices (Student under 18 years old)

Student Declaration and Consent – Revised Activity Choices (Students 18 years and older)

Legal/Regulatory Reference:

[Manitoba Education Physical Education Guidelines](#)

Date Adopted: January 2008

Date Amended: January 2009, March 2016, December 2017, February 2022

Pupils in grades 9, 10, 11 and 12 will be required to earn one physical activity credit for physical education in each year. Each credit shall consist of 110 hours of activity. In grades 11 and 12 a portion of those hours may be earned through approved out of school activities. A minimum of 25% of the total hours must be in class.

Schools that offer students the option to receive credit for OUT-of-class activity may do so in accordance with this Administrative Procedure. The purpose of this Administrative Procedure is to set out the requirements for approval of OUT-of-class activity and the process by which the activity will be approved. In addition, this Administrative Procedure is intended to protect the Brandon School Division from liability arising out of a pupil's participation in an out of school activity by ensuring that approved activities ensure the highest standards of safety for pupils and ensuring that parents and guardians are solely responsible for their children while they participate in such activities.

Brandon School Division (BSD) recognizes the importance of risk management in promoting safe participation in physical activities. It also recognizes that the responsibility for the care and safety of student for the OUT-of-class delivery of Grade 11-12 Physical Education/Health Education (PE/HE) is shared by the home, school, and community.

As part of the Grade 11 to 12 PE/HE courses, students may participate in OUT-of-class physical activities to fulfill the practical requirements for these courses. Up to 75% of the hours for the class may be obtained through this method. Students may choose among a variety of OUT-of-class physical activities organized by BSD schools, which include interscholastic, intramural, and club activities, or they may choose to participate in non-school-based activities (community or independently based activities that are not directly organized by the school or school division such as community sports, classes and clubs, and exercising at home). Although there is an inherent risk to all physical activities, BSD believes this risk can be significantly reduced when participants receive appropriate instruction and/or supervision and participate in an environment where rules and routines governing safety are taught and enforced. It is primarily the school board and its employees that manage the risk and safety of school-based activities selected for OUT-of-class programming (i.e. varsity sports). Alternately, for non-school-based activities, safety and risk are managed independently from the school by students, parents/guardians, community members, and/or community organizations.

Process

1. Schools will provide student and parents/guardians with the safety information associated with each student's chosen physical for the OUT-of-class component of Grade 11 to 12 PE/HE as contained in [Manitoba Education, Citizenship and Youth, OUT-of-Class Safety Handbook](#).
2. Unless otherwise prohibited by the school board, physical activities chosen for the OUT-of-class component of PE/HE courses must be selected from the list supplied in the [OUT-of-Class Safety Handbook](#). Any activities not included and dissimilar from any in this activity list will require approval by the PE/HE teacher unless the activity is considered high risk (i.e. Risk Factor Rating of 4 according to the resource). For these high-risk activities not included in the OUT-of-Class Handbook the physical education teacher will initiate school approval and division approval from the Superintendent or designate. Recommended safety guidelines for these new activities will be developed prior to parent/guardian approval.
3. The PE/HE teacher will assist the student in developing a Personal Physical Activity Plan for the OUT-of-class component and will sign the plan as an indication to the student and parent/guardian that it has been accepted.
4. The parent/guardian and student (or only the student if 18 years or older) will sign off on the plan via the Parent/Guardian Declaration and Consent & Student Declaration Form (or Student Declaration Form for students 18 years and older), giving the parent/guardian's consent to the student's choice of activities indicated in their Personal Physical Activity Plan, acknowledging receipt of the recommended safety guidelines for these activities, and accepting responsibility for monitoring the student's safety in OUT-of-class activities.

5. The student will submit the signed consent/declaration form to the PE/HE teacher.
6. If the student wants to choose other physical activities that are not part of the original Personal Physical Activity Plan for the OUT-of-class component of this course, the student must have these new physical activities accepted by the PE/HE teacher, obtain the recommended safety guidelines for these new activities, and receive the parent/guardian's consent via the Parent/Guardian Declaration and Consent & Student Declaration Form for new activities (or Student Declaration Form for students 18 years and older),
7. The PE/HE teacher will be assigned time to meet with the student on a regular basis for managing and evaluation progress for the OUT-of-class component of the course.
8. When students participate in these activities, school division personnel will not inspect the facilities or equipment to be used by the student for non-school-based physical activities, nor will school personnel be present or in any way involved in supervising students, nor will they be available to ensure students receive appropriate instruction.
9. The parent/guardian (or student 18 year and older) will be responsible for ensuring that the facilities, equipment, and the level of instruction and/or supervision for the non-school-based physical activities, which the student has chosen for the OUT-of-class component of the PE/HE course, meet the appropriate safety standards recommended in the [OUT-of-Class Safety Handbook](#). If the parent/guardian (or student 18 years and older) does not consent to this responsibility, the student will be responsible for completing the requirements for the OUT-of-class component through participation in school-based activities.
10. For all school-based activities, the school division will ensure that facilities, equipment, and the level of instruction and/or supervision meet the safety standards recommended in the documents Safety Guidelines for Physical Activity in Manitoba Schools, YouthSafe Manitoba: School Field Trip Resource, and [OUT-of-Class Safety Handbook](#), as per the Administrative Procedure.

Risk Factor Rating Scale

RFR	Level of safety concerns; recommended instruction and supervision	Examples
1	There are few safety concerns for this physical activity; little or no qualified instruction or adult supervision required.	Walking Stretching
2	There are some safety concerns for this physical activity; qualified instruction is recommended; little or no adult supervision is required.	Racquetball Ice skating
3	There are several safety concerns for this physical activity; qualified instruction is required; adult supervision is recommended.	Snowboarding Field Hockey
4	There is a high level of safety concerns for this physical activity; qualified instruction and adult supervision is required.	Swimming Karate



Administrative Form 4090Fa

Parent/Guardian Declaration and Consent (Students under 18 years old)

Administrative Procedures Cross Reference:

Out of School Physical Education Approval Process

Date Amended: February 2022

School Name: _____

A student who is under the age of 18 must have this form completed to obtain credit for participation in OUT-of-class physical activities as part of the Physical Education/Health Education (PE/HE) credit for Grades 9 to 12. Please return the completed form to the PE/HE teacher of this course.

Parent/Guardian Declaration:

- I understand that all the physical activities my child has chosen for the OUT-of-class component of this course have been accepted by the PE/HE teacher as indicated on my child's Personal Physical Activity Plan (attached).
- I understand that there is a risk of injury associated with all types of physical activity. I have reviewed the recommended safety guidelines for the physical activities chosen by my child and have discussed them with my child.
- I understand that the recommended safety guidelines are believed to reflect best practice and are considered minimum standards for physical activity in an organized or formal setting. They may, however, not apply to all situations (e.g., home-based, recreational, or modified activities), and more stringent safety standards may be applied by instructors/coaches/program leaders of OUT-of-class physical activities in organized programs.
- I am aware that school staff will not inspect the facilities or equipment to be used by my child for the non-school-based physical activities they have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that these facilities or equipment meet the recommended safety standards for the non-school-based physical activities they have chosen for this course. This may include investigating for evidence of general liability coverage.
- I am aware that the school staff will not be present or in any way involved in supervising my child while they participate in the non-school-based physical activities they have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that while participating in non-school-based physical

activities my child receives the appropriate level of instruction and/or supervision for their chosen activities. This may include investigating for evidence of general liability coverage and requirements for personnel to undergo criminal record and child abuse registry checks.

- I will encourage my child to abide by the recommended safety guidelines for the physical activities they have chosen for the OUT-of-class component of this course, and to abide by any other more stringent safety standards imposed by his/her instructors, coaches, or program leaders while they are participating in their chosen physical activities for the OUT-of-class component of this course. This is to ensure, to the extent reasonably possible, that no one is injured and no property is damaged or lost as a result of my child's participation in the OUT-of-class component of this course.
- I understand that I will be responsible for paying for any and all fees that may result from my child's participation in physical activities for the OUT-of-class component of this course.
- I understand that if my child wants to choose other physical activities for inclusion in the OUT-of-class component of this course, and these activities are not part of the attached Personal Physical Activity Plan, prior to participation my child must:
 - have these new physical activities accepted by the PE/HE teacher
 - obtain the recommended safety guidelines for these new physical activities, and
 - receive my consent to participate in the new physical activities

Parent/Guardian Consent:

Having considered my child's mental and physical condition, and the risks and suitability to them of the physical activities they have chosen for the OUT-of-class component of this course, I consent to my child participating in his/her chosen physical activities.

I have read, understand, and agree with the above statements.

Parent/Guardian Signature _____ Date _____

Student Declaration:

- I am aware of the recommended safety guidelines for the physical activities that I have chosen for the OUT-of-class component of this course.
- While participating, I will abide by the recommended safety guidelines that are appropriate to the nature of the activity (e.g., recreation versus competition).

When applicable, I will also abide by any other more stringent safety standards imposed by my instructors, coaches, or program leaders.

- I will ensure, to the greatest extent possible, that no one is injured and no property is damaged or lost as a result of my participation in my chosen physical activities for the OUT-of-class component of this course.
- I understand that if I want to choose other physical activities that are not part of the attached Personal Physical Activity Plan for inclusion in the OUT-of-class component of this course, prior to participation, I must:
 - have these new physical activities accepted by the PE/HE teacher
 - obtain the recommended safety guidelines for these new physical activities, and
 - receive my parent/guardian's consent to participate in the new physical activities

I have read, understand, and agree with the above statements:

Student's Legal Last Name

First Name

Student Signature (if student is under 18 years of age)

Date



Administrative Form 4090Fb

Student Declaration (Students 18 years and older)

Administrative Procedures Cross Reference:

Out of School Physical Education Approval Process

Date Amended: February 2022

School Name:

A student who is 18 years of age or older must complete this form to obtain credit for participation in OUT-of-class physical activities as part of the Physical Education/Health Education (PE/HE) credit for Grades 9 to 12. Please return the completed form to the PE/HE teacher of this course.

Parent Declaration:

- I understand that all the physical activities I have chosen for the OUT-of-class component of this course have been accepted by the PE/HE teacher as indicated on my Personal Physical Activity Plan (attached).
- I understand that there is a risk of injury associated with all types of physical activity. I have reviewed the recommended safety guidelines for the physical activities I have chosen.
- I understand that the recommended safety guidelines are believed to reflect best practice and are considered minimum standards for physical activity in an organized or formal setting. They may, however, not apply to all situations (e.g., home-based, recreational, or modified activities), and more stringent safety standards may be applied by instructors/coaches/program leaders of OUT-of-class physical activities in organized programs.
- I am aware that school staff will not inspect the facilities or equipment that I will be using for the non-school-based physical activities I have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that these facilities or equipment meet the recommended safety standards for the non-school-based physical activities I have chosen for this course. This may include investigating for evidence of general liability coverage.
- I am aware that the school staff will not be present or in any way involved in supervising me while I participate in the non-school-based physical activities I have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that while participating in non-school-based physical activities I

receive the appropriate level of instruction and/or supervision for my chosen activities. This may include investigating for evidence of general liability coverage and requirements for personnel to undergo criminal record and child abuse registry

- I am aware of the recommended safety guidelines for the physical activities that I have chosen for the OUT-of-class component of this course.
- While participating, I will abide by the recommended safety guidelines that are appropriate to the nature of the activity (e.g., recreation versus competition). When applicable, I will also abide by any other more stringent safety standards imposed by my instructors, coaches, or program leaders.
- I will ensure, to the greatest extent possible, that no one is injured and no property is damaged or lost as a result of my participation in my chosen physical activities for the OUT-of-class component of this course.
- I understand that I will be responsible for paying for any and all fees that may result from my participation in physical activities for the OUT-of-class component of this course.
- I understand that if I want to choose other physical activities that are not part of the attached Personal Physical Activity Plan for inclusion in the OUT-of-class component of this course, I must discuss changing my Personal Physical Activity Plan with my PE/HE teacher.
- I understand that my teacher must accept any additional physical activities chosen by me, and I will be required to complete a new declaration.
- I have considered my mental and physical condition, as well as the risks and suitability to me of the physical activities I have chosen for the OUT-of-class component of this course.

I have read, understand, and agree with the above statements.

Student's Legal Last Name

First Name

Student Signature (if student is 18 years of age and older)

Date



Administrative Form 4090Fc

Parent/Guardian Declaration and Consent - Revised Activity Choices (Students under 18 years old)

Administrative Procedures Cross Reference:
Out of School Physical Education Approval Process

Date Amended: February 2022

School Name:

A student who is under the age of 18 must have this form completed to obtain credit for participation in OUT-of-class physical activities as part of the Physical Education/Health Education (PE/HE) credit for Grades 9 to 12 when activity choices have been revised. Please return the completed form to the PE/HE teacher of this course.

Parent/Guardian Declaration:

- I understand that all the physical activities my child has chosen for the OUT-of-class component of this course have been accepted by the PE/HE teacher as indicated on my child's revised Personal Physical Activity Plan (attached).
- I have reviewed the recommended safety guidelines for the new physical activities chosen by my child and have discussed them with my child.
- I understand that the recommended safety guidelines are believed to reflect best practice and are considered minimum standards for physical activity in an organized or formal setting. They may, however, not apply to all situations (e.g., home-based, recreational, or modified activities), and more stringent safety standards may be applied by instructors/coaches/program leaders of OUT-of-class physical activities in organized programs.
- I am aware that school staff will not inspect the facilities or equipment to be used by my child for the non-school-based physical activities they have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that these facilities or equipment meet the recommended safety standards for the non-school-based physical activities they have chosen for this course. This may include investigating for evidence of general liability coverage.
- I am aware that the school staff will not be present or in any way involved in supervising my child while they participate in the non-school-based physical activities they have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent

reasonably possible, that while participating in non-school-based physical activities my child receives the appropriate level of instruction and/or supervision for their chosen activities. This may include investigating for evidence of general liability coverage and requirements for personnel to undergo criminal record and child abuse registry

- I will encourage my child to abide by the recommended safety guidelines that are appropriate for the new physical activities they have chosen for the OUT-of-class component of this course, and to abide by any other more stringent safety standards imposed by his/her instructors, coaches, or program leaders while they are participating in their chosen physical activities for the OUT-of-class component of this course. This is to ensure, to the extent reasonably possible, that no one is injured and no property is damaged or lost as a result of my child's participation in the OUT-of-class component of this course.
- I understand that I will be responsible for paying for any and all fees that may result from my child's participation in physical activities for the OUT-of-class component of this course.
- I understand that if my child wants to choose other physical activities for inclusion in the OUT-of-class component of this course, and these activities are not part of the attached revised Personal Physical Activity Plan, prior to participation my child must:
 - have these new physical activities accepted by the PE/HE teacher
 - obtain the recommended safety guidelines for these new physical activities, and
 - receive my consent to participate in the new physical activities

Parent/Guardian Consent:

Having considered my child's mental and physical condition, and the risks and suitability to them of the new physical activities they have chosen for the OUT-of-class component of this course, I consent to my child participating in their chosen physical activities.

I have read, understand, and agree with the above statements.

Parent/Guardian Signature _____ Date _____

Student Declaration:

- I am aware of the recommended safety guidelines for the physical activities that I have chosen for the OUT-of-class component of this course.

- While participating, I will abide by the recommended safety guidelines that are appropriate to the nature of the activity (e.g., recreation versus competition). When applicable, I will also abide by any other more stringent safety standards imposed by my instructors, coaches, or program leaders.
- I will ensure, to the greatest extent possible, that no one is injured and no property is damaged or lost as a result of my participation in my chosen physical activities for the OUT-of-class component of this course.
- I understand that if I want to choose other physical activities that are not part of the attached revised Personal Physical Activity Plan for inclusion in the OUT-of-class component of this course, prior to participation, I must:
 - have these new physical activities accepted by the PE/HE teacher
 - obtain the recommended safety guidelines for these new physical activities, and
 - receive my parent/guardian's consent to participate in the new physical activities

I have read, understand, and agree with the above statements:

Student's Legal Last Name

First Name

Student Signature (if student is under 18 years of age)

Date



Administrative Form 4090Fd

Student Declaration – Revised Activity Choices (Students 18 years and older)

Administrative Procedures Cross Reference:
Out of School Physical Education Approval Process

Date Amended: February 2022

School Name:

A student who is 18 years of age or older must complete this form to obtain credit for participation in OUT-of-class physical activities as part of the Physical Education/Health Education (PE/HE) credit for Grades 9 to 12. Please return the completed form to the PE/HE teacher of this course.

Student Declaration:

- I understand that all the physical activities I have chosen for the OUT-of-class component of this course have been accepted by the PE/HE teacher as indicated on my revised Personal Physical Activity Plan (attached).
- I have reviewed the recommended safety guidelines for the new physical activities I have chosen.
- I understand that the recommended safety guidelines are believed to reflect best practice and are considered minimum standards for physical activity in an organized or formal setting. They may, however, not apply to all situations (e.g., home-based, recreational, or modified activities), and more stringent safety standards may be applied by instructors/coaches/program leaders of OUT-of-class physical activities in organized programs.
- I am aware that school staff will not inspect the facilities or equipment that I will be using for the non-school-based physical activities I have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that these facilities or equipment meet the recommended safety standards for the non-school-based physical activities I have chosen for this course. This may include investigating for evidence of general liability coverage.
- I am aware that the school staff will not be present or in any way involved in supervising me while I participates in the non-school-based physical activities I have chosen for the OUT-of-class component of this course. I am also aware that I will therefore be responsible for ensuring, to the extent reasonably possible, that while participating in non-school-based physical activities I

receive the appropriate level of instruction and/or supervision for my chosen activities. This may include investigating for evidence of general liability coverage and requirements for personnel to undergo criminal record and child abuse registry

- I am aware of the recommended safety guidelines for the physical activities that I have chosen for the OUT-of-class component of this course.
- While participating, I will abide by the recommended safety guidelines that are appropriate to the nature of the activity (e.g., recreation versus competition). When applicable, I will also abide by any other more stringent safety standards imposed by my instructors, coaches, or program leaders.
- I will ensure, to the greatest extent possible, that no one is injured and no property is damaged or lost as a result of my participation in my chosen physical activities for the OUT-of-class component of this course.
- I understand that I will be responsible for paying for any and all fees that may result from my participation in physical activities for the OUT-of-class component of this course.
- I understand that if I want to choose other physical activities that are not part of the attached Personal Physical Activity Plan for inclusion in the OUT-of-class component of this course, I must:
 - discuss changing my Personal Physical Activity Plan with my PE/HE teacher
 - complete a new declaration.
- I have considered my mental and physical condition, as well as the risks and suitability to me of the new physical activities I have chosen for the OUT-of-class component of this course.

I have read, understand, and agree with the above statements.

Student's Legal Last Name

First Name

Student Signature (if student is 18 years of age and over)

Date



BRANDON SCHOOL DIVISION

2022-2023 Administration/Professional Development Day Schedule

2022	Kindergarten – Grade 12
Tuesday, September 6, 2022	Administration Day / Professional Development Day No Classes – K-12
Friday, September 23, 2022	Professional Development Day No Classes – K-12
Friday, October 21, 2022	Professional Development Day (MTS PD Day) No Classes – K-12
Friday, November 18, 2022	Student/Parent/Teacher Conferences (9-12) Professional Development (K-8) No Classes – K-12
Friday, November 25, 2022	Student/Parent/Teacher Conferences (K-8) Professional Development (9-12) No Classes – K-12
2023	
Friday, February 3, 2023	Administration Day / Professional Development Day No Classes – K-12
Friday, March 10, 2023	Student/Parent/Teacher Conferences (K-8) Professional Development (9-12) No Classes - K-12
Friday, April 14, 2023	Student/Parent/Teacher Conferences (9-12) Professional Development (K-8) No Classes - K-12
Friday, June 30, 2023	Administration Day No Classes K-12

Common Dates for All Schools:

2022

September 6, Tuesday Schools Open for Staff Only
 September 7, Wednesday First Day of Classes for Students
 September 30, Friday National Day for Truth & Reconciliation
 October 10, Monday Thanksgiving Day (All Schools Closed)
 November 11, Friday Remembrance Day (All Schools Closed)
 December 22, Thursday Last Day of School Prior to Winter Break
 December 23 – January 6 (inclusive) Winter Break (All Schools Closed)

2023

January 9, Monday All Classes Resume
 February 20, Monday Louis Riel Day (All Schools Closed)
 March 24, Friday Last Day of Classes Prior to Spring Break
 March 27 – 31 (inclusive) Spring Break (All Schools Closed)
 April 3, Monday All Classes Resume
 April 7 Friday Good Friday (All Schools Closed)
 May 22, Monday Victoria Day (All Schools Closed)
 June 29, Thursday Last Day of Classes

Accepting the Challenge



BRANDON SCHOOL DIVISION

2022-2023 School Calendar - Revised

2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEP

5 Labour Day
6 Administration Day / P.D. Day
7 First Day of Classes
23 P.D. Day (K-12)
30 National Day for Truth & Reconciliation

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCT

10 Thanksgiving Day
21 MTS P.D. Day (K-12)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOV

11 Remembrance Day
18 Student Conferences (9-12) / P.D. Day (K-8)
25 Student Conferences (K-8) / P.D. Day (9-12)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DEC

22 Last Day of Classes (K-12)
23-31 Winter Break

2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JAN

2-6 Winter Break
9 Classes Resume

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APR

3 Classes Resume
7 Good Friday
14 Student Conferences (9-12)/P.D. Day (K-8)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEB

3 Admin Day/P.D. Day (K-12)
20 Louis Riel Day

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

22 Victoria Day

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAR

10 Student Conferences (K-8)/P.D. Day (9-12)
24 Last Day of Classes
27-31 Spring Break

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUN

29 Last Day of Classes
30 Admin. Day (K-12)

	School Closed
	No Classes K-12
	Classes Resume/End



SEPTEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
School Days: 16				1	2	3
4	5 Labour Day All Schools Closed	6 Administration Day (K-12)	7 First Day Of Classes Day 1	8 Day 2	9 Day 3	10
11	12 Day 4	13 Day 5	14 Day 6	15 Day 1	16 Day 2	17
18	19 Day 3	20 Day 4	21 Day 5	22 Day 6	23 P.D. Day (K-12)	24
25	26 Day 1	27 Day 2	28 Day 3	29 Day 4	30 National Day for Truth & Reconciliation	



OCTOBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	School Days: 19					1
2	3 Day 5	4 Day 6	5 Day 1	6 Day 2	7 Day 3	8
9	10 Thanksgiving Day All Schools Closed	11 Day 4	12 Day 5	13 Day 6	14 Day 1	15
16	17 Day 2	18 Day 3	19 Day 4	20 Day 5	21 Professional Development Day MTS PD DAY (K-12)	22
23 <hr/> 30	24 Day 6 <hr/> 31 Day 5	25 Day 1	26 Day 2	27 Day 3	28 Day 4	29



NOVEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Day 6	2 Day 1	3 Day 2	4 Day 3	5
6	7 Day 4	8 Day 5	9 Day 6	10 Day 1	11 Remembrance Day All Schools Closed	12
13	14 Day 2	15 Day 3	16 Day 4	17 Day 5	18 Parent Teacher Conferences (9-12) P.D. Day (K-8)	19
20	21 Day 6	22 Day 1	23 Day 2	24 Day 3	25 Parent Teacher Conferences (K-8) P.D. Day (9-12)	26
27	28 Day 4	29 Day 5	30 Day 6	School Days: 19		



DECEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>School Days: 16</div>				1	2	3
				Day 1	Day 2	
4	5	6	7	8	9	10
	Day 3	Day 4	Day 5	Day 6	Day 1	
11	12	13	14	15	16	17
	Day 2	Day 3	Day 4	Day 5	Day 6	
18	19	20	21	22	23	24
	Day 1	Day 2	Day 2	Last Day Before Winter Break Day 4	Winter Break	
25	26	27	28	29	30	31
	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break	New Year's Eve



JANUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break	6 Winter Break	7
8	9 Classes Resume Day 4	10 Day 6	11 Day 1	12 Day 2	13 Day 3	14
15	16 Day 4	17 Day 5	18 Day 6	19 Day 1	20 Day 2	21
22	23 Day 3	24 Day 4	25 Day 5	26 Day 6	27 Day 1	28
29	30 Day 2	31 Day 3		School Days: 17		



FEBRUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Day 4	2 Day 5	3 Administrative/ Professional Development Day (K-12)	4
5	6 Semester 2 (9-12) Day 6	7 Day 1	8 Day 2	9 Day 3	10 Day 4	11
12	13 Day 5	14 Day 6	15 Day 1	16 Day 2	17 Day 3	18
19	20 Louis Riel Day All Schools Closed	21 Day 4	22 Day 5	23 Day 6	24 Day 1	25
26	27 Day 2	28 Day 2	School Days: 18			



MARCH 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>School Days: 17</div>			1	2	3	4
			Day 4	Day 5	Day 6	
5	6	7	8	9	10	11
	Day 1	Day 2	Day 3	Day 4	Parent Teacher Conferences (K-8) P.D. Day (9-12)	
12	13	14	15	16	17	18
	Day 5	Day 6	Day 1	Day 2	Day 3	
19	20	21	22	23	24	25
	Day 4	Day 5	Day 6	Day 1	Last Day Before Spring Break Day 2	
26	27	28	29	30	31	
	Spring Break All Schools Closed	Spring Break All Schools Closed	Spring Break All Schools Closed	Spring Break All Schools Closed	Spring Break All Schools Closed	



APRIL 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
School Days: 18						1
2	3 Classes Resume Day 3	4 Day 4	5 Day 5	6 Day 6	7 Good Friday All Schools Closed	8
9	10 Day 1	11 Day 2	12 Day 3	13 Day 4	14 Parent Teacher Conferences (9-12) P.D. Day (K-8)	15
16	17 Day 5	18 Day 6	19 Day 1	20 Day 2	21 Day 3	22
23 <hr/> 30	24 Day 4	25 Day 5	26 Day 6	27 Day 1	28 Day 2	29



MAY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Day 3	2 Day 4	3 Day 5	4 Day 6	5 Day 1	6
7	8 Day 2	9 Day 3	10 Day 4	11 Day 5	12 Day 6	13
14	15 Day 1	16 Day 2	17 Day 3	18 Day 4	19 Day 5	20
21	22 Victoria Day All Schools Closed	23 Day 6	24 Day 1	25 Day 2	26 Day 3	27
28	29 Day 4	30 Day 5	31 Day 6	School Days: 22		



JUNE 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>School Days: 21</div>				1	2	3
				Day 1	Day 2	
4	5	6	7	8	9	10
	Day 3	Day 4	Day 5	Day 6	Day 1	
11	12	13	14	15	16	17
	Day 2	Day 3	Day 4	Day 5	Day 6	
18	19	20	21	22	23	24
	Day 1	Day 2	Day 3	Day 4	Day 5	
25	26	27	28	29	30	
	Day 6	Day 1	Day 2	Last Day of Classes Day 3	Administration Day (K-12)	



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, April 25, 2022 – 6:00 p.m.
Boardroom, Administration Office

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

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

Regrets: L. Ross

1. COMMITTEE ITEMS

A. Quotes – Laptop Computers

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the memo provided to the Committee. The purchase of 140 laptops is required to replace laptops that were not returned or broken beyond repair during the remoting learning stage during COVID-19 restrictions, and to maintain the Division's pre-COVID fleet numbers. Three quotes were solicited to replace 118 units, with an additional 22 units added to the quote to support the Accessible Learning Library.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented, which was then brought forward as a late motion to the Regular Board meeting.

Recommendation:

That the quote from Powerland Computers Ltd. in the amount of \$128,489.76 (including taxes) to supply 140 Laptop Computers, funded through the 2021-2022 Operating Budget, be accepted.

B. Review Monthly Reports

Quarterly COVID-19 Update:

The Secretary-Treasurer provided an update on additional COVID-19 Expenditures. The Province has requested that the Division submit quarterly reports.

Brandon School Division's allocation for 2021-2022 Safe Schools Funding is \$1,740,021. As of March 31st, the Division's expenditures and commitments was \$1,705,719.

In regard to the Learning Recovery Fund, the Division's allocation for 2021-2022 is \$236,805. As of March 31st, the Division expenditures/commitments was \$229,907.

C. Sub-Committee Reports

- Workplace Safety and Health – April 11, 2022 – Reviewed by Trustee Fallis.

Respectfully submitted,

K. Fallis



BRANDON SCHOOL DIVISION

Personnel and Policy Committee Minutes

Monday, April 25, 2022 – 6:00 p.m.
Boardroom, Administration Office

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

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

Regrets: L. Ross

1. COMMITTEE ITEMS

A) Personnel Matter – In-Camera

Mr. Mathew Gustafson, Superintendent/CEO, provided information on a Personnel Matter, answered Trustee questions and received feedback from the Committee.

B) Personnel Matter – In-Camera

Mr. Denis Labossiere, Secretary-Treasurer, provided an update on a Personnel Matter and answered Trustee questions.

C) Personnel Matter – In-Camera

The Secretary-Treasurer provided information on a Personnel Matter.

D) Sub-Committee Reports

- Support Personnel Labour Management – April 7, 2022

Trustee Letain reviewed the minutes and the proposed revisions to the following documents:

- Appendix “A” – *Basic Hourly Rates*
- Administrative Procedure 5060 – *Employment Requirements - Custodial and Maintenance*
- AP 5060F – *Fifth (5th) Class Power Engineering*

The Secretary-Treasurer provided additional information and answered Trustee questions. The Committee agreed to the recommendation as presented.

Recommendation:

That the Letter of Agreement between the Brandon School Division and CUPE Local 737 with respect to Appendix “A” – Basic Hourly Rates, be approved and the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

2. OPERATIONS INFORMATION

- A)** The Committee received as information and discussed the following:
- MSBA – CPI, Unemployment Rate, Regional Trends update:
 - February 2022

Respectfully submitted,

S. Bambridge



K TO 12 EDUCATION ACTION PLAN

On April 20, 2022, the Manitoba government [announced](#) the K to 12 Education Action Plan in response to the Report of the Commission on K to 12 Education and system learnings from the COVID-19 pandemic.

[The Action Plan](#) will guide the work of Manitoba Education and Early Childhood Learning, in partnership with education sector partners, over the next five years toward the vision that all Manitoba students succeed no matter where they live, their background, or their individual circumstances.

Advancing Truth and Reconciliation, achieving equity, ensuring inclusion, striving for excellence, prioritizing well-being, and enhancing accountability are the guiding principles to implementing the actions identified in the plan. The four pillars to strengthen student success are: High-Quality Learning; Student Engagement and Well-Being; Excellence in Teaching and Leadership; and Responsive Systems.

To view the Action Plan and learn more about upcoming and future actions to strengthen Manitoba's public education system, visit the government [website](#).



EXCELLENCE IN EDUCATION AWARDS

Congratulations to the outstanding educators recognized at Manitoba's Excellence in Education Awards, [announced](#) on April 22.



This year, 39 educators across the province were nominated for the awards. Eight recipients were selected to receive this year's awards in the following categories:

Teaching Excellence Awards:

Kelly Hiebert, Westwood Collegiate, St. James-Assiniboia SD;
Shannon Siemens, Brooklands School, St. James-Assiniboia SD; and
Amanda Tetrault, École River Heights School, Winnipeg SD

Outstanding New Teacher Award:

Jenny Horel, Whyte Ridge Elementary, Pembina Trails SD

Outstanding Team Collaboration Award:

Brett Geisel, James Kostuchuk and Shannon Mulvey, Portage Collegiate Institute, Portage la Prairie SD

Premier's Award for Excellence in Education:

Marie Klassen, Donwood School, River East Transcona SD

Full recipient biographies are available [online](#).

REMINDER - SAVE THE DATES!

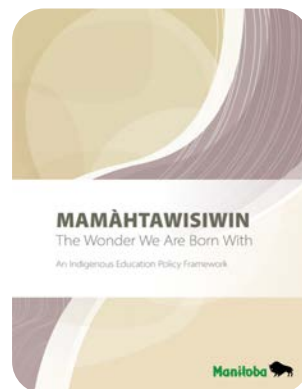
Know someone who is considering running for school trustee this fall? Join MSBA for two upcoming virtual events on May 4 (**TONIGHT!**) and May 11, 2022, to learn more about becoming a trustee in Manitoba. No registration is required. Interested individuals can find information and links to the events [online](#). If you cannot attend the sessions live, recordings will be posted on the MSBA [website](#) at a later date.



**BUILDING CAPACITY
FOR OUR FUTURE**

MAMÀHTAWISIWIN: THE WONDER WE ARE BORN WITH

The Manitoba government has [launched](#) *Mamàhtawisiwin: The Wonder We Are Born With – An Indigenous Education Policy Framework*.



The *Framework* was developed in collaboration with over 100 individuals from across the province, including Elders and Knowledge Keepers, students, teachers, superintendents, senior post-secondary administrators, government working groups, and community partners.

Mamàhtawisiwin supports the holistic achievements of First Nations, Métis, and Inuit learners by helping Manitoba educators to incorporate Indigenous languages, cultures, and identities into their teaching and practices, setting Indigenous students up for success in school and beyond.

The strategies and actions within *Mamàhtawisiwin* will help teachers, school-based support teams, school leaders, school division/district leaders, and Manitoba Education and Early Childhood Learning staff to deepen their understanding and to progress along a path of Truth and Reconciliation in their schools, adult learning centres, post-secondary institutions, classrooms, and communities.

For more information on *Mamàhtawisiwin*, click [here](#), and view the full document [here](#).

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THE BRANDON SCHOOL DIVISION

BYLAW NO. 1/2022

A Bylaw of the Board of Trustees of The Brandon School Division in Manitoba, providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2022 to June 30, 2023.

WHEREAS the estimates of the said School Division for the above-mentioned fiscal period have been made and the budget of the Division for the fiscal year of July 1, 2022 to June 30, 2023 was the sum of **ONE HUNDRED AND FOURTEEN MILLION, FOUR HUNDRED AND NINETY-ONE THOUSAND, FIVE HUNDRED (\$114,491,500) DOLLARS**.

AND WHEREAS the Board of Trustees of the said School Division have not yet received any moneys on account of School Taxes for the year 2022-2023 from Municipalities nor any moneys from the Provincial Government by way of grant for the year 2022-2023 SAVE THE SUM OF *nil* Dollars (\$ --) from MUNICIPALITIES and THE SUM OF *nil* Dollars (\$ --) from the PROVINCIAL GOVERNMENT.

AND WHEREAS no moneys have been previously borrowed to meet the expenditures of the 2022-2023 fiscal period SAVE AS SET OUT IN THE FOLLOWING SCHEDULE, THAT IS TO SAY: Nothing previously borrowed.

AND WHEREAS the amount (if any) heretobefore borrowed and the amount hereby authorized to be borrowed do not exceed the amount of the said estimate after deducting therefrom such sums (if any) as have been paid over by Municipalities or by the Provincial Government on account of the amount required for July 1, 2022 to June 30, 2023 expenses of the School Division.

NOW THEREFORE the Board of Trustees of The Brandon School Division, in session assembled enacts as follows:

(1) THAT the Board of Trustees of the said School Division do borrow up to the sum **TWENTY MILLION (\$20,000,000) DOLLARS** from THE CANADIAN IMPERIAL BANK OF COMMERCE upon the credit of the said School Division, and do pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of PRIME less 0.6 per centum per annum.

(2) THAT the said borrowing may be by means of (a) an overdraft on the account of the School Division with the Bank by cheques signed by the Chairperson or Vice-Chairperson & Secretary-Treasurer or Assistant Secretary-Treasurer of the said School Division, or (b) a promissory note or notes of the said School Division, such note or notes to be attested by the signatures of the Chairperson and Secretary-Treasurer of the said School Division.

(3) THAT the amount so borrowed shall be a first charge upon any moneys to be received by the Board of Trustees on account of the estimate for July 1, 2022 to June 30, 2023 for the purposes of the said School Division whether from the Municipality or from the Provincial Government or from any other source and as the same are received the said School Division shall deposit them with the said Bank for payment of the amount so borrowed with interest thereon but the said Bank shall not be restricted thereto for payment of the sum or sums so borrowed nor shall it be bound to wait for repayment of the moneys so borrowed until the Municipality or the Provincial Government has discharged its obligation to the School Division nor be obliged to see that moneys paid to the School Division are deposited or applied as aforesaid

(4) THAT this Bylaw shall extend to and cover borrowings by the said Board of Trustees for the period commencing the 1st day of July, 2022, and to the extent necessary, this Bylaw shall have retroactive effect so as to be deemed in full force and effect at the commencement of said term.

(5) THAT nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favor of the said Bank.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba, this 25th day of April, 2022.

SECOND READING: _____ day of _____, 2022.

THIRD READING: _____ day of _____, 2022.

Chairperson

Secretary-Treasurer

I, Denis Labossiere, Secretary-Treasurer of The Brandon School Division
DO HEREBY CERTIFY the above to be a true copy of
Bylaw No. 1/2022.

Secretary-Treasurer