



# BRANDON SCHOOL DIVISION

February 8, 2017

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

TO BE HELD MONDAY, FEBRUARY 13, 2017  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, January 23, 2017.  
Adopt
- b) Board Meeting, January 23, 2017.  
Adopt

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

#### 2.02 Reports of Committees

- a) Personnel Committee Meeting L. Ross
- b) Policy Review Committee Meeting S. Bambridge

#### 2.03 Delegations and Petitions (max. 10 minutes)

- a) Gail McDonald, Principal, George Fitton School, receiving recognition for being named one of Canada's Outstanding Principals by The Learning Partnership Canada.

**2.04 Communications for Action**

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- From Report of Senior Administration

a) Items from Senior Administration Report:

- Indigenous Language Program Presentation
- Aboriginal Education Initiatives and Innovations Presentation
- 2017-2018 Preliminary Budget Presentation
- Transfer of 2017-2018 Operating Budget to Board of Trustees – Refer Motions.

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

12/2017 That Senior Administration transfer the 2017-2018 Operating Budget to the Board of Trustees for the Board’s ownership and final decision making.

13/2017 That Policy 7013 – “Student Exchange” is hereby rescinded and replaced with updated Policy 7013 – “Student Exchange”.

14/2017 That Policy 7017 – “Admission of Foreign Students” is hereby rescinded and replaced with Policy 7017 – “Admission of International Students”.

15/2017 That Procedures 7017 – “Admission of Foreign Students” is hereby rescinded and replaced with Procedures 7017 – “Admission of International Students”.

16/2017 The Board will issue a Request for Proposal for a consultant to review and update the Policy Manual.

17/2017 That the Board of Trustees formally adopt the Decision Making Matrix as presented in Appendix ‘A’ and developed by the Board at the Board Governance sessions held on January 12th and 23rd, 2017, and that the Decision Making Matrix will function as a guideline for the future review and update of the policies of the Brandon School Division.

18/2017 That the Board of Trustees Governance Goals 2014 be updated and accepted as follows:

Finance:

- 1) Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- 2) Subject to Provincial funding support, attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Facilities:

- 1) Continue to lobby vigorously for a new school in South Brandon.
- 2) Develop new and existing spaces to support current and future programming.

Education:

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Implement a continuous process of program evaluation, with priorities to be determined on an annual cycle.
- 3) Review current staffing deployment to achieve a better comprehensive continuity approach.
- 4) Enhance the development of cultural competency amongst students and staff.
- 5) High overall student achievement without significant gaps across major subgroups in the student population.

Divisional Futures and Community Relations:

- 1) Build relationships actively with existing and new stakeholder groups.

- 19/2017 The Board will perform an annual self-evaluation of progress towards goals, policy, and function at the end of each school year. The Board will conduct a major mid-term evaluation, the nature of which to be determined by the Board, but to be comprehensive and involve community partners, senior administration, and a random sampling of BSD staff.
- 20/2017 That the Trustees be paid the appropriate indemnity for attending the All-Day Budget Meeting on February 21, 2017.
- 21/2017 That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2017 Convention to be held March 16 to 18, 2017 at the Delta Inn, Winnipeg, Manitoba.

**2.08 Bylaws**

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

**3.02 Communications for Information**

**3.03 Announcements**

- a) Education Committee Meeting – 12:00 p.m., Tuesday, February 14, 2017, Boardroom.
- b) Aboriginal Education Advisory Committee Meeting – 7:00 p.m., Wednesday, February 22, 2017, Boardroom.
- c) Community Drug and Alcohol Education Coalition Meeting – 9:00 a.m., Thursday, February 23, 2017, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 27, 2017, Boardroom.

e) Upcoming Budget Dates:

- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 15, 2017, Kirkcaldy Heights School Gymnasium.
- All Day Budget Meeting – 9:00 a.m., Tuesday, February 21, 2017, Boardroom.
- Regular Board Meeting – Public Presentations re: Proposed 2017-2018 Budget – 7:00 p.m., Monday, February 27, 2017, Boardroom.
- Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report.
  - b) Confidential #2 – Personnel Matter.
  - c) Confidential #3 – Personnel Matter.
  - d) Confidential #4 – Personnel Matter.
- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries

**5.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE CONFERENCE ROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:00 P.M., MONDAY, JANUARY 23, 2017.

**PRESENT:**

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

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. M. Casavant, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Becky Switzer, Director of Human Resources.

**CALL:**

The Chairperson called the meeting to order at 6:02 p.m.

**Agenda:**

Trustee Sefton noted he had one item for In-Camera.

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

Mr. Labossiere requested that Personnel Matters Confidential #2 and Confidential #3 be added to the agenda.

The Agenda was approved as amended.

Ms. Bambridge – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera (6:03 p.m.)

a) Board Operations Matter

A report regarding an Operations Matter was presented to the Board.

b) Personnel Matter

Confidential #2, Personnel Report was presented to the Board.

c) Personnel Matter

Confidential #3, Personnel Report was presented to the Board.

d) Board Operations Matter

Trustee Sefton, presented information on a Board Operations Matter.

e) Board Operations Matter

Mr. Labossiere provided information on a Board Operations Matter and received direction from the Board.

Mr. Buri – Ms. Bambridge  
That the meeting do now adjourn (6:50 p.m.).  
Carried.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JANUARY 23, 2017.

## **PRESENT:**

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

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

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

## **REGRETS:**

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

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Trustee Bowslough noted she had one report to add under Reports of Committees.

Trustee Sefton noted he had two items for In-Camera.

Mr. Labossiere, Secretary-Treasurer, noted he had 2 late motions from the earlier In-Camera Special meeting.

Trustee Sumner noted he had one item under Board Governance for In-Camera.

Mr. Sefton – Mrs. Bowslough  
That the agenda be approved as amended.

Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Special Board Meeting held January 9, 2017 were circulated.

Mr. Sefton – Mr. Bartlette  
That the Minutes be approved.  
Carried.

- b) The Minutes of the Board Meeting held January 9, 2017 were circulated.

Mr. Bartlette - Mrs. Bowslaugh  
That the Minutes be approved.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

Stevie Onyshko, grade 11 Vincent Massey High School student, was recognized for being chosen to participate in the Manitoba Band Association's Senior Provincial Honour Band. Trustee Sumner noted that Stevie was the only representative from the Brandon School Division in the Senior Honour Band this year.

Trustee Sumner asked Stevie to say a few words on his Honour Band experience. Stevie indicated that it is an enriching experience being in the Honour Band as there are members from all over the province who spend three days intensively practicing to perform for the public. He added that he has been playing the clarinet for five years and this is his second time in the Senior Honour Band. He has been in other honour bands, including the Westman Intermediate and Junior Honour Bands. Ms. Meaghan Walker, Band Teacher at Vincent Massey High School, indicated that in 2016 there was a record amount of students from Vincent Massey in the Honour Bands. Ms. Walker also provided information on the Vincent Massey Band Students Vacation Getaway Lottery fundraiser.

Trustee Sumner noted that the Board is very proud of Stevie's accomplishments and thanked him for attending the meeting.

### **2.02 Reports of Committees**

- a) Facilities and Transportation Committee Meeting  
The written report of the Facilities and Transportation Committee meeting held on January 16, 2017 was circulated.

Trustee Bambridge asked for the population at Earl Oxford School. Mr. Greg Malazdrewicz, Assistant Superintendent, responded that there are 348 students at Earl Oxford School. Trustee Bambridge asked how much space a modular classroom takes out of a school yard. Mr. Denis Labossiere, Secretary-Treasurer, responded that the modular classrooms are approximately 850 square feet each.

Trustee Bartlette asked if the Off-Campus Program lease was approved by the Public Schools Finance Board. Mr. Labossiere responded that PSFB approved the lease and that it is now being reviewed by the Division's solicitor.

Mr. Sefton – Mrs. Bowslaugh  
That the Minutes be received and filed.  
Carried.

## b) Policy Review Committee Meeting

The written report of the Policy Review Committee meeting held on January 18, 2017 was circulated.

Ms. Bambridge – Mr. Sefton

That the Minutes be received and filed.

Carried.

## c) Finance Committee Meeting

The written report of the Finance Committee meeting held on January 19, 2017 was circulated.

Mr. Sefton – Dr. Ross

That the Minutes be received and filed.

Carried.

## d) Trustee Bowslaugh provided Trustees with a written report of the Divisional Futures &amp; Community Relations Committee meeting with Rural Municipalities and also gave a verbal report.

Mrs. Bowslaugh – Mr. Buri

That the Report be received and filed.

Carried.

## e) Trustee Bowslaugh provided a verbal report on the Divisional Futures &amp; Community Relations Committee lunch visit with students at École New Era School; a Fentanyl presentation at Crocus Plains Regional Secondary School; and the Milestones Wellness Fair.

Mrs. Bowslaugh – Mr. Bartlette

That the Reports be received and filed.

Carried.

### **2.03 Delegations and Petitions (max. 10 minutes)**

### **2.04 Communications for Action**

### **2.05 Business Arising**

#### **- From Previous Delegation**

- a) Dr. Paul Alexandre, parent, regarding modification of Motion 05/2016, which was approved at the January 11, 2016 Board meeting.

Trustee Sumner spoke to this item, and indicated that the Board had given serious deliberation to the matter. Trustee Sumner noted that a legal opinion had been received and that the Board had decided to take no further action on the request from Dr. Alexandre.

#### **- From Board Agenda**

#### **- MSBA Matters (last meeting of the month)**

- 1) Tell Them From Me Workshop Memo

- 2) Safe Schools Manitoba Conference - Information
- 3) Safe Schools Manitoba Conference - Agenda
- 4) Guidelines for Responding to Medical Emergencies Involving Suspected Use of Opioids
- 5) How Does Your Board Measure Up? Webinar Series 2017
- 6) Ebulletin – January 11, 2017

**- From Report of Senior Administration**

a) Items from Senior Administration Report:

- Vincent Massey High School – Off-Site Activity Request (Orlando) – Referred Motions.
- Kirkcaldy Heights School – Off-Site Activity Request (Nova Scotia, New Brunswick and Prince Edward Island) – Referred Motions.

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

03/2017 Mr. Bartlette – Mr. Sefton

That the request involving twenty-eight (28) male and female Vincent Massey High School band students in grades 9 to 12 to make a trip to Orlando, Florida from May 13 to May 17, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

04/2017 Mrs. Bowslaugh – Mr. Bartlette

That the request involving seventeen (17) male and female Kirkcaldy Heights School students in grades 7 and 8 to make a trip to Nova Scotia, New Brunswick and Prince Edward Island from June 15 to June 22, 2017 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

05/2017 Mr. Buri – Mr. Murray

That participation in the Central Tender Process for the 2017-2018 school bus purchase be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

06/2017 Mr. Murray- Mr. Sefton

That a school bus be provided to the YMCA for their YMCA Summer Camps from July 3, 2017 to August 25, 2017, at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

Carried.

07/2017 Mr. Sefton – Mr. Bartlette  
That the Brandon School Division request four (4) modular classroom units for the 2017-2018 school year from the Public Schools Finance Board.

Carried.

08/2017 Mr. Murray- Mr. Sefton  
That the Policy Review Committee refer the Board’s Annual Planning Cycle to Senior Administration, who will then present this information back to the Board of Trustees at the regular Board meeting of May 8, 2017.

Carried.

09/2017 Mr. Sefton – Mr. Bartlette  
That the Auditor’s Engagement Letter regarding the Audit of the December 31, 2016 Public Sector Compensation Disclosure Report between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

10/2017 That Confidential #2 and the recommendations therein be approved.

11/2017 That Confidential #3 and the recommendations therein be approved.

**2.08 Bylaws**

**By-Law 1/2017**

Ms. Bambridge

2<sup>nd</sup> Reading:

That By-Law 1/2017 being a borrowing by-law in the amount of \$975,300 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

**School**

**Project**

Betty Gibson School

Grooming Room

Betty Gibson School

One un-linked modular classroom # M426

Crocus Plains Regional Secondary School

Kitchen Exhaust Ventilation Upgrade & Roof Replacement Area A6

Green Acres School

Gymnasium Addition

Vincent Massey High School

Steam Heating System Replacement

be now read for the second time, having been first read on January 9, 2017.

Carried.

3<sup>rd</sup> Reading:

That the rules be suspended and By-Law 1/2017 be now read for a third and final time, and taken as read, finally passed.

Carried.

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following item from the January 23, 2017 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Manitoba Association of School Superintendents (MASS) Field Led Course – January 10, 2017

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

- Information Items
  - Syrian Refugee Update
  - Manitoba Education and Training Correspondence – Contingency Funding from the Intensive Newcomer Support Grant

Mr. Gustafson acknowledged the hard work of staff in creating the grant application, and those working in the Welcome Centre to help support the transition of the students and the teachers and principals in the catchment area schools that are working to help make the transition as smooth as possible.

Trustee Murray asked if there are clinicians in the Division who are capable of dealing with the emotional and psychological difficulties of the Syrian refugees due to the trauma they have experienced.

Mr. Gustafson noted that although Syrian refugees are relatively new to Brandon School Division, the Division has received refugees from war torn areas for some length of time, so there has been some direct experience working with non-Syrian refugee students. There is personnel with very good skills sets dealing with, and helping to deal with, social emotional pieces that our students will deal with as they transition.

Mr. Malazdrewicz added that through the social work and psychology support services available through the Division, trauma informed work and PTSD types of strategies are things that clinicians have been working on for an extended period of time. Trauma has persistent and consistent patterns and the support services staff has extensive experience working with those students.

Trustee Sumner asked if Brandon School Division staff is partnering with community agencies in addressing the needs of these students.

Mr. Gustafson responded that the Welcome Centre has a very good relationship with Westman Immigration Services and as such they have also worked with the Regional Health Authority (RHA) and Westman Immigrant Services to try and provide some comprehensive supports in different areas.

Dr. Ross – Mr. Bartlette

That the January 23, 2017 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

#### **3.03 Announcements**

- a) Support Personnel Labour Management Committee Meeting – 10:00 a.m., Thursday, January 26, 2017, Conference Room.
- b) Divisional Futures and Community Relations Committee Meeting – 12:00 p.m., Monday, January 30, 2017, Boardroom.
- c) School Division/Parent/Guardian Advisory Committee Meeting – 7:00 p.m., Wednesday, February 1, 2017, Boardroom.
- d) Policy Review Committee Meeting – 11:30 a.m., Tuesday, February 7, 2017, Boardroom.
- e) Personnel Committee Meeting – 4:30 p.m., Thursday, February 9, 2017, Boardroom.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 13, 2017, Boardroom.
- g) Upcoming Budget Dates (Tentative):
  - Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Wednesday, February 8, 2017, Boardroom.
  - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 15, 2017, Kirkcaldy Heights School Gymnasium.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 21, 2017, Boardroom.
  - Special Board Meeting – Public Presentations re: Proposed 2017-2018 Budget – 7:00 p.m., Monday, February 27, 2017, Boardroom.
  - Regular Board Meeting – Final Budget Approval – 7:00 p.m., Monday, March 6, 2017, Boardroom.

Mr. Buri – Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (7:55 p.m.)

Carried.

### **IN COMMITTEE OF THE WHOLE IN CAMERA**

#### **4.00 IN CAMERA DISCUSSION:**

##### **4.01 Student Issues**

- Reports
- Trustee Inquiries

##### **4.02 Personnel Matters**

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

- b) Confidential #2 – Personnel Matter was discussed at the Special In-Camera meeting held prior to the Regular meeting.
- c) Confidential #3 – Personnel Matter was discussed at the Special In-Camera meeting prior to the Regular meeting.
- d) Trustee Sefton and Mr. Labossiere provided information on a Personnel Matter. Trustees asked questions for clarification and the Board provided direction in the matter.

**- Trustee Inquiries**

**4.03 Property Matters/Tenders**

**- Reports**

- a) Trustee Sefton provided information on a Property Matter and received Board direction.

**- Trustee Inquiries**

**4.04 Board Operations**

**- Reports**

- a) Trustee Sumner discussed a Board Operations Matter with the Board.

**- Trustee Inquiries**

Mr. Murray – Mr. Buri

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

Carried.

**5.00 ADJOURNMENT**

Dr. Ross – Mr. Buri

That the meeting does now adjourn (9:35 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Thursday, January 19, 2017 – 4:30 p.m.  
Boardroom, Administration Office

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

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### **1. CALL TO ORDER.**

The Personnel Committee Meeting was called to order at 4:35 p.m.

### **2. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of November 10, 2016 were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

### **5. OTHER COMMITTEE GOVERNANCE MATTERS**

#### **A. Focus Group on Substitute Availability - Teachers**

The following guests were in attendance as part of the Substitute Teacher focus group:  
Peter Buehler, Jan Dennis, Darlene Diller, Katelyn Fikkert, Joy Hamilton, Ed Leseur, Tammy Tutkaluk.

Trustee Ross, Committee Chair, asked the following questions of the focus group:

1. How many days do you work as a substitute for BSD?
2. Do you believe there are barriers that impede your opportunities to work more than 120 days per year?
  - a. Are these personal in nature such as health, other employment obligations, childcare?
  - b. Are these process in nature such as same day calls versus advance notice?
3. What recommendations might you suggest for consideration to provide for increased availability of substitutes when needed?
4. Other Comments

The members of the focus group provided responses to the Committee in regards to the questions asked by Trustee Ross.

The Committee thanked the group for their participation and providing feedback. The guests exited the meeting at 5:25 p.m.

**B. Personnel Matter – In-Camera Discussions**

Ms. Becky Switzer, Director of Human Resources, distributed and reviewed information to the Committee.

**C. Personnel Matter – In-Camera Discussions**

Mr. Denis Labossiere, Secretary-Treasurer, provided an update on a Personnel Matter.

**D. Personnel Matter – In-Camera Discussions**

Discussion took place regarding a Personnel Matter. The Committee provided direction on how to proceed.

**E. Personnel Matter – In-Camera Discussions**

The Secretary-Treasurer provided information on a Personnel Matter.

**F. Request for Information – Consultancy Services for Job Evaluation System Review**

Ms. Switzer provided an update on the Request for Information for Job Evaluation.

**G. Sub Committee Reports**

- Job Evaluation Review – NIL
- Support Personnel Labour/Management Committee - NIL

**6. OPERATIONS INFORMATION**

The Committee received as information and discussed the following:

- MSBA Collective Bargaining Update:
  - December 16, 2016
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
  - Evergreen School Division CUPE 3164 – Ratified Agreement
  - Park West Teachers’ Association – Arbitration
  - Winnipeg School Division and The United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada Local Union 254 – Ratified Agreement
  - Winnipeg School Division and The International Brotherhood of Electrical Workers Local Union 2085 Agreement-In-Committee
  - Winnipeg School Division and The United Brotherhood of Carpenters & Joiners of America Local Union 1515 Agreement-In-Committee

**7. NEXT REGULAR MEETING: Thursday, February 9, 2017, 4:30 p.m., Boardroom**

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

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L. Ross (chair)

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J. Murray

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S. Bambridge

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P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Tuesday, February 7, 2017 – 11:30 a.m.  
Boardroom, Administration Office

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

Guest: J. Arnold, MSBA (by Skype)

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### 1. CALL TO ORDER

The Policy Review Committee Meeting was called to order at 11:34 a.m.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of January 18, 2017 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) **Feedback from Senior Administration re: Board Committees for 2017-2018**

The Committee reviewed and discussed the Draft Board Committee Schedule provided by Senior Administration. It was noted that the Committee meeting schedule depends largely on the composition of the Board and Committee members, making it difficult to have a set time and day for meetings. Dr. Marc Casavant, Superintendent, indicated that due to workload and work time, Senior Administration is extremely busy. Trustee Bambridge stated that the Committee is in agreement with the Committee structure as far as combining committees beginning in September 2017, but that setting the time of day will be more difficult.

Trustees discussed and agreed on the need to also review Sub-Committee meeting structure. It was discussed that review of the sub-committees would be brought forward at the next Policy Review Committee meeting.

#### B) **Request for Proposal (RFP)**

The Committee reviewed the Request for Proposal Guidelines document. It was agreed that Trustee Sumner will draft the RFP and ask Mr. Denis Labossiere, Secretary-Treasurer, to review the proposal to ensure it contains all required information. The Committee discussed the information to be included in the RFP, namely the following:

- Proposal Guidelines
- Project Purpose and Description

- Project Scope
- Request for Proposal and Project Timelines
- Budget
- Bidder Qualifications
- Proposal Evaluation Criteria

The Committee discussed timelines for the RFP and agreed on the following:

- RFP to be sent out by the end of the week of February 13, 2017
- Initial first draft – April 30, 2017
- Revisions possible until June 5, 2017
- Final Document – June 26, 2017

Ms. Janis Arnold joined the meeting at 12:14 p.m. and provided input on the RFP. Review of the Decision Making Matrix was discussed. It was decided that an additional Policy Review Committee meeting will be scheduled before the next regularly scheduled meeting, which is set to take place on March 6, 2017.

Trustee noted that the updated Policy Manual will use the template provided by the Manitoba School Boards Association as a guideline.

Ms. Arnold spoke on the questions asked during the RFP interviews, methods of communication to be used, finished project timeline and possible hold back of payments until after revisions.

The Committee agreed to bring a recommendation to the Board at the next Regular Board meeting scheduled for February 13, 2017.

**Recommendation:**

The Board will issue a Request for Proposal (RFP) for a consultant to review and update the Policy Manual.

**C) Board Self-Evaluation/Superintendent Evaluation**

The Committee discussed when these evaluations will take place, and what they will consist of. The Committee and Dr. Casavant agreed to review the material provided and to discuss at the next Policy Review Committee meeting. Trustees asked questions for clarification. It was noted that the Superintendent Evaluation should be comprehensive but not cumbersome.

**D) International Students – Policy Revision**

The Committee reviewed the updated Policy 7013 - “Student Exchange” and Policy and Procedures 7017 – “Admission of Foreign Students”. Trustees asked questions for clarification. The Committee agreed to the changes as presented.

**Recommendations:**

That Policy 7013 – “Student Exchange” is hereby rescinded and replaced with updated Policy 7013 – “Student Exchange”.

That Policy 7017 – “Admission of Foreign Students” is hereby rescinded and replaced with Policy 7017 – “Admission of International Students”.

That Procedures 7017 – “Admission of Foreign Students” is hereby rescinded and replaced with Procedures 7017 – “Admission of International Students”.

**E) Foundation Statements – Reflecting Board Deliberations on January 12, 2017**

The Committee reviewed and agreed to the suggested updates to the Board Governance Goals and the Decision Making Matrix.

**Recommendations:**

That the Board of Trustees formally adopt the Decision Making Matrix as presented in Appendix \_\_\_ and developed by the Board at the Board Governance sessions held on January 12<sup>th</sup> and 23<sup>rd</sup>, 2017, and that the decision making matrix will function as a guideline for the future review and update of the policies of the Brandon School Division.

That the Board of Trustees Governance Goals 2014 be updated and accepted as follows:

Finance:

- 1) Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- 2) Subject to Provincial funding support, attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Facilities:

- 1) Continue to lobby vigorously for a new school in South Brandon.
- 2) Develop new and existing spaces to support current and future programming.

Education:

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Implement a continuous process of program evaluation, with priorities to be determined on an annual cycle.
- 3) Review current staffing deployment to achieve a better comprehensive continuity approach.
- 4) Enhance the development of cultural competency amongst students and staff.
- 5) High overall student achievement without significant gaps across major subgroups in the student population.

Divisional Futures and Community Relations:

- 1) Build relationships actively with existing and new stakeholder groups.

**F) Board Self-Evaluation**

The Committee reviewed the recommendation from the Board Evaluation Ad-hoc Committee and agreed to bring the recommendation forward at the February 13, 2017 Board meeting.

**Recommendation:**

The Board will perform an annual self-evaluation of progress towards goals, policy, and function at the end of each school year. The Board will conduct a major mid-term evaluation, the nature of which to be determined by the Board, but to be comprehensive and involve community partners, senior administration, and a random sampling of Brandon School Division staff.

**6. OPERATIONS INFORMATION**

**7. NEXT REGULAR MEETING: Monday, March 6, 2017, 11:30 a.m., Boardroom**

The meeting adjourned at 1:07 p.m.

Respectfully submitted,

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S. Bambridge, Chair

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P. Bartlette

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K. Sumner

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G. Kruck (Alternate)



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

February 13, 2017

### A. Administrative Information

#### I. CELEBRATIONS

1. **GAIL McDONALD, PRINCIPAL, GEORGE FITTON SCHOOL – WINNER, CANADA’S OUTSTANDING PRINCIPALS AWARD 2017**
2. **DIVISIONAL KINDERGARTEN INFORMATION EVENINGS – JANUARY 31 AND FEBRUARY 1, 2017**

#### II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from January 18, 2017 to February 3, 2017.

- January 20, 2017 – meeting with Brandon Urban Aboriginal Peoples Council (BUAPC)
- January 25, 2017 – Brandon Crime Stoppers – Sponsor Appreciation Lunch
- January 25, 2017 – meeting with Mr. Wab Kinew, MLA Fort Rouge
- January 30, 2017 – meeting with Mr. Mark Frison, President, Assiniboine Community College and Dr. Gervan Fearon, President, Brandon University

*“Accepting the Challenge”*

### III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	15 total	1 – 3 day	Assaultive Behaviour
		1 – 3 day	Unacceptable Behaviour
		1 – 4 day	Unacceptable Behaviour
		2 – 5 day	Drug and Alcohol Policy
		5 – 5 day	Assaultive Behaviour
		2 – 10 day	Assaultive Behaviour
		2 – 20 day	Assaultive Behaviour
		1 – 20 day	Unacceptable Behaviour

### IV. INFORMATION ITEMS

#### 1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

##### **MINISTER PROCLAMATION ON MANITOBA INCLUSIVE EDUCATION MONTH**

For Information .....Dr. Casavant

In recognition of the importance of the philosophy of inclusion to Appropriate Educational Programming in Manitoba, Honourable Ian Wishart, Minister of Education and Training, has proclaimed the month of February 2017 to be designated as Manitoba Inclusive Education Month.

Manitoba will foster school and classroom communities where all students, including those with diverse needs and abilities, have a sense of personal belonging and achievement. Schools, families, and communities make a positive difference in the lives of children and youth in Manitoba through their commitment towards inclusion.

##### **MINISTER PROCLAMATION ON I LOVE TO READ MONTH**

For Information .....Dr. Casavant

In recognition that the ability to read, write and communicate is empowering; that communication provides a connection to who we are and how we live together and interact with the world; that students who are literate are able to read for many purposes and participate in society by interacting with various forms of communication; and that the achievements of students and the growth of knowledge and critical thought as supported by educators, parents and community are worthy of notice and celebration, Honourable Ian Wishart, Minister of Education and Training has proclaimed February 2017 to be designated as I Love to Read Month.

## **2. 200<sup>TH</sup> ANNIVERSARY OF THE SIGNING OF THE SELKIRK TREATY**

For Information ..... Dr. Casavant

Correspondence was received from The Honourable Premier Brian Pallister regarding a bike trip he will undertake from June 16-18, 2017, to recognize and celebrate the bicentennial of the signing of the Selkirk Treaty. The Treaty was the legacy of an extraordinary friendship between Lord Selkirk and Chief Peguis, and laid the foundation for what would later become Manitoba. Premier Pallister will be biking between the location of the original St. Peter's Reserve (land allocated to Chief Peguis and his Band under the Selkirk Treaty) and the current Peguis First Nation.

When he arrives at Peguis First Nation Premier Pallister will deliver letters from Manitobans from across the province, expressing their appreciation to the descendants of Chief Peguis and his band for the vital role they played in the formation of our province. Letters from Brandon School Division students will be gathered and forwarded to Premier Pallister in advance of his trip.

## **3. FUNDING ANNOUNCEMENT FOR 2017-2018**

For Information ..... D. Labossiere

The following is a summary of the announcement by the Minister of Education and Training on February 1, 2017:

- The Province announced an increase of 1.0% or \$13.1 million in provincial funding to public schools for the 2017-2018 school year, including an increase of \$8.3 million for operating support and an increase of \$4.8 million for capital support.
- The Tax Incentive Grant funding (TIG) was discontinued in 2012. However, the Brandon School Division (BSD) continues to receive the TIG amount of \$1,848,013 provided in 2011.
- The announcement did not include funding for the Provincial Smaller Classes Initiative (K-3), which is expected to be announced at a later date.
- The total funding for 2017-2018 represents a 2.3% or \$1.1 million increase in support for the Brandon School Division over the previous year.

### **Base Support**

- Base Support has increased 1.3% or \$323,319 resulting primarily from enrollment growth.
- All rates for base support have remained unchanged.
- The Division received a slight increase in Sparsity support of \$2,921 resulting from increased student enrollment in rural schools located in Alexander and Spring Valley.

- Occupancy support increased by \$23,940 due to the Division's school building space increase and the inclusion of St. Augustine School in the Age and Area Report.

### **Categorical**

- Transportation funding has increased by \$96,234 due to an increase in the number of bused students.
- The Special Needs support has increased by \$106,608 over the 2016-2017 funding announcement primarily due to an increase in eligible funded students for Level 2 and a slight decrease for Level 3.
- The Senior Years Technology Education Grant increased by \$83,820 due to increased student enrollment in senior years technology courses.
- Funding for English as an Additional Language (EAL) has increased by \$18,925 due to EAL enrollment increases in 1st to 4th year students.
- There was no change in the Aboriginal Academic Achievement (AAA) Grant amount.
- The Enrollment Change Grant decreased by \$46,340 compared to last year's funding announcement due to the projected enrollment change from 2016 to 2017 being lower than the change from 2015 to 2016.
- The Early Childhood Development Initiative increased by \$30,802 due to an increase in the number of Kindergarten students.
- The Literacy and Numeracy Grant increased by \$11,564 due to enrollment growth.
- The remaining categorical grant rates remained unchanged from last year and any increases in the funding are solely due to enrollment increases.

### **Equalization Support**

- The Equalization Support Grant increased by 2.8% or \$458,553 from last year's funding announcement. Equalization Support is based on many factors including the 2017 assessment for all divisions; enrollment; the amount of unsupported expenditures; and the maximum assessment per pupil used to determine the 2017-2018 equalization factor is \$616,670 (2016 - \$628,330). The percentage of unfunded expenditures is maintained at 66%.

### **School Building (D-Grant) Support**

- The School Building (D-Grant) Support increased by \$7,680.

### **Technology Education Equipment Replacement**

- There is no change to the Technology Equipment Replacement Grant. It remains at \$95,400.

### **Other Items to Note**

- Total funding for Level 2 and Level 3 Special Needs is maintained at the 2016-

2017 level and does not require funding applications to be submitted. This excludes Level 3 Emotionally/Behaviorally Disordered and Level 3 Unified Referral and Intake System (URIS) Group A pupils who continue to require student specific applications.

- The Formula Guarantee is set at 98% of 2016/17 Base, Categorical, Equalization, School Buildings (Earned) Support and Formula Guarantee.
- Technology Education Equipment Replacement Grant no longer requires invoices to be submitted for approval in order to receive the funding. Funding will now be included in the monthly advances to school divisions. School divisions will be notified by the Instruction, Curriculum and Assessment branch of the amounts allocated for each Technology Education program.

The Funding Announcement press release for 2017-2018 from the Minister of Education and Training is attached as Appendix A.

#### **4. BUS/VEHICLE ACCIDENT**

For Information .....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, February 1, 2017. At approximately 3:03 p.m. while on regular route assignment Bus 40-17 was involved in a collision in which the side of the bus made contact with a parked car belonging to a staff member of École secondaire Neelin High School. The incident occurred while the bus was turning into the Neelin bus loading area. The bus was making a turn from Hill Street when it slid sideways due to a rut in the road. There were no students on the bus at the time of the accident. The accident has been reported to Manitoba Public Insurance. This is provided as information.

### **V. PRESENTATIONS**

#### **1. INDIGENOUS LANGUAGE PROGRAM**

For Information.....K. Tacan

In this presentation Kevin Tacan, Aboriginal Elder, will provide an update and his perspective regarding the Indigenous Language Program.

#### **2. ABORIGINAL EDUCATION INITIATIVES AND INNOVATIONS**

For Information ..... M. Gustafson

This presentation will highlight the Aboriginal education initiatives and innovations currently in place in the Brandon School Division. 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 of Schools and Secretary-Treasurer since the last meeting.

### **II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

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

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



February 1, 2017

**PROVINCE INCREASES FUNDING  
FOR SCHOOLS**

- - -

**Families Encouraged to Read Together  
During I Love to Read Month: Wishart**

The Manitoba government is increasing funding for kindergarten to Grade 12 education with a \$13.1-million boost to public schools, sustaining the overall budget at more than \$1.3 billion per year, Education and Training Minister Ian Wishart announced today.

“Students and families across Manitoba understand the importance of a quality education and so does our government,” said Wishart. “Education is a fundamental building block for personal growth and success in life. Our government is taking steps to equip our children and youth with the skills they need to succeed.”

The announcement represents an overall one per cent increase in kindergarten to Grade 12 funding for the 2017-18 school year, an investment not only in Manitoba’s children and youth but in our province’s future, the minister noted.

Today’s funding announcement coincides with the proclamation of I Love to Read month in Manitoba, which is celebrated every February to encourage reading, writing and sharing in the joy of literacy.

Manitoba’s government is developing a comprehensive long-term literacy and numeracy strategy that will focus on building stronger foundations in the early years, and looks forward to seeking feedback from stakeholder groups, including parents and educators, later this year.

“Reading opens to door to opportunities not only in the workplace but in all

aspects of life,” said Wishart. “We are focused on working together with our partners in Manitoba’s education system to improve student achievement, particularly in literacy and numeracy, to advance our goal of making Manitoba the most improved province in all of Canada.”

A copy of the proclamation can be found at  
[www.edu.gov.mb.ca/k12/read\\_proc.pdf](http://www.edu.gov.mb.ca/k12/read_proc.pdf).



# Aboriginal Education Initiatives and Innovations

January 2017

# Aboriginal Education



Brandon School Division has been sharing their Aboriginal education initiatives and innovation with our community partners.



# Initiative trends

A focus on working with parents and families through positions such as Building Student Success with Aboriginal Parents (BSSAP) workers, Aboriginal Academic Achievement (AAA) program staff, and Home School Liaisons

# Initiative trends

Provision of curricular resources for schools and teachers;

Ex) Treaty Kits – 18 of 22 schools have teachers that have been trained and there are a total of 42 kits in the schools



# Initiative trends

Programming that focuses on building success for Aboriginal students and engaging students in cultural experiences.





# Initiative trends

Partnerships with community organizations that focus on food sustainability, pre-Kindergarten initiatives, literacy initiatives and community services;

Ex.) Brandon Children's Therapy Team

- Aboriginal Head Start Program
- Seedlings Program
- Postnatal Program
- Early Learning Centre
- Preschool Enrichment Program

# Initiative trends

Community engagement through events, school based activities and recognition of the role of Elders

- Community Schools Partnership Initiatives
- Pow Wow
- Aboriginal Cultural/Elder Advisor



# Innovation



## Building Student Success with Aboriginal Parents – BSSAP

This program has recently been expanded to include 9 schools.

- Collaborate and plan programming
- Working with parents and families

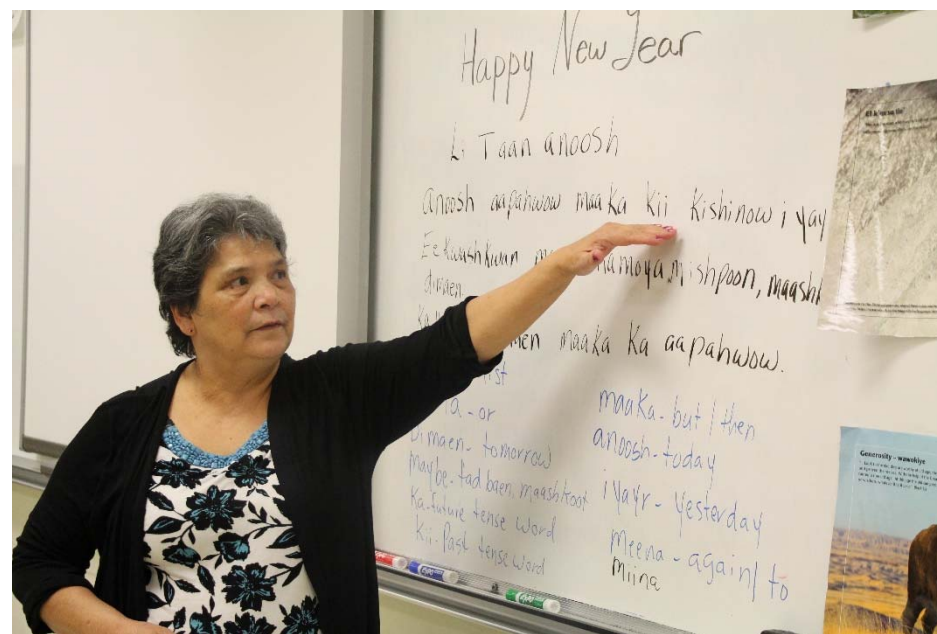
Ex.) Star blanket making, ribbon skirt making, beading, parenting groups, coffee clubs

# Innovation

## Indigenous Languages - Cree, Dakota, Anishinaabe and Michif

Goals of the pilot:

- To connect Indigenous students with their language
- Credits toward graduation
- Develop students into public speakers
- Engage students in language and culture education
- Develop a positive sense of belonging





# Innovation

## Indigenous Languages - Cree, Dakota, Anishinaabe and Michif

The Indigenous Languages Course will be assessed using the following data:

### Demographic

Number of students

Language Course

Grade level

### Pre / Post

Attendance

Credit completion

Plans to graduate

Post-secondary aspirations

# Signs of Overall Improvement in Aboriginal Student Achievement



- The percentage of self-declared Aboriginal students who meet expectations in all 3 sub-competencies of the grade 3 provincial literacy assessment has grown by 9.5%, reaching its highest success rate in 5 years.
- Grade 9 English Language Arts credit attainment rates for self-declared Aboriginal students have increased since the 2009/10 school year from 59% to 68%.
- Pass rates for self-declared Aboriginal students are improving and nearing those for non-Aboriginal students on the grade 12 ELA Standards Test.
- There have been small but steady gains over the past 5 years in the percentage of self-declared Aboriginal students who meet expectations in all 4 sub-competencies of the grade 3 provincial numeracy assessment.
- Grade 9 Mathematics credit attainment rates for self-declared Aboriginal students have improved in recent years from 61% to 72%.
- Self-declared Aboriginal students have higher pass rates and similar average scores compared with non-Aboriginal students on both the Grade 12 Pre-Calculus and Applied Math achievement tests.



"Accepting the Challenge"

# BRANDON SCHOOL DIVISION POLICY

## POLICY 7013

### STUDENT EXCHANGE

*Reaffirmed: Motion 153/2007; September 24, 2007*

The Board of Trustees of the Brandon School Division authorizes the acceptance of ~~foreign~~ **international** students sponsored by recognized student exchange programs free of fees, provided that each student exchange organization support ~~at least~~ one Brandon student on an outbound exchange for every ~~three~~ students accepted by the Division.



"Accepting the Challenge"

# BRANDON SCHOOL DIVISION POLICY

## POLICY 7017

### ADMISSION OF ~~FOREIGN~~ **INTERNATIONAL** STUDENTS

*Adopted: Motion 190/2006 (October 23, 2006)*

*Reaffirmed: Motion 153/2007; September 24, 2007*

The Brandon School Division believes that it is important that students who are citizens of a country other than Canada have the opportunity to experience Canadian culture by attending school in Brandon School Division. To that end Brandon School Division will accept ~~foreign~~ **international** students for registration in Brandon schools if the needs of the student can be met within the present structure and instructional plan of the school.

Policy 7001 Assignment to Schools and Procedures 7001.1 and 7001.2 shall apply.

#### Definition

~~A foreign~~ **An international** student is one who has neither Canadian citizenship nor landed immigrant status. **International students do not include students whose parents have a valid work permit or a valid study permit and live within the Brandon School Division boundaries.**



"Accepting the Challenge"

# BRANDON SCHOOL DIVISION POLICY

## PROCEDURES 7017

### ADMISSION OF ~~FOREIGN~~ **INTERNATIONAL** STUDENTS

*Adopted: Motion 190/2006 (October 23, 2006)*

*Reaffirmed: Motion 153/2007; September 24, 2007*

#### 1. Eligibility for Admission

- a) ~~Foreign~~ **International** students wishing to register in Brandon School Division must: **meet all Federal and Provincial requirements to live and attend school in Manitoba. They must submit a complete application package and a non-refundable application fee.**

- ~~Provide a valid passport or visa~~
- ~~Provide a transcript or his/her grades from the educational institution previously attended~~
- ~~Meet all Federal and Provincial requirements to live and attend school in Manitoba~~
- ~~Complete an Application for Admission (see Policy 7017(a)(F) Application for Admission as a Foreign Student)~~

#### b) Placement

- i. All ~~foreign~~ **international** students will be placed in an age appropriate setting
- ii. Brandon School Division reserves the right to place students in any school consistent with School of Choice Administrative Procedures (7001.2)
- iii. Admission to any school in any year shall not constitute grounds for admission to the same school or to any other school in Brandon School Division in subsequent years
- iv. ~~Foreign~~ **International** students attending high school in Brandon School Division shall be required to attend classes in a high school for a period of no less than ~~eight (8)~~ **ten (10)** school months prior to being considered for the granting of a high school diploma
- v. The preferred time of school entry will be:
  - September ~~October~~ for K-12 students or;
  - February for students in Grades 9-12.

#### 2. Fees

- a) ~~Foreign~~ **International** students are required to pay **a non-refundable application fee and tuition fees** as determined annually by the Brandon School Division Board of Trustees.
- b) All fees must be paid to the Secretary-Treasurer prior to acceptance for programming.
- c) Refund of fees will be considered only under the following circumstances:

- i. The applicant has been denied entry into the country. The refund shall be the total annual fee. ~~less a five percent (5%) surcharge.~~
- ii. The applicant has been forced to terminate school attendance for medical reasons and his/her request for refund is supported by a medical certificate. Such refunds, if made, will be pro-rated.
- iii. The applicant, or his/her parent/guardian, has acquired landed immigrant status in Canada. Such refunds, if made, will be pro-rated.

### 3. Denial of Access

The Brandon School Division reserves the right to deny access to ~~foreign~~ **international** students who:

- a) request entry at times in the school year when programming is concluding (i.e. at high school when Semesters 1 and 2 are ending);
- b) are unable to provide Brandon School Division with documentation required (i.e. visa, official transcript of marks);
- c) submit their application less than two months (2) prior to the expiration date of his/her visa.

# Foundation Statements & Decision Making Matrix – Reflecting Board Deliberations on January 12<sup>th</sup> and 23<sup>rd</sup>, 2017

## Vision (reaffirmed)

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

## Mission (reaffirmed)

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth.

## Governance Goals (revised)

Finance:

- 1) Implement a multi-year budget strategy to plan for future sustainability; to achieve long-term goals.
- 2) Subject to Provincial funding support attempt to limit special levy increases to the sum of inflationary pressures plus enrolment growth.

Facilities:

- 1) Continue to lobby vigorously for a new school in South Brandon.
- 2) Develop new and existing spaces to support current and future programming.

Education:

- 1) Long-term tracking of individual student/group progress to inform Board's decision making on programming.
- 2) Continuous process of program evaluation, with priorities to be determined on an annual cycle.
- 3) Review current staffing deployment to achieve a better comprehensive continuity approach.
- 4) Enhance the development of cultural competency amongst students and staff.
- 5) Strive for high overall student achievement without significant gaps across major subgroups in the student population.

Divisional Futures and Community Relations:

- 1) Build relationships actively with existing and new stakeholder groups.

## Matrix – Reflecting Board Deliberations on 12 January 2017

<b>Superintendent – has authority to decide &amp; act</b>	<b>Superintendent – has authority to decide and act and the responsibility to inform the Board</b>	<b>Board has the responsibility and authority to decide and act. Superintendent may recommend</b>
<ul style="list-style-type: none"> <li>• Employ staff as delegated in the PSA (52)</li> <li>• Administer collective agreements</li> <li>• Grant applications</li> <li>• Implementation of Board Policy</li> <li>• Evaluate staff</li> <li>• Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement and implemented by the Board Annual Work Plan.</li> <li>• Administrative procedures (Board to maintain responsibility for all policies.)</li> <li>• Professional development</li> <li>• Student overnight travel</li> <li>• Setting staffing levels based on budget</li> </ul>	<ul style="list-style-type: none"> <li>• Student suspensions up to six weeks</li> <li>• Administrative procedure               <ul style="list-style-type: none"> <li>o New</li> <li>o Controversial changes</li> <li>o That may result in public concern</li> </ul> </li> <li>• Any budget changes in excess of \$100,000 or involving FTE positions that would also impact future budgets.</li> <li>• Evaluate programs</li> <li>• Emergency school closures</li> <li>• Crisis situation (e.g. lockdown with immediate notification via e-mail)</li> <li>• Superintendent professional development</li> <li>• Acceptance of resignations</li> <li>• Student out of province, out of country travel</li> <li>• Staff leaves of absence</li> <li>• Ongoing staffing reports</li> <li>• Changes to the administrative organization chart with exception of superintendent and secretary-treasurer.</li> <li>• Agreements with outside bodies.</li> <li>• Scholarship approvals.</li> <li>• All other responsibilities not explicitly stated elsewhere in this matrix.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy development and approval</li> <li>• Student expulsion</li> <li>• Employee compensation and benefits as per collective agreements and unionized out of scope and senior administration contracts.</li> <li>• Approval of budget</li> <li>• Special levies</li> <li>• Appeals</li> <li>• Corporate sponsorship</li> <li>• New programming</li> <li>• School calendar</li> <li>• Hiring and assignment of senior administration and supervisory positions as outlined in the PSA (52 and 53), with minority Board representation on hiring committee.</li> <li>• Teacher termination as outlined in the PSA (92)</li> <li>• Changes the administrative organization chart which involve the superintendent and secretary-treasurer.</li> <li>• Tenders within budget which exceed the threshold of \$50,000</li> <li>• Over budget expenditures</li> <li>• Hiring additional staff outside formula</li> <li>• Division-wide strategic planning</li> <li>• Evaluation of Superintendent and secretary-treasurer</li> <li>• Catchment area changes</li> </ul>

# Action Items – Reflecting Board Deliberations on 12 January 2017

There was consensus on moving forward with the following initiatives.

Initiative	Action
1. Adoption of decision making matrix	Review again in camera prior to January 23 <sup>rd</sup> board meeting, in anticipation of adopting it at the first meeting in February.
2. Establish criteria for review and update of the policy manual	<ul style="list-style-type: none"> <li>a. Policy Review Committee to bring a proposal to the Board.</li> <li>b. Once Board has approved the criteria, an RFP will be issued for a consultant to undertake the update of the manual.</li> </ul>
3. Reorganization of Board's committee structure	Policy Review Committee to bring a proposal to the Board, with active input from senior administration.
4. Adopt an annual planning cycle, with key dates and events	Denis and Marc will prepare a draft for presentation to the Board.
5. Establish process and timing of Board, superintendent, and secretary-treasurer evaluations	To be incorporated into policy as part of the policy manual review and update.
6. Amendment of Board regular meeting agenda	<ul style="list-style-type: none"> <li>a. Trial run to be conducted through end of February of having in camera meetings prior to regular Board meeting, with in camera meetings to begin at 6:30pm (with exception of 6pm start on January 23<sup>rd</sup>).</li> <li>b. Following trial run, introduce By-law to amend current by-law regarding meeting structure.</li> </ul>