



BRANDON SCHOOL DIVISION

November 22, 2017

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

TO BE HELD MONDAY, NOVEMBER 27, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, November 13, 2017.
Adopt.
- b) Board Meeting, November 13, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – November 27, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions (Max. 15 minutes)

- a) Erin Gobeil, parent, expressing concerns about bullying in the school system.

5.03 Business Arising

- From Previous Delegation

- a) Brandon Teachers' Association, Learning Information For Teachers (LIFT) Committee, regarding the history and impact of LIFT.
- b) The Brandon School Division Human Ecology and Industrial Arts teachers regarding the importance of both the Human Ecology program and the Industrial Arts program for all middle years students in Grades 7 and 8.

- From Board Agenda

- MSBA Issues

- a) Call for Workshop Proposals – MSBA 2018 Convention (Appendix 'A')
- b) Memo – North Forge Partnership to Develop Options for Provincial Early Years Literacy/Numeracy Strategy (Appendix 'B')
- c) Memo – Clarification of MSBA Position re: Bureau de l'Éducation Française (Appendix 'C')
- d) Minutes from the MSBA 2017 Fall Regional Meetings (Appendix 'D')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

101/2017 That the request involving twenty (20) male and female Vincent Massey High School students in grades 10 to 12 to make a trip to Spain and Italy from March 22 to April 2, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

5.06 Bylaws

By-Law 12/2017

2nd Reading

That By-law 12/2017 being a borrowing by-law in the amount of \$490,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Earl Oxford Middle School	Grooming Room
Earl Oxford Middle School	Steam Boiler Replacement
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement

be now read for the second time, having been first read on November 13, 2017.

3rd Reading

That the rules be suspended and By-Law 12/2017 be now read for a third and final time, and taken as read, finally passed.

By-Law 13/2017

1st Reading

That By-Law 13/2017 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 3/2014 passed on September 22, 2014 (as amended by By-law 6/2014 on January 12, 2015, By-law 10/2015 on January 11, 2016, By-law 3/2017 on April 24, 2017 and By-law 9/2017 on October 10, 2017) be now read for the first time.

By-Law 14/2017

1st Reading

That By-Law 14/2017 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2014 passed on September 22, 2014 (as amended by By-Law 2/2015 on April 13, 2016, By-Law 1/2016 on March 7, 2016, By-Law 10/2017 on September 11, 2017) be now read for the first time.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Personnel Committee Meeting – 2:00 p.m., Wednesday, November 29, 2017, Boardroom.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Thursday, November 30, 2017, Boardroom.
- c) Education and Community Relations Committee Meeting – 1:00 p.m., Monday, December 4, 2017, Boardroom.
- d) Teacher Liaison Committee Meeting – 4:00 p.m., Wednesday, December 6, 2017, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, December 11, 2017, Boardroom.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:55 P.M., MONDAY, NOVEMBER 13, 2017.

PRESENT:

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

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

Mr. M. Sefton

CALL:

The Chairperson called the meeting to order at 5:55 p.m. and referred to the Call.

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

- a) Giving of Notice – Borrowing By-Law 12/2017.

Mr. Kruck

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 12/2017 for the purpose of borrowing the sum of \$490,300 to meet partial costs for construction of the following:

School

Project

Earl Oxford Middle School

Grooming Room

Earl Oxford Middle School

Steam Boiler Replacement

Green Acres School

Gymnasium Addition

Green Acres School

Heating System and Unit Ventilator Replacement

Mr. Buri – Ms. Bambridge

That the meeting do now adjourn (5:57 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, NOVEMBER 13, 2017.

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

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent.

REGRETS:

The Chairperson called the meeting to order at 6:00 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added three (3) items for In-Camera.

Trustee Bambridge added one (1) item for In-Camera.

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

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held October 23, 2017 were circulated.

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

Mr. Murray – Mr. Sefton
That the Board do now resolve into Committee of the Whole In-Camera. (6:01 p.m.)
Carried.

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

- a) Dr. Marc Casavant, Superintendent/CEO provided an update on a Student Matter and Mr. Greg Malazdrewicz, Assistant Superintendent, distributed and reviewed further information on the matter.

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

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO provided an update on a Personnel Matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided information on three (3) Personnel Matters.
- d) Trustee Bambridge requested information on a Personnel Matter.

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

- a) The Superintendent/CEO provided information on a Property Matter.

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

- a) Trustee Ross discussed a Board Operations Matter.
- b) Trustee Sumner discussed a Board Operations Matter.
- c) The Superintendent/CEO discussed a Board Operations Matter.

- Trustee Inquiries

Mrs. Bowslaugh – Mr. Sumner

That the Committee of the Whole In-Camera do now resolve into Board. (6:50 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information**

Ms. Angela McGuire-Holder, Youth Revolution Coordinator, and four Youth Revolution (YR) members from Division schools shared their October 25th WE Day experiences with the Board. Ms. McGuire-Holder provided background on the event, including the fact that students have to earn their ticket to WE Day, by taking local and global actions for their communities. This year the Division's YR students earned over 500 tickets in recognition of their outstanding citizenship contributions and community volunteerism. A special recognition was given to three of the Division's YR students,

who were chosen to go on the WE Day stage to talk about their passions to 15,000 other peers from across the province. The group shared a video of the day's events and spoke on their experiences at WE Day.

Trustee Kruck noted he was very impressed with their work and the report. Trustees asked questions regarding WE Day and what attracted the students to this involvement and what makes the YR group different and stand out.

Trustee Ross congratulated the students on their enthusiasm and noted she is pleased to see students of their caliber in Brandon.

3.02 Communications For Information

3.03 Communications For Action

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the November 13, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Indigo Love of Reading Foundation – Contribution to Riverview School
 - WE Day – October 25, 2017
 - Violence Threat Risk Assessment Community Protocol Signing
 - Information Items
 - IODE Book Donation to each K-8 School – Sea Change
 - Book Donation – Claren Turner – 68 Books donated, fifteenth year
 - Presentations
 - 2016-2017 Continuous Improvement Report – Ms. Marnie Wilson and Dr. Marc Casavant
 - French Language Specialist – Ms. Eva Eberts
 - Achieving Excellence for Indigenous Canadian Learners – Trustee Peter Bartlette, Trustee George Buri, Dr. Marc Casavant

Trustees asked questions for clarification regarding Provincial support for the French language program, programming, and the earliest grade that students study French.

Trustee Ross noted that professional development opportunities for Senior Administration and Trustees are important and money well spent.

Ms. Bambridge – Mr. Buri

That the November 13, 2017 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions

- a) Ms. Alison Johnston, Chairperson – BTA Learning Information For Teachers (LIFT) Committee, provided information on the history and impact of LIFT. Ms. Johnston's presentation included the following information:
- 1,200 teachers from across the Province attended LIFT on October 20, 2017
 - A look at various sessions held
 - Registration Instructions
 - Outside groups recognized for their assistance:
 - Crocus Plains Hockey Team – parking
 - Westman Retired Educators Association – participant check-in
 - Community Partners
 - The impact on the City of Brandon
 - How educators feel about LIFT

Trustee Bartlette thanked Ms. Johnston for her comprehensive history of where the Division has been and where the Division is as a result of what's transpired.

Trustee Ross thanked Ms. Johnston for her presentation and for all the work the BTA LIFT Committee has done.

- b) The Brandon School Division Human Ecology and Industrial Arts teachers presented on the importance of both the Human Ecology program and the Industrial Arts program for all middle years students in Grades 7 and 8. Highlights of the presentation are as follows:
- The group thanked the Board for the opportunity to speak and invited them at any time to visit their classrooms
 - Technology Education
 - These programs create life long learners using hands-on skills
 - Literacy and numeracy is used on a daily basis
 - ELA – reading/following directions
 - Math – measurement/calculating
 - Science – problem solving/experimenting
 - Social Studies – environment/social responsibility/ethics
 - These programs create independent critical thinkers
 - Organization/listening skills
 - Safe work culture
 - Teamwork
 - Designing and creativity
 - Eye hand coordination/physical dexterity
 - Equivalent to teaching a second language with its own set of vocabulary and meanings
 - Response to reviews
 - The group asked for clarification regarding the following concerns:
 - Truancy vs. absenteeism vs. absences
 - What was the process used in developing/collecting survey results?
 - Why were we not involved?
 - Relevance of the Programs?
 - The Human Ecology curriculum was redone and implemented in 2016
 - These programs are endorsed and supported by the Province of Manitoba
 - Program Improvements – the group would like:

- A department head Tech Ed consultant
- The opportunity to meet together as a PLC on Administration Days
- More transparency
- How can they help?

Trustees asked questions for clarification regarding program value, teacher involvement in the process and truancy vs absenteeism vs absences.

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) Ebulletin – October 25, 2017
- b) Ebulletin – November 8, 2017
- c) 2018 Recognition and Award Programs
- d) Letter to Cameron Friesen, Minister of Finance
- e) Call for Workshop Proposals – MSBA 2018 Convention
- f) Compendium of Triple P Capital Resources

Trustee Ross commented on the letter to Cameron Friesen, Minister of Finance. She commented on the paragraph where the MSBA thanked the Minister for eliminating the 20K3 cap, indicating that there is no research to indicate that this helpful. While they are not incorrect about that, it is also the case that the Division has not had time to collect data to indicate whether it is helpful or not. Trustee Ross is concerned that this letter has gone to the Minister of Finance as it does not represent her view. Trustee Sefton echoed Trustee Ross's concerns.

Trustee Sumner noted that the paragraph could have been worded differently. He noted that this allows us to more appropriately address our school system and put resources where they are most needed in individual schools and individual classrooms.

Trustees discussed this matter further and it was suggested that letter be sent to Mr. Ken Cameron at MSBA. Trustees agreed to take no action at this time.

5.04 Public Inquiries (max. 15 minutes)

- a) Mr. Jamie Rose, President, CUPE Local 737, asked questions regarding the Middle Years Options Program Review. He noted the 2012 and 2017 reports have a few common themes around his questions:
 - What are your concerns with Home Ec. and Industrial Arts Program?
 - Transportation
 - Student safety is a huge issue
 - Accessibility
 - Behaviour
 - Truancy

All students would benefit from Division transportation.

CUPE Local 737 has been expressing the same concerns after watching students board the City bus on 26th Street and 18th Street. A student was hit by a car last year after getting off a City bus. Now Educational Assistants (EA) and Home School Liaisons (HSL) are driving students who miss the City bus to IA and Home Ec. classes. This puts the EA, HSL and student at risk. Number 4 in the 2017 consultant recommendations is that the Brandon

School Division provides transportation for all off-site programming for grade 7 and 8 students. With this process possibly taking six months to a year or two, does the Board of Trustees have a plan to address the safety of our students before something tragic happens.

Trustee Bowslaugh commented on the cost of the Division busing students vs Brandon Transit providing bus passes and the cost effectiveness. Mr. Rose responded that the liability costs to the Division of a student getting injured when getting off a city bus will change the Division's mind about the costs of busing.

Trustee Ross noted that consideration of the transportation issue will be part of this consultation and planning. The Board will not have an answer to that as it will take some time to have a plan in place. Trustee Ross thanked Mr. Rose for his concerns.

- b) Ms. Sheri Bailey, parent and past frequent chaperone of many school trips during her children's time in the Brandon School Division, made an inquiry and requested clarification. She noted that she wasn't sure if comments made at the Board table during the last Board meeting regarding teachers and chaperones receiving a "free ride" was intended as an attack on the integrity of those who give up their time to chaperone or merely a misguided and uninformed statement.

Ms. Bailey indicated she was frequently asked to chaperone when she was a stay at home mother, and once she returned to the workforce, used up precious holiday time or banked time in order to continue this practice. She noted the high standard of care and responsibility expected by parents, teachers and the school administration, when looking after someone else's children, and considered it a privilege to be entrusted with the responsibility of chaperoning Brandon School Division students. She did not see herself as receiving a "free ride".

Ms. Bailey noted "What's best for the children" is a statement mentioned on more than one occasion as it relates to the students of the Brandon School Division. What's best for the children on any field trip or outing are parents and teachers who have willingly given up their free time to ensure that other people's children enjoy a safe outing under the supervision of a chaperone who takes the job seriously.

Ms. Bailey respectfully requested clarification as to the type of chaperone experience that could be considered a "free ride".

Trustee Sumner asked if Ms. Bailey could be more specific regarding the comment that was made. Ms. Bailey responded that at the October 23, 2017 Board meeting, during the report of the Education and Community Relations Committee, where the Committee will be looking at curricular and co-curricular activities etc., it was noted that other school divisions require their chaperones and teachers to pay for their participation. A Trustee had asked if the Brandon School Division will be looking at that as well as the Trustee did not want to see people receiving a free ride.

Trustee Kruck responded that he understands that coaches and chaperones work hard, and others do the same thing in many divisions, and they pay their way. He clarified that other Divisions handle this in a different manner.

5.05 Motions

5.06 Bylaws

Mr. Kruck

By-Law 12/2017**1st Reading:**

That By-law 12/2017 being a borrowing by-law in the amount of \$490,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for several construction projects in the Division be now read for the first time.

Carried.

5.07 Giving of Notice

Mr. Bartlette

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 13/2017 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 3/2014 passed on September 22, 2014 (as amended by By-law 6/2014 on January 12, 2015, By-law 10/2015 on January 11, 2016, By-law 3/2017 on April 24, 2017 and By-law 9/2017 on October 10, 2017).

Mr. Bartlette

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 14/2017 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2014 passed on September 22, 2014 (as amended by By-Law 2/2015 on April 13, 2016, By-Law 1/2016 on March 7, 2016, By-Law 10/2017 on September 11, 2017).

5.08 Trustee Inquiries

- a) Trustee Sumner asked when the Continuous Improvement Report will be available on the Brandon School Division website.

Dr. Casavant responded that it will be available as soon as administratively possible.

- b) Trustee Murray noted that recently one of the Division's high school teams had competed at a provincial level for a championship. He asked if money is available to those teams to offset the coaches and volunteers for their meals for the day and even for the students.

Mr. Mathew Gustafson, Assistant Superintendent, responded that the Board does provide some funds for transportation to Provincial championships, but not the full cost of attending.

Trustee Murray asked that the Finance and Facilities Committee look into this matter and consider additional funds to offset costs as this is an honour for Division teams to be able to compete in a Provincial championship. Trustee Sefton, Finance and Facilities Committee Chair, responded that the Committee will review this request.

POINT OF PRIVILEGE

Trustee Bowslaugh commented that Dr. Marc Casavant attended the No Stone Left Alone Remembrance Day ceremony and did lay a wreath on behalf of Brandon School Division. She noted that Mr. Eric Been, Industrial Arts teacher at Riverheights School, was involved in this event and thanked him for his participation. She attended the Vincent Massey High School Remembrance Day Service and added that it was a wonderful service presented by the students. Mrs. Bowslaugh thanked Dr. Ross for attending the Remembrance Day Service at Westman Place.

6.00 ANNOUNCEMENTS

- a) Brandon Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Wednesday, November 15, 2017, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, November 27, 2017, Boardroom.

Mr. Sumner – Mr. Bartlette

That the Board do now resolve into Committee of the Whole In-Camera (9:37 p.m.)

Carried.

Trustees discussed a Personnel Matter In-Camera.

IN COMMITTEE OF THE WHOLE IN CAMERA (9:43 p.m.)

Mr. Sumner – Mr. Murray

That the Committee of the Whole In-Camera do now resolve into Board. (9:44 p.m.)

Carried.

7.00 ADJOURNMENT

Mr. Buri – Ms. Bambridge

That the Board do now adjourn. (9:45 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

November 27, 2017

A. Administrative Information

I. CELEBRATIONS

1. 2017 PROVINCIAL SENIOR HONOUR BAND

Brandon School Division was well represented in the 2017 Provincial Senior Honour Band. Crocus Plains student Rory N., Vincent Massey student Stevie O., and Neelin students Leila R. and Jessica O. were selected to participate following an audition process that included a pool of the most experienced band students in Manitoba. Three days of intense rehearsals culminated in a performance on November 4 in Winnipeg.

2. OFFICIAL GRAND OPENING OF NEW GYMNASIUM AT GREEN ACRES SCHOOL – NOVEMBER 13, 2017

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from November 8, 2017 to November 21, 2017.

- November 8, 2017 – Violence Threat Risk Assessment Community Protocol Signing
- November 9, 2017 – School visit and meeting with School Leader, Valleyview Centennial School
- November 9, 2017 – School visit and meeting with School Leader, École O’Kelly School

“Accepting the Challenge”

- November 10, 2017 – meeting with Brandon School Division Board of Trustees; Mr. Len Isleifson, Member of the Legislative Assembly of Manitoba, Brandon East; and Mr. Reg Helwer, Member of the Legislative Assembly of Manitoba, Brandon West
- November 13, 2017 – meeting with Mr. Kevin Tacan, Indigenous Elder, Brandon School Division
- November 13, 2017 - Brandon University/Brandon School Division Research Committee Meeting re: Sexually Exploited Children and Youth
- November 15, 2017 - Brandon School Division Research Advisory Committee meeting
- November 15, 2017 – meeting with Gay Straight Alliance Advisors
- November 20, 2017 - Brandon University/Brandon School Division Research Committee Meeting re: Sexually Exploited Children and Youth
- November 21, 2017 – Divisional Leadership Team meeting

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary School	1 total	1 – 5 day	Assaultive Behaviour
High Schools	18 total	1 – 3 day	Drug and Alcohol Policy
		4 – 3 day	Assaultive Behaviour
		6 – 3 day	Unacceptable Behaviour
		2 – 3.5 day	Assaultive Behaviour
		1 – 5 day	Weapons
		1 – 5 day	Assaultive Behaviour
		1 – 5 day	Cyberbullying
		1 – 10 day	Assaultive Behaviour
		1 – 30 day	Weapons

IV. INFORMATION ITEMS

V. PRESENTATIONS

1. INTER-AGENCY ARTICULATION SPECIALIST

For Information V. Adams

Ms. Veronica Adams, Inter-Agency Articulation Specialist, will provide an update on her current work with Brandon School Division. Please see Appendix A.

2. CONTINUOUS IMPROVEMENT AT ÉCOLE HARRISON

For Information C. Laluk, G. Simard, D. Mailhot

Mr. Craig Laluk, Principal, Mr. Glen Simard, Continuous Improvement Coach, and Ms. Danielle Mailhot, Teacher, École Harrison, will present on creative and innovative work that is occurring as a result of opportunities for collaboration among staff members and that is contributing to our Continuous Improvement Plan.

3. VIOLENCE THREAT RISK ASSESSMENT COMMUNITY PROTOCOL

For InformationG. Malazdrewicz

Mr. Greg Malazdrewicz, Assistant Superintendent, will share information on the recent signing of the Violence Threat Risk Assessment Community Protocol. Please see Appendix B.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For ActionG. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix C for Board of Trustees consideration) for twenty (20) male and female students in grades 10 to 12 to make a trip to Spain and Italy from March 22 to April 2, 2018.

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

RECOMMENDATION:

That the request involving twenty (20) male and female Vincent Massey High School students in grades 10 to 12 to make a trip to Spain and Italy from

March 22 to April 2, 2018 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

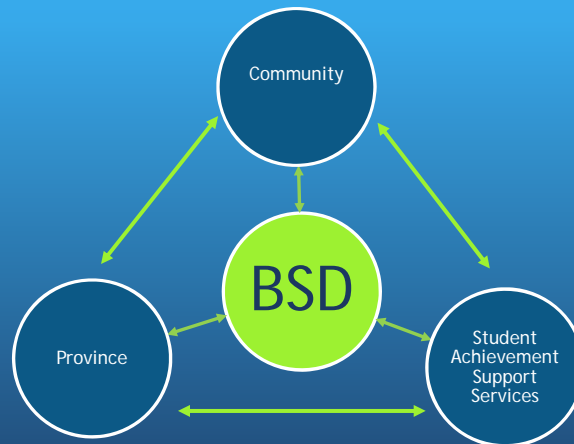
II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

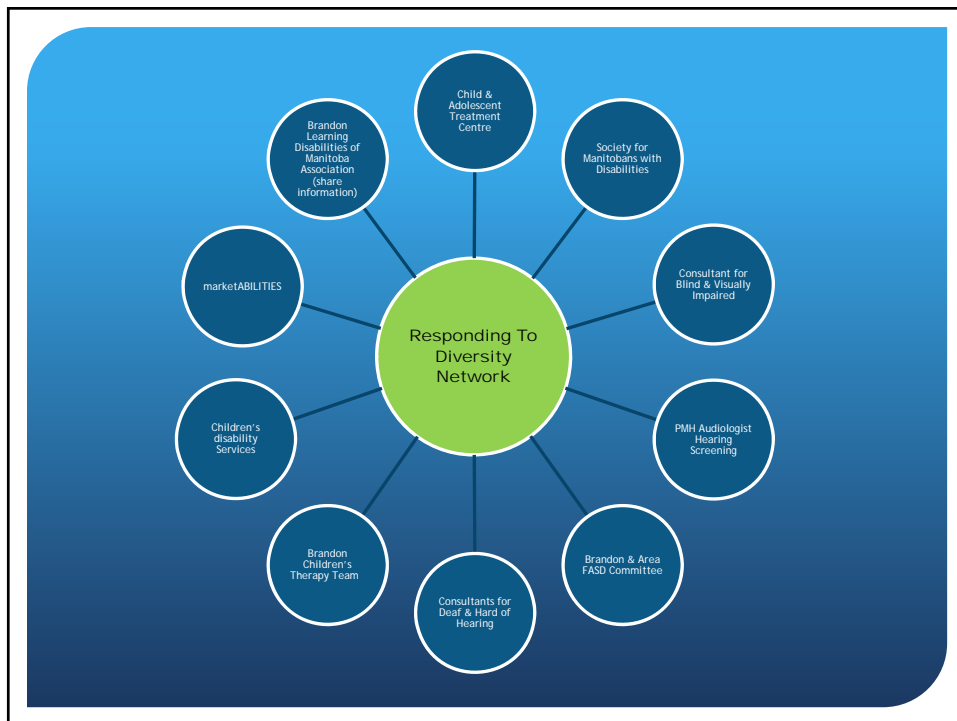
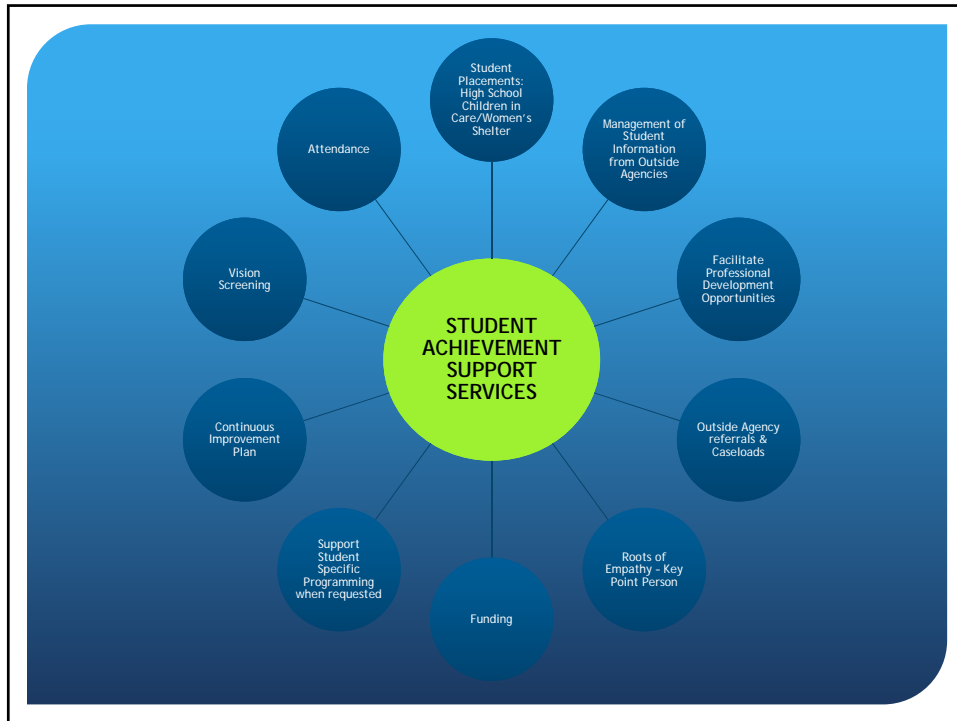
This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

**Dr. Marc D. Casavant
Superintendent/Chief Executive Officer**

Inter-Agency Articulation Specialist

Presentation to Board of Trustees
November 2017

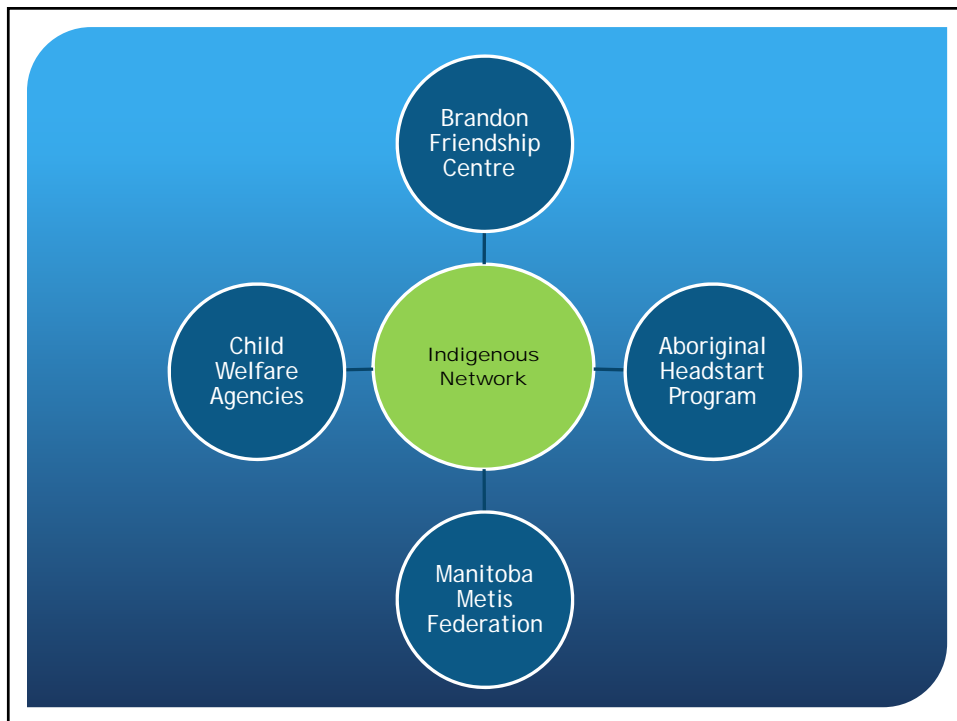
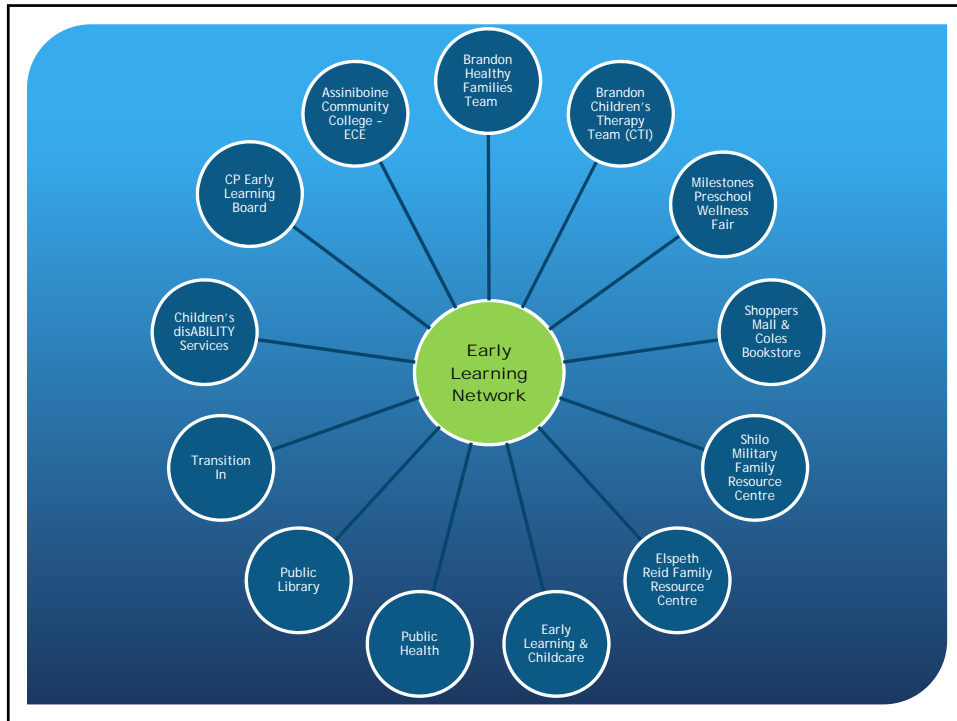


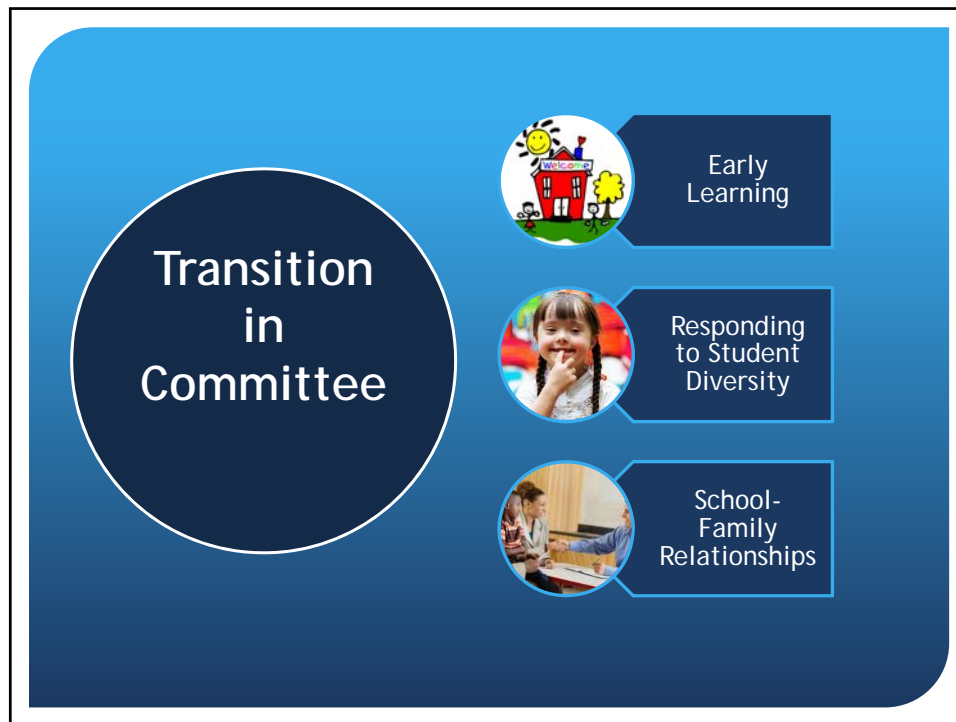


Early Learning



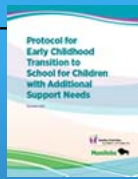
- ❖ Brandon Healthy Families Team
- ❖ Children's Therapy Initiative
- ❖ Milestones Preschool Wellness Fair Committee
- ❖ Protocol for Early Childhood Transition to School for Children with Additional Support Needs
- Storytime Project
- Welcome to Kindergarten
- Divisional Kindergarten Parent Information Evenings



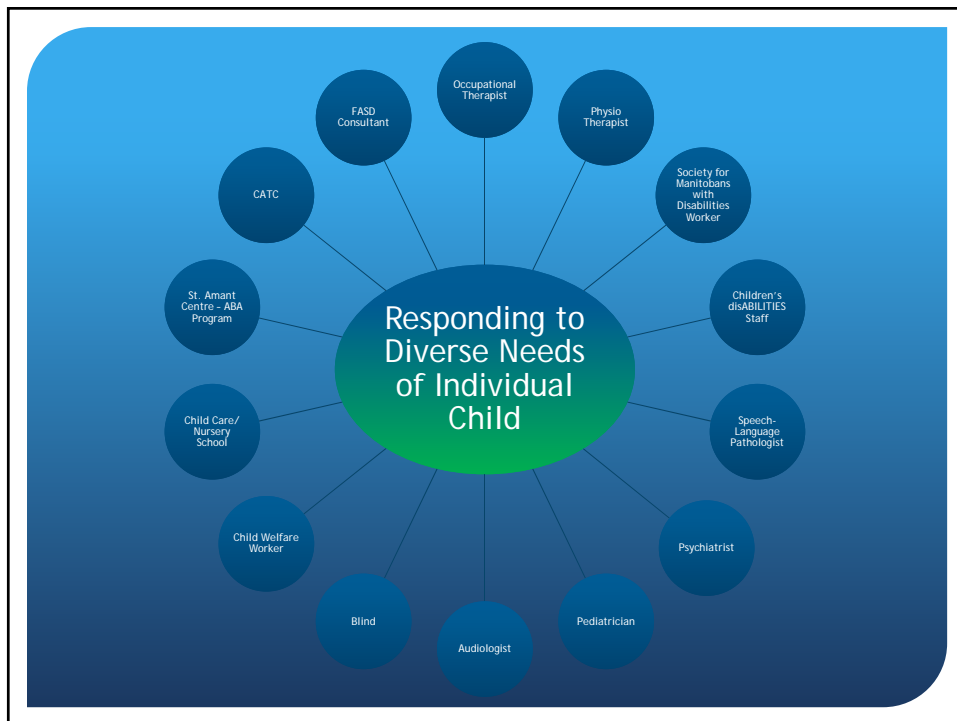
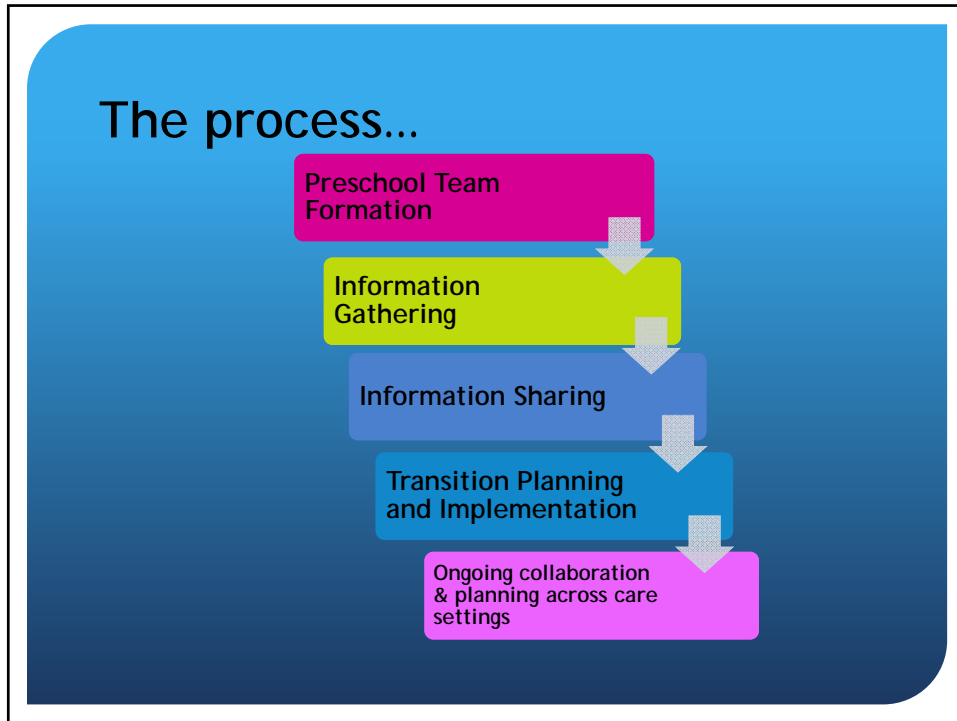


Protocol for Early Childhood Transition to School for Children with Additional Support Needs

December 2015



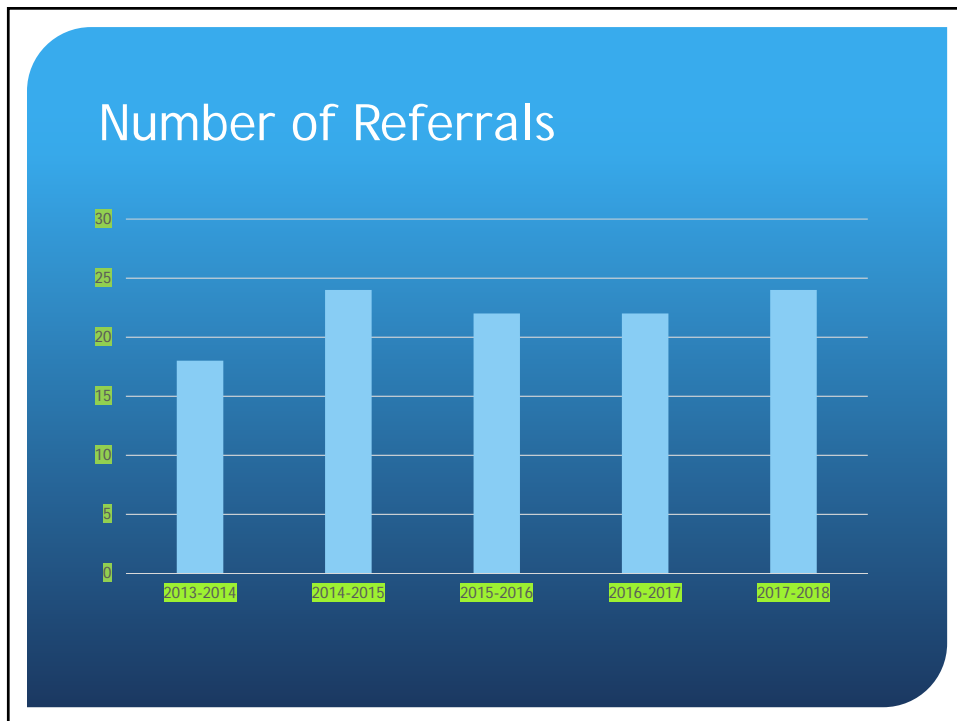
- Mandated by the Healthy Child Committee of Cabinet
- Collaborative approach by schools, health regions, child & family service authorities and other mandated agencies who work with children, youth and their families
- Specific timelines outline the responsibilities of each partner in order to guide the collaborative transition planning

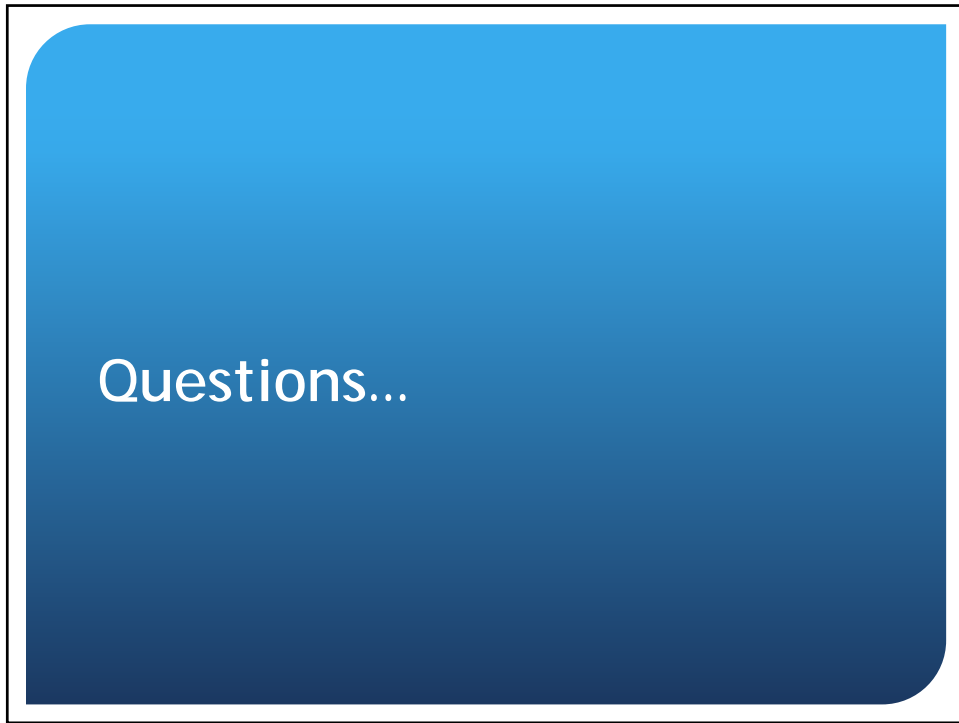


Examples of Interventions:

- ❑ Visual supports - schedules, transition supports, social stories, etc.
- ❑ Speech and/or language therapy: Alternative Augmentative Communication system
- ❑ Occupational therapy/Physiotherapy: Specialized equipment
- ❑ Sensory programming
- ❑ Sign language interpreter
- ❑ Behavioural Intervention Planning
- ❑ Individual academic program planning

Tier 1
Tier 2
Tier 3





Brandon Violence Threat Risk Assessment and Support Community Protocol

Community Partners

Signed on November 8th and includes the following agencies:

- Brandon School Division
- Child and Adolescent Treatment Centre
- Brandon Police Service
- Brandon Correctional Centre
- Brandon Friendship Centre
- Brandon Probation Services
- Child and Family Services of Western Manitoba
- Metis Child and Family Services
- John Howard Society
- Samaritan House Ministries
- Addictions Foundation of Manitoba

Key Benefits

- It is a commitment to make schools and the community of Brandon safe.
- Each school jurisdiction and partner agency shall respond to all student behaviours that pose a potential risk to other students, staff and members of the community.
- Within the protocol is the belief that support for early intervention measures by the school jurisdictions and community partners will reduce school violence.
- The effective implementation of this protocol will support collaborative planning to reduce school violence and ensure safe and caring school communities.
- The partners agree to work together for the common goals of reducing violence, managing threats of violence, and promoting individual, school, campus and community safety.
- Involves a commitment that staff will remain trained in the field of VTRA.

Composition of VTRA Committee & Teams

Stage I: (Initial Response)

Primary Function:

- Data collection
- Immediate Risk Reducing Intervention

Members:

1. School Principal/Vice Principal
2. School Psychologist
3. School Social Worker
4. School Resource Officer
5. Guidance Counselor
6. School Resource Teacher

Composition of VTRA Committee & Teams

Stage II: (Comprehensive Risk Evaluation)

Primary Function:

- Risk Evaluation (Low, Moderate, High)
- Further Data Collection beyond Stage I

Members:

- Child and Family Services, Child and Adolescent Treatment Centre, Probations, Brandon Friendship Centre, etc...

Composition of VTRA Committee & Teams

Stage III: (Longer Term Treatment Planning)

Primary Function:

- The intervention plan that is developed as part of the Stage II assessment
- The development and implementation of a comprehensive multidisciplinary intervention.
- The establishment of a review date.

VTRA Documents

- Stage I Report Form
- Stage II Report Form
- Worrisome Behaviour Report Form
- VTRA Intervention Plan
- Intervention Plan Progress Review
- Cumulative and Clinical File Notification Form
- Pamphlet
- Responding to Student Threat Making Behaviour: A School Guide
- Protocol Partner Guide
- Debriefing Form

Reminder: What behaviours warrant a Violence Threat/Risk Assessment to be initiated?

- Serious violence or violence with intent to harm or kill
- Indicators of suicidal ideation as it relates to fluidity (both homicidal and suicidal)
- Verbal/written threats to harm or kill others
- The use of technology to communicate threats to harm/kill others or cause property damage (e.g.: computer, cell phone)
- Possession of weapons (including replicas)
- Sexual intimidation or assault
- Ongoing issues with bullying and/or harassment
- Gang related intimidation and violence
- Bomb threats and fire setting.
- Hate incidents motivated by factors including, but not limited to: race, culture, religion, and/or sexual orientation.

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

November 8, 2017

TO: The Chairperson and Superintendent, All Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: **Call for Workshop Proposals**
Manitoba School Boards Association 2018 Convention, March 15 and 16, Winnipeg

The theme for the Manitoba School Boards Association 2018 convention is ***Leadership, Service and Advocacy***. The event will explore the idea that three simple words—lead, serve and advocate—capture the complex work of school boards. Effective boards are leaders who envision tomorrow, and work to ensure students have the skills and knowledge they'll need to thrive in that future. They are public servants in the truest meaning of that phrase, committed to working for *all* students, their families, and the community. And they are advocates who understand that *everyone* has a stake in public education, and that part of their job is to remind people of that fact from time to time.

Once again this year, we are inviting school boards to share with their colleagues stories from their own divisions that speak to the central theme of the convention: leadership, service and advocacy. Proposals may highlight one aspect of the theme, or provide insight into how your school board has successfully integrated two or even all three aspects into its planning and outreach efforts.

Workshops will be held throughout the day on Thursday, March 15 only, and all will be one hour in length. To submit a proposal, please complete the attached form and submit it to my attention at your earliest convenience, but no later than December 8, 2017. While we appreciate all submissions, time constraints and programming requirements may prevent us from accommodating all proposals.

Thank you.

:hd
Attachment



Leadership, Service and Advocacy
Manitoba School Boards Association 2018 Convention—March 15 to 16 – Delta Hotel Winnipeg
Call for Workshop Proposals

The theme for the Manitoba School Boards Association 2018 convention is Leadership, Service and Advocacy. The event will explore the idea that three simple words—lead, serve and advocate—capture the complex work of school boards.

School boards are invited to share with their colleagues stories from their own divisions that speak to this central theme. Proposals may highlight one aspect (leadership, service or advocacy), or provide insight into how you successfully integrated two or even all three aspects into your planning, programming or outreach efforts.

Working title of session: _____

Session focus (check all that apply): Leadership ___
Service ___
Advocacy ___

Presentation Overview (up to 250 words; attach an additional page, if required):

There will be three, one-hour workshop slots on Thursday, March 15, 2018.
Please indicate your preferred presentation time, below.

10:20 a.m. to 11:20 a.m. ___ 11:30 a.m. to 12:30 p.m. ___
2:10 p.m. to 3:10 p.m. ___ No preference ___

Contact information: Division/District: _____

Name: _____ Position/Title: _____

Telephone: _____ Email: _____

Please complete this form and return it by fax (204.231.1356) or e-mail (hdemetrioff@mbschoolboards.ca) to Heather Demetrioff, Director, Education and Communication Services
Deadline for consideration: December 8, 2017. Thank you!

November 16, 2017

MEMO

TO: All school boards

FROM: Ken Cameron
President

RE: **North Forge Partnership to Develop Options for Provincial Early Years Literacy/Numeracy Strategy**

Dear members:

On November 9, 2017, the Province of Manitoba announced “a call for innovative ideas to improve early childhood literacy and numeracy in Manitoba”. Please see the announcement in full, as referenced at the following website: <http://news.gov.mb.ca/news/?item=42511&posted=2017-11-09>

The Manitoba School Boards Association would like to participate in this “open call for innovation” by showcasing the significant work that school divisions across the province have achieved regarding this very important topic. While this call for proposals comes with an established ceiling of \$150,000 for investment in the eventual strategy that will be implemented by the Province of Manitoba, we believe that it is important for us as public education partners to highlight our proven models and expertise as part of this initiative. In sum, to demonstrate our good faith in serving as part of “the solution” towards addressing this particular identified challenge.

To that end, we would invite school boards to identify existing initiatives that you may have already established that have come with marked improvements to early childhood literacy and numeracy for your own local context. To that end, we would solicit board input on the following:

- 1) Name or Brief Description of your Early Years Literacy and/or Numeracy Initiative.
- 2) Quantitative or measurable outcomes that serve to demonstrate the effectiveness of your solution.
- 3) Qualitative or anecdotal outcomes that serve to demonstrate the effectiveness of your solution.
- 4) Estimated overall (total) investment that your division has made toward implementation of this solution.
- 5) Estimated cost per pupil of implementing this solution.
- 6) Estimated number of staff who are required for implementation of this solution.
- 7) Any other suggestions, recommendations or advice that you would offer by way of helping to clarify how divisions have served to prepare early years students for effective performance in literacy and numeracy.

MSBA has registered to participate in the forthcoming information session that will be hosted by the North Forge Technology Exchange in conjunction with this announcement, which will be held on November 23, 2017. If your school division would like to register to participate in this event apart from MSBA, you can do so by visiting the North Forge Technology Exchange website here: <https://wearethesolution.ca/challenge/early-childhood-literacy/>

If we can please request your feedback concerning the above seven questions by December 16, 2017, that would be greatly appreciated. Submission of innovative solutions under the North Forge call will close on January 11, 2018. The one month timeframe requested for submission of your ideas to MSBA will help us to consolidate responses and

prepare a full briefing on your innovative ideas and solutions, while also accounting for the intervening holiday period.

It is important for our members to understand that MSBA does not condone or approve of any political message that might be intended in association with the Province of Manitoba's November 9th announcement, nor does our association necessarily approve of the process that has been established for determining the final strategy that will come forward for the Province's consideration and implementation. MSBA also reserves judgment concerning the total investment ceiling that has been proposed toward the stated objective of this call for innovation. Our membership should also be aware that in the past, MSBA has also certainly provided perspectives and context regarding use of the OECD rankings as a tool for measuring or evaluating student success in Manitoba (our fact sheet from December, 2016 is attached for further information). We would encourage that all data and statistics used for interpreting Manitoba students' academic performance be appropriately contextualized in the same manner.

This said, MSBA does believe that it is important for us as public school boards to demonstrate that we do have valuable expertise and solutions to offer as part of such public consultation processes. It is therefore our intention to help showcase the value that boards can and do provide, as part of the present "call for innovation".

We therefore look forward to including your significant achievements, as part of the above process.

Sincerely,



Ken Cameron
President

**THE FACTS ON PISA
(PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT)**

WHAT IS PISA?

Every three years, starting in 1997, 15 year old Canadian students participate in a global test that is designed to measure what these students know and can do, in reading, math and science. The test has been created by the Organization for Economic Cooperation and Development (or OECD) and most recently included over 500,000 students across 72 nations.¹ In the latest test, written in 2015, approximately 20,000 Canadian students participated across 726 schools in Canada's ten provinces. The test is not written by students in Canada's northern territories and students enrolled in federally funded First Nations schools do not write the test either.² The major subject tested by PISA in 2015 was science, with other test questions focused on reading and mathematics.³

HOW DID CANADA DO ON THE TEST?

It is important to know that PISA has been designed to test students' overall abilities on a national scale, that is to say, based on the country in which they live. In this respect, it is significant that our students' overall abilities help to place Canada among the top ten nations in the world, in all three of the subject areas that were tested by PISA in 2015. In general, Canada stands beside Singapore, Japan, China (Hong Kong, Macao, and mainland China), Taiwan, Vietnam, Korea, Ireland, Switzerland, Estonia and Finland in the "top ten" across the science, reading and mathematics subjects.⁴

Because Manitoba is one of the ten provinces whose scores are used to determine Canada's overall standing in the world, Manitoba's overall contribution to the 2015 Canadian results is based on our sample size, representing approximately 11.6 per cent of the total number of students in Canada who wrote PISA in 2015.⁵ Because of the sample size, it is also possible to analyze PISA outcomes by province.

HOW DID MANITOBA'S STUDENTS DO ON THE TEST?

In Manitoba, approximately 2,300 students wrote the test, across 85 different schools province-wide.⁶ Manitoba's students' skills and abilities places our province at, above or near the average abilities of all other students worldwide, as based on the OECD average score. The 2015 PISA test shows that this fact

¹ See "PISA 2015 FAQ" (Council of Ministers of Education, Canada), page 3.

² See "Table A.2" in *Measuring up: Canadian results of the OECD PISA study– the performance of Canada's youth in science, reading and mathematics–2015 first results for Canadians aged 15* (Council of Ministers of Education, Canada) page 51.

³ See "PISA 2015 FAQ", page 3.

⁴ See "Figure 1.2" (page 20), "Figure 2.1" (page 33), and "Figure 2.2" (page 34) in *Measuring up*.

⁵ See "Table A.2" in *Measuring up*, page 51.

⁶ See "Table A.2" in *Measuring up*, page 51.

remains true across science, reading and mathematics.⁷ In terms of average score, Manitoba's 15 year olds achieved an average (or "mean") score of 499 in science, a score of 498 in reading, and a score of 489 in mathematics.⁸

These scores tell us about the general level of skill or ability of our students, and explain how much they know and what they can do in each of the tested subject areas. To obtain a better understanding of what each of these scores mean, as defined by the OECD, please consult the OECD report *PISA Results 2015: Volume 1*.⁹

WHAT "GRADE" DID OUR STUDENTS GET ON THE TEST?

The scores obtained by Manitoba students relate to broad categories of general proficiency or ability, on a scale of 1 to 6 (where 3 is the medium or average level of proficiency and 6 is the highest level of proficiency that can be achieved by a student). Using this scale, what PISA 2015 tells us is that in Manitoba, over half (58 per cent) of our students have ability and proficiency that corresponds to Level 3 through to 6, with almost a third (27 per cent) corresponding to Level 5 and 6 in the major subject area, which was science.¹⁰

Unlike most tests, PISA is not based on traditional "grading" scales (for example, letter grade scales based on "A, B, C, D, F", or 100 point scales based on percentages). Instead, the scores achieved by Manitoba's students tend to reflect their overall knowledge and skill. The test is designed to determine how much students "know" and "can do". The test does not determine "how well" they perform, which is what a traditional grade scale tells us. PISA is thus not focused on how well students know the subject or how well they can perform but rather what they know and how they can do. The distinction is slight but is nevertheless very important.

Put another way, there are no "right" or "wrong" scores on a PISA test. The way that students answer questions on the test show us how much a student knows or what they can do, according to their overall level of ability or proficiency. The scores also show us where we need to focus so that, as a public school system, we can help students build upon their existing skills and proficiency by the time they graduate from high school.

HOW DO MANITOBA'S STUDENTS COMPARE TO OTHER STUDENTS?

The results and outcomes that are achieved by Manitoba's students on national and international tests have often been used for a variety of different purposes, one of which involves comparing Manitoba's

⁷ See "Figure 1.2" (page 20), "Figure 2.1" (page 33), and "Figure 2.2" (page 34) in *Measuring up*.

⁸ See "Figure 1.2" (page 20), "Figure 2.1" (page 33), and "Figure 2.2" (page 34) in *Measuring up*.

⁹ See "Figure 1.2.6" (page 60) for science and "Figure 1.4.7" (page 162) for mathematics. For reading scores, please see "Figure 1.2. 12" (page 47) in *PISA 2009 results: what students know and can do— Volume 1* (OECD).

¹⁰ See "Figure 1.1" (page 18) in *Measuring up*.

students with those in other provinces, as well as those in other countries. However, for many different reasons, using the PISA test and its scores to compare one group of students to others is very difficult.

It is important to understand that across all of the nations of the world, the PISA test is written in the specific language of each nation. It is also important to understand that there can be up to four different tests that are used to measure students' abilities in each of the major subject areas (science, mathematics and reading).

In practical terms, what this means is that students writing PISA do not write the exact same test, even in the same subject area. In Canada, even when they do write the same test, this may or may not be in the same language, depending on what program they are taking (whether English and French Immersion who write the test in English, or Francophone who write the test in French).

In many nations and across Canada's many provinces, some students also do not write the PISA test due to their physical or intellectual disabilities. Some students do not write the test due to language abilities (in the case of newcomer or refugee students). How such students are chosen for exemption, and the number of students who do not write the test because of their abilities, is also very different across the many nations and Canadian provinces that participate in the PISA test. In Canada, the total exemption rate in 2015 ranged as high as 14 percent in PEI and as low as 4 percent in Quebec. Manitoba's exemption rate was eight percent.¹¹

When measuring students' abilities, PISA makes every effort to account for such differences. Doing so however, remains a significant challenge.

WHAT ELSE DOES PISA TELL US?

There is a lot of valuable information that PISA 2015 tells us, based on Canada's and also Manitoba's scores in science, mathematics and reading. However, it is important to understand that what it tells us is based on a particular "snapshot in time". PISA was not designed as a traditional benchmark test. Those who do wish to use PISA to compare student proficiency across a select time or period, must take several factors in account.

As a test that is written every three years, it is generally possible to see how the skills and abilities of 15 year olds might change over time, in the same subject areas. However, it is important to understand that the same group of students do not write the test every three years. PISA does not measure how the same group of students' skills and abilities in a certain subject area may have changed by the time they complete high school. Instead, only students who are 15 years of age, every three years, write each test.

It is also important to understand that every three years, PISA focuses on one major subject area and two other minor subject areas, but these do not stay the same. That means that in 2015, most of the test questions were on science, with some questions on reading and mathematics. In previous years

¹¹ Figures rounded. See "Table A.1b" (page 48) in *"Measuring up"*.

however, most of the test questions were on mathematics (2012) and reading (2009). In 2018, PISA will focus on another major subject, while science will become a minor subject focus. The major and minor subject focus of the test changes every three years according to a fixed schedule, so it is not the exact same test that different groups of 15 years olds write every three years.¹²

It is also important to understand that what PISA scores mean does not stay the same from one test to another. According to the OECD itself, the scores are “revisited and updated” and reflect “revisions to the framework” and “new tasks” for each time the test is written.¹³

IN CONCLUSION: THE MANITOBA SCHOOL BOARD ASSOCIATION'S MAJOR OBSERVATIONS ABOUT PISA IN 2015

Our students' overall abilities help to place Canada among the top ten nations in the world, in all three of the subject areas (science, reading and mathematics) that were tested by PISA in 2015. Manitoba's contribution to this result remains important.

In Manitoba, our students' skills and abilities places our province at, above or near the average abilities of all other students worldwide, as based on the OECD average score. The 2015 PISA test shows that this fact remains true across science, reading and mathematics.

It is reasonable to expect that in Canada and in Manitoba, students' abilities in science, mathematics and reading will change across PISA tests. This is because PISA is not intended to serve as a benchmark. The results and outcomes in select subject areas across several years provide some valuable information, but mainly about a select group of students at any given time.

Into the future, additional reports and analyses will be released by the OECD and also by CMEC concerning the 2015 PISA outcomes. Notwithstanding this additional reporting, the observations and facts provided in this fact sheet will remain valid and applicable.

WHERE CAN I GET MORE INFORMATION ABOUT PISA?

All information and references contained in this fact sheet have been cited from or interpreted based on the reports and summaries which are provided at the following websites. For further information, please visit the website of the Organization for Economic Cooperation and Development at:

<https://www.oecd.org/pisa/aboutpisa/>

<https://www.oecd.org/pisa/publications/>

Please also visit the website of the Council of Ministers of Education, Canada at:

[http://www.cmec.ca/508/Programs-and-Initiatives/Assessment/Programme-for-International-Student-Assessment-\(PISA\)/PISA-2015/index.html](http://www.cmec.ca/508/Programs-and-Initiatives/Assessment/Programme-for-International-Student-Assessment-(PISA)/PISA-2015/index.html)

¹² See “PISA 2015 FAQ”, page 7.

¹³ See top of page 147 in *PISA Results 2015: Volume 1*.

November 16, 2017

MEMO

TO: All school boards

FROM: Ken Cameron
President

RE: Clarification of MSBA Position re: Bureau de l'Éducation Française

Dear members:

On November 3, 2017, the Manitoba School Boards Association joined with nine other community and education partners, to send a letter to the Premier's Office on the subject of purported changes made to the structure of the Bureau de l'Éducation Française. In particular, reports had been received concerning the dissolution of the BEF by the Government, along with discontinuance of the position of Assistant Deputy Minister for that entity. In order to receive information and to request a meeting with the Government, a joint letter was sent to the Premier's Office to inquire further concerning these purported changes.

MSBA's reason for joining with community and education partners in this endeavor can be attributed to the reality that, since 1974, the BEF has served to promote French language programs and to offer French programming services that have benefitted every school division with a francophone education program, whether Française, French Immersion or basic French. The structure of the BEF within the Education and Training ministry, which reported to an Assistant Deputy Minister position, has assured that priorities for French education are institutionalized as part of Manitoba Education's senior decision-making process. In view of these realities, it was deemed important by MSBA to work alongside of our community and education partners to find out more information regarding the current status of any changes that may have been made. However, such changes, in light of the absence of any communication on the part of the Province of Manitoba, remain unconfirmed to date.

In the time since that joint letter was signed, several organizations have formed a coalition styled the "Partners for French Education". On November 13, this coalition convened a press conference on many of the same matters that were raised in the correspondence of November 3, 2017. However, given MSBA's overall interests, our association did not take part in this press conference, nor are we a member of the "Partners for French Education" coalition. Media reports following the media conference have mistakenly indicated that MSBA is a part of the coalition and/or that our association took part in the media conference. The fact is that MSBA is not a member of the coalition and our association did not take part in the media conference. MSBA also did not approve of any public release of the November 3 correspondence to the Premier's Office, given that our standing protocol and understanding with the other original co-signors was to wait upon the Government to return to us with further information and/or at such time that a meeting was convened between all interested parties, before the letter would be published.

Our association does maintain an interest in receiving information from the Government of Manitoba regarding the original inquiries that were addressed to the Premier's Office on November 3, 2017. It is our association's perspective that the matters raised under that correspondence remain significant. We are hopeful that an opportunity to hear

from the Government will be received in due time, and according to established protocols as have benefitted both parties in prior years.

Given the sensitivities involved and the potential for our association to have been misrepresented by the media in days past, we felt that perhaps it would be important to clarify our formal position on this important matter, so that our membership is aware and understands MSBA's participation in these matters.

Sincerely,



Ken Cameron
President

MINUTES

2017 FALL REGIONAL MEETINGS

Present: Ken Cameron, President (R1, R2, R3, R4, R5&6)
Sandy Nemeth, Vice-President (R1, R2, R3, R5&6)
Alan Campbell, Vice-President (R4)
Floyd Martens, Past President (R1, R2, R3, R4, R5&6)
Kelli Riehl, Director Region 1 (R1, R4)
Patty Wiebe, Director Region 2 (R2)
Lena Kublick, Director Region 3 (R2, R3, R5&6)
Kathleen McMillan, Director Region 5 (R5&6)
Cheryl Smukowich, Director Region 5 (R2, R3, R5&6)
Cathy Collins, Director Region 6 (R5&6)

Regrets: Leslie Tucker, Director Region 4

Staff: Josh Watt, Executive Director
Heather Demetrioff, Director, Communication and Education Services
George Coupland, Director, Labour Relations
Andrea Kehler, Executive Assistant
Darren Thomas, Risk Manager (R1, R3, R5&6)
Janis Arnold, Board Development Consultant (R3)

Elders: Ruth Christie, Elder, Lord Selkirk S.D. (R3)
Linda Ballantyne, Traditional Community Teacher/Chair of the Board, Frontier S.D. (R4)
Don Robertson, Elder, Norway House Cree Nation (R5&6)

MLA: Tom Lindsey, MLA, Flin Flon (R4)
Dr. Jon Gerrard, MLA, River Heights (R5&6)
*Due to an error in communication, Shannon Martin, MLA for Morris did make efforts to attend the R2 meeting in Carman. We regret that he was not able to bring greetings the morning of the R2 meeting. Our sincere apologies to Mr. Martin and R2 members for this mix-up.

1. Welcome and Opening Remarks; Opening by Elder and Greetings from MLA

Regional Directors welcomed everyone and called the meeting to order at 9:00 a.m. and acknowledged that the meetings took place on traditional Treaty Territory (for Treaties 1 (R2, 3, 5&6), 2 (R1) and 5 (R4)), the St. Peter's Treaty (R3), and the Traditional Homeland of the Métis Nation (all regions). Each Elder present was then invited to open the meeting with a prayer. Following the prayer, the director invited the MLA present for each region to bring greetings.

Ken Cameron's opening remarks underlined the work of the Association since his remarks as part of the annual convention last March. Highlights included:

- Provincial Education value for money report and the recommendation to cut approximately \$20 million from shard budgets
- An update on the work of the Council on Local Education Funding

- Education Partner Liaison meetings with MASS, MASBO, MAPC and MTS
- Canadian School Boards Association update
- Forthcoming Community Safety Protocol roundtable, spring, 2018.

Josh Watt delivered his opening remarks. Highlights included:

- Association retirement of Pat Denovan, Labour Relations Consultant
- The dissolution of the Safe School Manitoba program
- MSBA's pilot scholarship with Kyle Laroche, University of Winnipeg political science and public administration student
- Work of the Education and Communication Services department
 - *Getting Your Message Out* video series
 - Fall PD: Telling Stories about Schools: *Building Public Support* presented by Marc Kuly on November 17
- Forthcoming workshop, April 26 and 27, 2018 on Peace Literacy, presented by Dr. Paul K. Chappell, builds upon the success of the Educating for ACTION Conference co-hosted by MTS and MASS this past spring
- Encouragement of member support for the province-wide Ethics Bowl
- Attendance at the World Indigenous Peoples Conference, July 24-28, 2017, Toronto, ON
- Unique opportunity to digitize a now extinct Manitoba Indigenous dialect, Red River Bungee
- Expression of gratitude to boards, executive and staff for their support during the birth of his daughter.

2. MSBA Financial Report

Ken Cameron reviewed the 2016-2017 audited financial statements for the association. He then conducted a brief overview of the preliminary 2018-2019 budget and reminded members should they have any questions with respect to financial operations at any time, to contact either himself or Josh Watt.

3. Bill 28 Presentation – George Coupland, Director of Labour Relations

George Coupland delivered a presentation on Bill 28: The Public Services Sustainability Act, which has received Royal Assent and has not as of yet been proclaimed. He outlined the process, duties and responsibilities of school boards under the context of fiscal sustainability and compliance with Bill 28.

4. Nominating Committee

- a) Slate of candidates to date
- b) 2nd call for nominations

Floyd Martens, Chair of the Nominating committee reviewed the nominations received to date and asked if there were any further nominations for the positions of Vice-President (6,000+) and Directors. He reminded boards of the nomination process and that nominations can be forwarded to the MSBA office up to the third and final call at the annual general meeting.

Nominations received at regional meetings:

Vice-President (6,000+):	Parker/Collins nominated	Sandy Nemeth, Louis Riel S.D.
Director Region 1:	Schaffer/Rooks nominated	Kelly Riehl, Swan Valley S.D.
Director Region 3:	Oliver/Bogaski nominated	Lena Kublick, Lord Selkirk S.D.
Director Region 5:	Nomination received via letter	Jerry Sodomlak, River East Transcona S.D.
(one to be elected)	Zuk/Fisher nominated	Kathleen McMillan, Pembina Trails S.D.

5. Presentation of proposed 2018 convention resolutions

a) Executive resolutions

Directors reviewed the two proposed by-law amendments proposed by the provincial Executive for 2018.

b) Proposed board resolutions

Directors reviewed the proposed resolutions within each region and conducted the vote for regional support to go forward for consideration of the membership at the annual general meeting in March.

6. MUST Fund Report and Elections (Regions 4, 5 & 6)

Directors inquired if there were any questions around the MUST Fund report as shared in the regional meeting package. The following trustees were elected as representatives to the MUST Fund committee:

- Region 4 – Leslie Fernandes, Flin Flon S.D.
- Region 5 – Evelyn Myskiw, Seven Oaks S.D.
- Region 6 – Mike Babinsky (via appointment)

7. PD Sessions:

Risk Management – Darren Thomas, Risk Manager provided a summary of the work that he conducts under the umbrella of Risk Management including safety/building/playground inspections, safety/loss controls, Safe Grad/TADD, Manitoba Schools Insurance program, and workplace safety and health. Josh Watt presented the Risk Management presentation on behalf of Darren, at the R4 and R2 meetings.

Public – Private Partnerships – Josh Watt, Executive Director, provided an overview of Public – Private Partnerships for school infrastructure projects, including definitions, pros and cons, current status in the Manitoba context, and other jurisdictions' experiences to date. Watt outlined next steps that will be taken by MSBA in relation to this file.

Cannabis Legalization – George Coupland summarized the forms, effects, current federal and provincial legislation, implications, policies, medical use, previous case law, as well as policy issues as they relate to school boards with respect to the impending legalization of cannabis in time for July 2018.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 13/2017

BEING A BYLAW to regulate the proceedings of the Board of Trustees of The Brandon School Division, (hereinafter called "the Board") and the Committees thereof:

WHEREAS Section 33(1) of The Public Schools Act provides that "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

NOW THEREFORE be it and it is hereby enacted as a Bylaw of The Brandon School Division that, unless they shall at any time be contrary to the overriding provisions of The Public Schools Act, the following Rules of Procedure shall regulate the operation of the Board and Bylaw 3/2014 passed September 22, 2014 (as amended by By-law 6/2014, January 12, 2015, By-law 2015, January 11, 2016, By-law 3/2017, April 24, 2017 and By-law 9/2017, October 10, 2017) shall be repealed.

SECTION I

FIRST OR INAUGURAL MEETINGS OF THE BOARD

- 1.1 The first inaugural meeting of the Board following the regular election of Trustees shall take place within 14 days after the election or in September in non-election years on a day and at an hour to be fixed by the Secretary-Treasurer who shall notify each trustee of the date, time and place of the meeting. (1)
- 1.2 At the first inaugural meeting of the Board, the trustees present shall elect from among themselves by majority vote a Chairperson and Vice-Chairperson for the next ensuing year and the Secretary-Treasurer of the Board shall preside at the election, or, if there is no Secretary-Treasurer present, the trustees present shall select one of themselves to preside at the election and the member selected to preside may vote in the election. (2)
- 1.3 If more than two trustees are nominated for Chairperson or Vice-Chairperson, in the event a majority of votes is not received by one of the candidates on the first ballot, the individual with the fewest number of votes is removed from the ballot and subsequent votes taken to obtain a majority.
- 1.4 However, in the event of a tie vote in selecting a Chairperson or Vice-Chairperson, the Board shall determine by lot and in a secret manner who shall cast the deciding ballot. (3)
- Reference - (1) P.S.A. Section 29(1)
(2) P.S.A. Section 29(2)
(3) P.S.A. Section 29(3)
- 1.5 Scrutineers shall be the Secretary-Treasurer and Superintendent, or their delegates. Under no circumstances shall a trustee serve as a scrutineer.

SECTION II

MEETINGS OF THE BOARD

2.1 Regular Board Meetings

After the first or inaugural meeting of the Board, the Board shall hold Regular Meetings on the second and fourth Monday in each and every month September through June, both inclusive, but excluding the fourth Monday in December, and on the fourth Monday in August. The meetings shall be held in the J. L. Milne Boardroom at the hour of six (6:00) o'clock p.m. or at such other times and places as the Board may from time to time designate. In the event the date scheduled for a Regular Board Meeting is a holiday, the Regular Board Meeting so affected shall be held on the immediately next following business day unless otherwise decided by the Board.

- 2.2 The Board shall not remain in session later than eleven (11:00) o'clock p.m. unless it shall be otherwise decided by a two-thirds (2/3rds) vote of the members present.
- 2.3 Special Meetings
- Special Meetings of the Board may be convened at any time by the Chairperson directly or by the Chairperson at the request of any trustee. At a special meeting no subject or matters other than those mentioned in the notice calling the meeting shall be considered.
- 2.4 Emergency Meeting
- Notwithstanding Article 2.5, the Board may hold a meeting at any time and any place to deal with an emergency situation if 6 trustees consent thereto and 6 are present thereat. (1)
- 2.5. Notice of Meetings
- Notice of all Board meetings, regular and special, shall be given by the Secretary-Treasurer to all trustees so that the notice will be received at every trustee's designated address at least 24 hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting. (2)
- 2.6 Information contained in and attached to the Agenda for regular and special Board of Trustee meetings may be provided in advance of the Board meeting for information purposes only. Any public release of same is not permitted until after the Board meeting. Breach of this understanding by any person receiving same will result in withdrawal of the privilege of receiving advance copies. The Secretary-Treasurer is authorized to make mutually satisfactory arrangements with news media representatives and others as to the amount of information available in advance of a Board Meeting within the terms and conditions of the foregoing.
- 2.7 Inaugural, Regular and Special Meetings of the Board shall be open to the public. The Board recognizes, however, that from time to time it is in the best public interest to discuss sensitive matters in closed meetings. The Board may, therefore, by motion resolve itself into Committee of the Whole In Camera to discuss matters pertaining to personnel (including students and trustees), salary negotiations, security, goods and service contract negotiations, property acquisition and disposal negotiations, litigation strategy and trustee In Camera briefings. The minutes shall record only the topic discussed in camera. No decisions shall be made In Camera. (See also Section V, Articles 5.13 and 5.14 re Committee of the Whole.) (3)
- 2.8 The Chairperson shall preside at the meetings of the Board and may vote with the other members on all questions. Any question on which there is an equality of votes shall be deemed to be defeated. (4) The Chairperson of the Board does not have a deciding vote.
- 2.9 In the absence of the Chairperson, the Vice-Chairperson shall preside and while so presiding he/she has all the powers of the Chairperson. (5) In the absence of both the Chairperson and Vice-Chairperson, a Chairperson shall be appointed by the members present and he/she shall preside at said meeting, or until the arrival of the Chairperson or Vice-Chairperson.
- 2.10 Quorum
- A majority of the whole Board shall constitute a quorum. The number required for a quorum does not change if there is a vacancy. When at any Meeting of the Board there is no quorum present at the expiration of one-half (½) hour from the time appointed for the commencement of the Meeting, the Meeting shall stand adjourned, and the Secretary-Treasurer shall enter in the minutes the names of those members present.
- 2.11 All rules for meeting procedures and debate shall apply to all meetings of the Board.

2.12 Cancellation of Regular/Special/Emergency Board Meetings

The Chairperson may cancel or postpone a meeting of the Board of Trustees in the event that inclement weather is forecast or existent. Notification of the decision to cancel or postpone a Board meeting due to inclement weather shall be made, as soon as possible, to each member of the Board of Trustees, Senior Administration and all staff who are expected to attend the meeting, by the Secretary-Treasurer or his/her designate. Notice shall also be provided on the Division website, through public service announcements and other forms of media as required.

Inclement weather shall be defined as weather conditions which are so severe as to create unsafe conditions for travel.

2.13 Corporate Acts Must Be Done At Board Meetings

Trustees, as individuals, have no corporate decision making authority. All authority over acts of the Division is vested in the Board, as a whole. Trustees exercise their collective authority over Division affairs through voting at a duly constituted meeting of the Board.

An act or proceeding of the Board that is not done or taken at a regular or Special Meeting of the Board, is not valid or binding on any person affected thereby. (6)

The Board, in conducting its business, shall comply with all laws, Federal, Provincial and/or Municipal, including all statutory regulations passed pursuant thereto.

An individual Board member, including the Chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

2.14 Electronic Meetings

In accordance with Section 39.7.1 of The Public Schools Act and Regulation 201/2004, a member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of The Public Schools Act and will be recorded in attendance for the meeting.

2.15 A trustee who wishes to participate in a meeting using electronic means shall make a request to the Chair of the Board or the Secretary-Treasurer. Wherever possible, the request must be made in writing at least forty-eight (48) hours prior to the commencement of the meeting.

2.16 Trustees participating in a meeting by electronic means shall notify the Chair of the departure (either temporary or permanent) from the meeting before absenting themselves, in order to ensure a quorum is maintained.

2.17 The following persons must be physically present in the meeting room of the Board:

- a) the Chair of the Board or his/her designate;
- b) at least one additional member of the Board;
- c) the Superintendent of Schools/CEO of the Division or his/her designate;
- d) the Secretary-Treasurer or his/her designate.

2.18 Every trustee must be physically present at a Regular Board meeting at least once every three months.

2.19 Electronic participation is not permitted at the Inaugural meeting or the Budget Day meeting.

2.20 Trustees are allowed to participate electronically a maximum of three (3) times per calendar year for Regular Board meetings and a maximum of three (3) times per calendar year for Regular Committee meetings; this limit does not apply to Regular Committee meetings that have been rescheduled. If a trustee wishes to participate in additional electronic meetings, it must be approved by two-thirds of the trustees.

- 2.21 Trustees participating in a meeting electronically must do so in a way that respects sections 36 to 39.8 of The Public Schools Act, the Board's governance by-laws, and code of ethics. A trustee participating in an in camera portion of a meeting must ensure that he/she is in a private space with no other persons present.
- 2.22 A trustee participating in a meeting electronically must verbally indicate his/her vote followed by his/her name and if a vote is by secret ballot the trustee participating electronically may vote by emailing the Secretary-Treasurer with his/her vote.
- 2.23 If technical difficulties arise during a Trustee's electronic participation in a meeting, the Board will allow a maximum of five (5) minutes to resolve the issue. If the problem is not resolved within five (5) minutes, the meeting will continue and the absence will be noted.
- 2.24 Recording and Broadcasting of Regular and Special School Board Meetings
- It is the responsibility of the Secretary-Treasurer to take minutes of all Regular and Special meetings held by the Brandon School Division Board of Trustees. All Regular and Special meetings must be recorded via manual recording of minutes, audio recording, or video recording.
- 2.25 Written minutes of all Regular and Special board meetings, as well as the written minutes of all Committee meetings, shall be posted to the Division website after the minutes have been officially approved by the Board of Trustees. These approved written minutes are the only official public record of the meeting.
- 2.26 Discussions of any and all proceedings of Regular and Special School Board meetings may be digitally recorded by the Secretary-Treasurer or designate, and those audio or video recordings may be used for the purpose of assisting in the preparation of official written meeting minutes.
- 2.27 The absence of video recording and/or broadcasting due to equipment malfunction, other technical problems, or otherwise, shall not have any impact on the conduct of a meeting or affect the validity of any action lawfully taken at such meeting.
- 2.28 Electronic copies of the audio or video recordings of any Regular or Special School Board meeting produced by the Brandon School Division are the exclusive property of the School Division, to be used at the discretion of the Board of Trustees, and shall be archived for a period of two years, after which they shall be deleted unless they must be saved as a result of a litigation hold.

- Reference - (1) P.S.A. Section 30 (1)
 (2) P.S.A. Section 30 (2)
 (3) P.S.A. Section 30 (3), (4)
 (4) P.S.A. Section 31
 (5) P.S.A. Section 32
 (6) P.S.A. Section 35, 41, 48, 51 & 53

SECTION III

REGULAR BOARD MEETING AGENDA

- 3.1 The Secretary-Treasurer shall prepare the agenda and provide the order of business in the form of a prepared agenda, the order of same to be in accordance with or similar to the following:

AGENDA FORMAT

- 1.00 AGENDA/MINUTES
 1.01 Approval of Agenda
 1.02 Adoption of Minutes of Previous Meetings
- 2.00 IN CAMERA DISCUSSION
 2.01 Student Issues

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

4.00 REPORT OF SENIOR ADMINISTRATION

5.00 GOVERNANCE MATTERS

- 5.01 Reports of Committees
- 5.02 Delegations and Petitions
- 5.03 Business Arising
 - From Previous Delegations
 - From Board Agenda
 - MSBA Issues
- 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

7.00 ADJOURNMENT

Any variation of the foregoing order of business requires a two-thirds (2/3rds) majority vote of the members present, which shall be without debate.

- 3.2 Introduction of all new matters, other than matters of privilege, shall be published in the agenda and mailed to trustees at least twenty-four (24) hours before the meeting unless such rule is dispensed with by a two-thirds (2/3rds) majority vote of the members present.
- 3.3 Any trustee may request that the Chairperson or Secretary-Treasurer place an item on the agenda.
- 3.4 Any items received too late for the agenda shall be held until the following regular meeting unless deemed to be of an urgent nature, as determined by the Superintendent, Secretary-Treasurer and/or Chairperson. Late items to be considered shall be identified to the Board by the Secretary-Treasurer prior to approval of the Agenda. The Board shall decide, without debate by a two-thirds (2/3rds) majority vote of the members present, whether a late item will be considered.

SECTION IV

REGULAR BOARD MEETING PROCEDURES

General Regulations For Meetings

- 4.1 Each and every member of the Board has equal rights. The meeting is a highly democratic process and shall be conducted accordingly.
- 4.2 A trustee, administrator or other person wishing to speak to the gathering shall address him/herself to the Chair. The Chairperson will decide who has the right to the floor.

- 4.3 No trustee shall be interrupted while speaking, unless:
- a) he/she is out of order
 - b) on a point of privilege
 - c) for clarification.
- 4.4 When any matter is before the Board, the consideration of same cannot be interrupted except on a motion:
- a) to adjourn
 - b) to lie on the table
 - c) to postpone
 - d) to refer
 - e) to amend.
- 4.5 Exceptions to rules within the jurisdiction of the Board can be made by a two-thirds (2/3rds) majority vote of the members present.

Role of the Chairperson

- 4.6 It shall be the duty of the Chairperson at all times to preserve order and to endeavor to conduct all business before the Board with propriety, fairness and dispatch, in accordance with the rules of procedure herein provided or, if not provided, by Robert's Rules of Order.
- 4.7 The Chairperson should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present, or as soon as a quorum is present as hereinbefore provided. (Article 2.9)
- 4.8 When called upon to decide a point of order or practice, the Chairperson shall state the rule applicable to the case, without argument or unnecessary comment, and without debate. The decision of the Chair shall be final unless reversed by a vote of two-thirds (2/3rds) of the members present.
- 4.9 The Chairperson, or in his/her absence the Vice-Chairperson, is the official public spokesperson for the Board.

Motions

- 4.10 All motions must be put in writing and seconded before being stated by the Chairperson, after which they shall only be disposed of by vote of the Board, unless the mover by permission of the Board withdraws same. The Chairperson, in his/her discretion, may waive the necessity of a motion being in writing. The Chairperson may waive the necessity of a motion and call for general consent provided there is no objection to this procedure. If there is an objection, a motion is required.
- 4.11 To begin a motion, "I move that" is the correct phrase to use, following which the mover of the motion should identify by name the seconder of the motion.
- 4.12 Any trustee who has made a motion shall have the liberty to withdraw or modify it, with the consent of his/her second and prior to the debate.
- 4.13 After a motion has been moved and seconded and debate has begun, the motion shall be deemed to be in possession of the Board (Corporate Motion).
- 4.14 An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained. An amendment can only modify the motion, not change the intent of the motion.
- 4.15 A motion for adjournment, duly moved and seconded, shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a trustee is addressing the Board.
- 4.16 A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original subject.

- 4.17 A motion, prior to the question being called, may be:
- postponed - to a specific date
 - referred - to a committee, the administration or other person(s) designated
 - tabled- temporarily until lifted from the table by any trustee at the same meeting or at the next regular meeting. After the next meeting the motion is "dead".
 - received - to accept and no action to be taken.
- 4.18 A motion "to recess or to adjourn debate", "to lay on the table", or to "Resolve into Committee of the Whole," shall be decided without debate.
- 4.19 A member of the Board shall not participate in the discussion of any question in which he/she has a direct or indirect pecuniary interest as defined in The Public Schools Act. Members of the Board shall be governed by the conflict of interest provisions of The Public Schools Act, Sections 36 through 39 inclusive, and Board policies established from time to time.
- 4.20 Every member shall obtain recognition in order to speak by addressing himself/herself to the Chair and shall confine himself/herself to the question under debate. When two or more members speak at once, the Chairperson shall decide the order of speaking.
- 4.21 No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself/herself strictly to the point of order or explanation.
- 4.22 If any member transgresses the rules, the Chairperson shall, and any member can, call the member to order in which case the member so called shall immediately be silent but shall afterwards be permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate.
- 4.23 No member, unless otherwise herein provided, shall speak to a question or motion for longer than five (5) minutes nor more than twice (except in Committee) on the same question without leave of the Chair. The trustee who proposes the question is permitted to reply and thereby closes debate. A member may speak more than twice for clarification purposes only.
- 4.24 A member may require the question or motion under discussion to be read for his/her information at any time of the debate but not so as to interrupt a member speaking.
- 4.25 If the Chairperson wishes to speak to a motion, he/she shall vacate his/her seat as Chairperson and ask the Vice-Chairperson to take over. The Chairperson should speak just prior to the last speaker who will be the mover of the motion.
- 4.26 No member shall speak to any question after a vote on the question has been called for by the Chairperson, who shall announce clearly the result of the vote.

Voting Method

- 4.27 Reversal of Decisions
- (i) Subject to subsection (1) (ii), a question once decided by the Board shall not be reversed unless:
 - a) written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
 - b) a majority of the total number of trustees for the Division votes in favour of the reversal.
(PSA Section 33(2)).
 - (ii) A decision of a Board may be reversed
 - a) at the same meeting at which it is made; and
 - b) by unanimous consent of all members present and voting thereon (PSA Section 33(3)).

4.28 Abstention from Voting

Although it is the duty of every member who has an opinion on a question to express it by his/her vote, he/she can abstain since he/she cannot be compelled to vote. A member not voting for or against is expected to declare his/her abstention. A member who abstains may request that his/her abstention be recorded in the minutes and the Secretary-Treasurer shall record the same.

4.29 Division of the Question

When the question under consideration contains independent propositions, upon the request of any member, the vote upon each such independent proposition shall be taken separately.

4.30 Declaration of Results

The Chairperson shall declare the results of all votes and they shall be recorded as carried or defeated. Any member may request that his/her vote be recorded, and his/her vote shall be entered upon the minutes by the Secretary-Treasurer.

4.31 Communication of Results

Decisions of the Board shall be communicated in writing to persons directly affected by the decision. Correspondence on behalf of the Board shall be carried out by the Secretary-Treasurer or the Chairperson if so directed by the Board.

Giving of Notice

4.32 Written notice may be given by a trustee from one meeting to the next for the purpose of the following:

- i) to rescind a decision previously made by the Board.
- ii) introduction of a bylaw.

Bylaws

4.33 Matters resolved by Bylaw:

- a) amendments to bylaws
- b) rules of Board procedure, organization and operation of meetings
- c) where required by The Public Schools Act.

4.34 Every Bylaw shall be dealt with in the following stages by a final motion of the Board:

- i) First Reading - "That this Bylaw be now read a first time" shall be decided without amendment or debate.
- ii) Second Reading - When the second reading of the Bylaw has been moved, the principle of the Bylaw may be discussed and it shall be lawful for the Board to defer, amend or reject the Bylaw and a motion may be made to that effect.
- iii) Third Reading - This is the final reading of the proposed Bylaw and shall be deemed to be passed when given its third reading.

Every Bylaw shall receive three separate readings. The three separate readings of any Bylaw shall be given at different meetings unless by a vote of a majority of the whole Board this rule be suspended. The Secretary-Treasurer shall certify on a copy of each Bylaw, the readings and dates of the readings of the Bylaw passed.

SECTION V

COMMITTEES

- 5.1 Meetings of Committees may be held In Camera (PSA Section 30(4)).
- 5.2 Committees of the Board shall be appointed at the Inaugural, Regular or Special Meetings in accordance with Board policies and procedures. Committees may be struck for specific purposes as required, and shall be discharged when that purpose has been met and upon the receipt and acceptance of a written report to the Board.
- 5.3 If the Chairperson of a Committee is not appointed by the Board, it shall be the duty of the first named on any Committee to convene the first meeting at which time a Chairperson should then be elected.
- 5.4 The Chairperson of the Board is an ex-officio member of all Committees to which he/she has not been directly appointed by the Board. He/she may attend all meetings and contribute to debate, but he/she shall not have the right to vote when attending in an ex-officio capacity.
- 5.5 The number of trustees on any Committee should be three (with a fourth acting as alternative) or less, except for Committee of the Board as a Whole, unless approved unanimously by the Board. To function as a Committee of the Whole, the quorum of the Committee of the Whole is the same number as a quorum for the Board.
- 5.6 At least one senior administrative staff officer shall attend each committee meeting in an ex-officio capacity to provide background, do research and to ensure the recording of the minutes.
- 5.7 Any Committee of the Board may establish a Sub-Committee or Sub-Committees provided that the Chairperson of any Sub-Committee and at least one other member of that Sub-Committee are members of the main committee. Reports of any Sub-Committee shall be presented to the main Committee for acceptance, revision or rejection prior to the presentation to the Board.
- 5.8 Committees appointed to report on any subject referred to them by the Board shall report in writing a statement of facts and, also, their opinion and recommendation thereof.
- 5.9 No Committee has the authority to bind the Board to any decision or commitment unless previously authorized by the Board.
- 5.10 Advance notice of all Committee meetings shall be included in "Announcements" on the agenda for Regular Board meetings whenever possible.
- 5.11 All Trustees shall be entitled to attend any Committee meeting except when attendance would be in conflict of interest under Board policy or Provincial Statute. Any Trustee attending as a non-appointed member shall attend as a non-voting observer and, in this capacity, may contribute to the debate but shall not do so in a fashion that, in the opinion of the Committee chair, detracts from the work of the Committee.
- 5.12 The Senior Administrator responsible for arranging the meeting of a committee shall ensure that all Trustees in attendance receive written material appropriate to the agenda, and when agreed by the Committee members shall provide such information to all other Trustees of the Board.

Committee of the Whole

- 5.13 By a vote of the majority of the members present the Board may resolve itself into "Committee of the Whole In Camera" for the purpose of discussing reports of Committees or any other motion or matter before the Board of a confidential matter (see also Section II, Article 2.7).

- 5.14 The rules of procedure of the Board shall be observed in Committee of the Whole so far as applicable. No decisions of the Board shall be made while in Committee of the Whole and no minutes shall be recorded other than a record in the minutes of the Regular Meeting of the topic discussed while in Committee of the Whole. (See also Section II, Article 2.7 re "In Camera" discussions).

SECTION VI

PUBLIC PARTICIPATION AT BOARD MEETINGS

- 6.1 The Board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct (PSA Section 30(3)) or for In Camera discussions (Article 2.7).
- 6.2 The Chairperson may, at some point in the agenda of the Regular Board Meeting, permit visitors to the meeting to ask questions or speak to a matter on the agenda of which they are familiar for clarification purposes.
- 6.3 At meetings of the Board or its committees, except as may be specifically permitted by resolution of the Board, the use of all video, audio, and/or recording devices by members of the public, including non-accredited and other representatives for any news media, shall be prohibited. Accredited members of the news media shall be permitted to use recording devices and photographic equipment at Board meetings.
- 6.4 The public is encouraged to attend Board meetings and at some point on the agenda during the last meeting of the month, will have an opportunity to address questions for clarification to the Board.
- 6.5 Where, at a meeting of the Board, any person other than a member of the Board is, in the opinion of the Chairperson of the meeting, guilty of disorderly or improper conduct, the Chairperson of the meeting may require him to leave the meeting forthwith and, if he fails to do so, may cause him/her to be removed in accordance with The Public Schools Act, Section 30(6).
- 6.6 The number of persons in the Board Room may never exceed the Manitoba Fire Code occupant load posting of 50 persons. The Chairperson has the discretion to adjourn the meeting to another larger location if it is deemed necessary.

Delegations & Petitions

- 6.7 Any resident elector of the Division shall have the right to be placed on the agenda of a regular board meeting to be heard under "Delegations and Petitions". Appearance at a Board Meeting shall be arranged through the Secretary-Treasurer and the Delegation shall provide, wherever possible, a written brief or petition in sufficient time for inclusion in the agenda package, their letter/brief/petition/presentation in writing, preferably with sufficient copies for all Trustees, by 12:00 noon on the Tuesday prior to the Board meeting at which they wish to appear, and shall identify a spokesperson whom the Chairperson can address and to whom correspondence can be forwarded. If a delegation wishes to make their submission available to the news media or any other parties, it will be at their discretion. During a presentation by a delegation, the Board will only ask questions for clarification.
- 6.8 Any individual desiring to speak as a delegation shall give his/her name and the name of the group, if any, that is represented at the Board meeting. Also, the individual's address should be submitted to the Secretary-Treasurer, in writing, for any further correspondence.
- 6.9 The Board may hear any other delegations at its discretion.
- 6.10 The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter shall be postponed to the next regular meeting for action or referred to a Committee or the Administration for consideration or further information and report. If a decision is required prior to

the next regularly scheduled meeting, the Board may by a two-thirds (2/3rds) majority vote suspend the rules and consider the delegation's request at the same meeting, for decision making.

- 6.11 The Secretary-Treasurer shall communicate in writing to the identified spokesperson for the delegation the action taken by the Board and the final decision of the Board.
- 6.12 Public Inquiries will be limited to 15 minutes unless extended by a majority vote of the Board members present.
- 6.13 Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the Board will not hear personal complaints against school personnel or against any person connected with the school system. Board consideration and disposition of legitimate complaints involving individuals shall be addressed in camera.
- 6.14 Correspondence that is received by the Division may be placed on the Board agenda and, at the Board meeting, the Secretary-Treasurer shall state, with respect to the correspondence placed on the agenda:
 - a) who the letter is from (individual or group)
 - b) the subject of the letter for Board consideration or action.
 Correspondence will not be distributed to the public by the Board.

SECTION VII

CONDUCT OF BOARD HEARINGS

The procedures for conducting Board Hearings shall be as follows:

- 7.1 The requirement for a Board Hearing will be determined by the Superintendent of Schools/CEO in consultation with the Board Chairperson;
- 7.2 The Secretary-Treasurer's Office will make the necessary arrangements for the hearing;
- 7.3 The hearing will be held at a duly convened Special Board Meeting;
- 7.4 The Board will resolve into Committee of the Whole In-Camera (closed session) to conduct the hearing;
- 7.5 The In-Camera hearing is not open to the public. Those in attendance will be members of the Board of Trustees, the Division/School Administration and effected staff as appropriate; and the student, parent(s)/guardian(s) and/or legal counsel for each party; or the aggrieved employee and his/her Union and /or legal representative.
- 7.6 The Superintendent/CEO shall provide the affected party in writing, two weeks prior to the scheduled Board Hearing, a notice of the Board Hearing regarding the matter, giving the reason for the Board Hearing and providing the recommendations being made by the Superintendent/CEO to the Board of Trustees in this regard.
- 7.7 Such written notification shall inform the affected party of the options of the student where he/she is an adult, and otherwise of his/her parent/guardian, or an employee to make a presentation in writing and/or verbally at the hearing conducted by the Board.
- 7.8 Legal counsel and/or a representative for the student where he/she is an adult, and otherwise of his/her parent/guardian or for the employee and for the Board may attend and/or make a presentation at the hearing.
- 7.9 The Secretary-Treasurer shall provide to the student, where he/she is an adult, and otherwise to his/her parent/guardian or the employee, one week prior to the scheduled hearing date, a copy of the Superintendent's Report that will be presented at the hearing before the Board of Trustees.

- 7.10 The Chairperson of the Board shall preside over the hearing, explain the procedures to be followed during the hearing, respond to any questions concerning the hearing and may specify time limits.
- 7.11 During the In-Camera hearing, the Superintendent/CEO will present his/her report and recommendation(s), which will have been provided to the student or parents/guardians or employee in advance.
- 7.12 The Superintendent/CEO report is followed by a written and/or verbal presentation of the student, the parent/guardian, and/or their legal counsel; or by the employee and/or his/her representative(s).
- 7.13 Upon receiving the information, Trustees may ask questions for clarification to any party present.
- 7.14 There is no provision for cross-examination by each of the parties.
- 7.15 Following the presentations, those present, with the exception of the Board of Trustees and the Secretary-Treasurer, will adjourn from the meeting but will remain in the Administration Office should it be necessary for them to rejoin the meeting.
- 7.16 The Board of Trustees will discuss and consider the matter;
- 7.17 The Committee of the Whole In-Camera will resolve from the hearing into open Board and the Board of Trustee's decision will be presented for approval by motion;
- 7.18 The meeting will then be adjourned;
- 7.19 No minutes of The Committee of the Whole In-Camera session will be recorded. The topic discussed while in Committee of the Whole In-Camera and the decision approved will be recorded in the minutes of the Special Board Meeting.
- 7.20 The Secretary-Treasurer will communicate the decision of the Board in writing to the affected parties, as soon as possible.
- 7.21 If the affected party fails to attend the hearing of which he/she has been formally notified, the Board of Trustees will hear the case in their absence using the information presented at the hearing.
- 7.22 Any reinstatement of expulsion must be made to the Board of Trustees through the Superintendent's Office.

SECTION VIII

GENERAL

- 8.1. That this Bylaw be placed in the hands of each Board Member and each new Board Member.
- 8.2. That Bylaw No. 3/2014 passed September 22, 2014, as amended by By-law 6/2014, January 12, 2015, By-law 2015, January 11, 2016, By-law 3/2017, April 24, 2017 and By-law 9/2017, October 10, 2017 and the same is hereby repealed effective the date of passing this Bylaw.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba,

this _____ day of _____ 2017.

SECOND READING: _____ 2017.

THIRD READING: _____ 2017.

Chairperson

Secretary-Treasurer

Certified a true copy of Bylaw No. 13/2017 of the Board
of Trustees of The Brandon School Division.

Secretary-Treasurer

THE BRANDON SCHOOL DIVISION

BYLAW NO. 14/2017

BEING A BYLAW of The Brandon School Division to authorize payment of indemnities and mileage to Trustees and Bylaw No. 4/2014, September 22, 2014 (as amended by By-Law 2/2015, April 13, 2016, By-Law 1/2016, March 7, 2016, By-Law 10/2017, September 11, 2017) shall be repealed.

WHEREAS The Brandon School Division is a school division as defined in The Public Schools Act;

AND WHEREAS The Public Schools Act, Chapter P250 of the Revised Statutes of Manitoba as amended, provides as follows:

"Section 56(1)

A school board may, by bylaw, provide for the payment of an annual indemnity to the chairman and to each trustee payable in such amount and at such times and under such conditions as provided in the bylaw.

Section 56(2)

In addition to the indemnity referred to in subsection (1), each member of the school board may be paid and may accept

- (a) such amount per mile as set by bylaw of the school board for each mile actually and necessarily travelled from his place of residence in the school division or school district to the place of meeting and return to his place of residence, allowable only once for each school board meeting;
- (b) such amount per hour as set by bylaw of the school board for each hour actually and necessarily spent by him under authority given by resolution of the school board in the performance of such duties, work or services as he is required or authorized under the resolution to perform, and;
- (c) such an amount per mile, as set out by bylaw of the school board, for each mile actually and necessarily travelled by him in the performance of the duties, work or services to which clause (b) applies;

but the remuneration or mileage mentioned in clauses (b) and (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

Section 56(3)

A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine."

AND WHEREAS, pursuant to the provisions of The Public Schools Act and the amendments thereto, it is deemed expedient and advisable to provide for the payment of indemnities and mileage to the Chairperson of the Board and to each Trustee;

NOW, THEREFORE, the Trustees of The Brandon School Division, at a meeting duly called and held for the purpose, do hereby enact as follows:

1. That, the Chairperson and each member of the Board of Trustees be paid by equal monthly installments an annual indemnity of:

For a Trustee as Chairperson and Trustee - effective July 1, 2013	\$17,646.00
For a Trustee as Vice-Chairperson and Trustee - effective July 1, 2013	\$15,456.00
For each other Trustee - effective July 1, 2013	\$14,251.00

That the total annual indemnities for Chairperson, Vice-Chairperson and Trustees shall be adjusted each year effective July 1st by a percentage amount equal to the average percentage increase in wages and salaries for Brandon Teacher's Association and CUPE Local 737 for the immediately preceding twelve (12) months;

2. That absence from any regular meeting of the Board over three (3) in any one calendar year shall result in a loss of indemnity of Three Hundred and Fifty (\$350) for each meeting beyond the three (3) meetings, and further provided that, where any absence from a regular meeting of the Board, is indicated by motion authorizing the member to attend a conference or the like or be absent, such absence shall constitute an authorized absence from meetings and does not apply against the three (3) meetings absence as referred herein. Exemptions to the provisions above may be granted by a two-thirds vote by the Board of Trustees on a case by case basis;

And That absence from a regular meeting of the Board by any Trustee by reason of said Trustee attending on the same day a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) as a member of same shall be deemed an "authorized absence" for the purpose of Section 37 of The Public Schools Act and Section 2 hereof;

And Further That it shall be the responsibility of the Trustee to furnish to the Secretary-Treasurer in a timely fashion proper verification of attendance at said MSBA meetings;

3. That it is hereby deemed that one-third (1/3) of the total indemnity, as provided for in the above-described sections, shall be deemed to be for expenses of and incidental to the discharge of the normal respective duties of the Chairperson, Vice-Chairperson, members of the Board of Trustees, and Chairperson of all designated Committees; such allotment shall not include out-of-the-ordinary expenses, which shall be approved by resolution of the Board in accordance with Section 56(3);
4. That the Chairperson and each member of the said Board shall be paid 40 cents per kilometer effective October 1, 2011 or such other amount as periodically approved by motion of the Board for each kilometer actually and necessarily travelled from his/her place of residence, when his/her place of residence is outside the boundaries of the City of Brandon, to the place of meetings and return for School Board and Committee meetings and other Board business authorized by resolution of the Board;
5. That, effective the 1st day of November, 2010, all Trustees shall be paid an additional indemnity, as provided by and in accordance with Section 56(2)(b), of thirteen (\$13.00) dollars per hour to a maximum of eight (8) hours per day plus travel and living expenses approved by the Board and necessarily incurred while acting on Board business and when authorized by resolution of the Board in accordance with Section 56(2) & (3) of The Public Schools Act;
6. That, effective November 1, 2010, a Trustee shall be entitled to receive an indemnity in addition to that set out in Article 1 herein at the rate of thirteen dollars (\$13.00) per hour to a maximum of eight (8) hours per day:
 - a) for each hour actually attended at a Special Board Meeting or a meeting of a Board Committee on which the Trustee is a member, provided such a meeting is of a minimum of three (3) hours duration; or
 - b) for each hour actually attended at meetings as a member of the Committee of the Board charged with the responsibility of negotiating the terms and

conditions of the collective agreements between the Division and the bargaining agents representing the employees of the Division with said meetings, for this purpose, being those attended at the Bargaining Table, Conciliation Meetings and Arbitration Hearings with the applicable bargaining agent.

- 7. Trustees shall be entitled to claim and be paid a per diem for each authorized day while representing or acting on behalf of the Board. Said authorized days shall include the scheduled days of meetings, workshops, seminars, conventions, etc. plus, where necessary, the day before and/or after for the purpose of travel. In the event of a part-day attendance and/or travel (less than eight (8) hours), a claim should be made and paid on an hourly rate. Said per diems shall be paid when the event is of a minimum of three (3) hours to a maximum of eight (8) hours per day.
- 8. Trustees shall receive normal expenses and per diems for attendance at the annual MSBA Convention, MSBA provincial or regional meetings, workshops, and conferences.
- 9. When a Trustee is designated by motion of the Board to represent the Board at a conference, meeting, or other official function, normal expenses and per diems shall be assumed by the Board.
- 10. At the commencement of the term of office, each Trustee shall be allotted a budget, in an amount to be determined by the Board, for his/her four (4) year term of office to cover all authorized costs incurred and per diems for attendance at meetings, workshops, conferences, etc. Said attendances shall be for the purpose of the Trustee's individual professional development and are hereby authorized by the Board. A Trustee new to the Board during a term will be allocated the remaining dollars of the retiring Trustee, or the average of the remaining funds if two or more trustees are retiring.
- 11. A Trustee shall not exceed his/her budget allotted for professional development without prior formal approval of the Board.
- 12. That Bylaw No. 4/2014, passed September 22, 2014 as amended by By-Law 2/2015, April 13, 2016, By-Law 1/2016, March 7, 2016, and By-Law 10/2017, September 11, 2017 and the same is hereby repealed effective the date of passing this Bylaw.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division, assembled at Brandon, in the Province of Manitoba,

this _____ day of _____ 2017.

SECOND READING: _____ 2017.

THIRD READING: _____ 2017.

Chairperson

Secretary-Treasurer

Certified a true copy of Bylaw No. 14/2017 of the Board of Trustees of The Brandon School Division.

Secretary-Treasurer