



# BRANDON SCHOOL DIVISION

JANUARY 22, 2014

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

TO BE HELD MONDAY, JANUARY 27, 2014  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

---

## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, January 13, 2014.  
Adopt.
- b) Special Board Meeting, January 20, 2014.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations For Information

#### 2.02 Reports of Committees

- a) Workplace Safety and Health Committee Meeting

P. Bowslaugh

- b) Other
  - MSBA Regional 1 Meeting

**2.03 Delegations and Petitions**

- a) Mr. Steve Cherewyk, Parent, speaking to the Board about Syner-Voice and following up on past presentation regarding parents riding the bus with their child.

**2.04 Communications for Action**

NIL

**2.05 Business Arising**

**- From Previous Delegation**

- a) Mr. Dave Poulson and Mr. Jerry Stewart, Vice-President, United Commercial Travelers, James B Chrisp Council #448, offering financial help towards the new Football Field Canteen/Press Box at Neelin in exchange for signage.

**- From Board Agenda**

**- MSBA issues (last meeting of the month)**

**- From Report of Senior Administration**

- a) School Reports – École New Era School and École Secondaire Neelin High School
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report –
  - Community Living Disability Services Agreement – Refer Motions.
  - Prairie Mountain Health Agreement – Refer Motions.
  - Rescind Policy and Form 5024 – Refer Motions.
  - Vincent Massey High School Off-Site Activity Request – Refer Motions.

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

**2.07 Motions**

- 03/2014 That the Service Purchase Agreement between the Community Living Disability Services and Brandon School Division for the delivery services developed by the Division in partnership with Community Living Disability Services for a Level III student for the 2013/2014 school year be approved in the amount of \$20,515 for the period September 5, 2013 to June 30, 2014; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.
- 04/2014 That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services from September 1, 2013 to September 1, 2014 be approved.
- 05/2014 That Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” is hereby rescinded.

- 06/2014 That the trip involving twenty five (25) female and male grades 9 to 12 Student Council students, from Vincent Massey High School to make a trip to St. Paul, Minnesota from April 4 to April 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

**2.08 Bylaws**

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

Receive and File.

**3.02 Communications for Information**

**3.03 Announcements**

- a) Support Personnel Labour Management Meeting – 12:00 p.m., Wednesday, January 29, 2014, Conference Room.
- b) Education Committee Meeting – 11:30 a.m., Monday, February 3, 2014, Board Room.
- c) Board Working Session – 7:00 p.m., Wednesday, February 5, 2014, Board Room.
- d) Divisional Futures and Community Relations Committee Meeting – 12:00 noon, Thursday, February 6, 2014, McLaren Room.
- e) Personnel Committee Meeting – 9:00 a.m., Monday, February 10, 2014, Board Room.
- f) Policy Review Committee Meeting – 2:30 p.m., Monday, February 10, 2014, Board Room.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, February 10, 2014, Board Room.
- h) Upcoming Budget Dates:
  - Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.

- Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 - Personnel Report.

- 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 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 13, 2014.

## **PRESENT:**

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

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

Senior Administration: Mr. G. Malazdrewicz, Associate Superintendent, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Mr. D. Karnes, Dr. D. M. Michaels, Superintendent/CEO

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. The Chairperson noted Superintendent, Dr. Michaels, sent her regrets as she was ill. He also noted Trustee Karnes sent his regrets as he was out of the country.

## **AGENDA**

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

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

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

The Secretary-Treasurer confirmed he had one item to bring forward under MSBA Issues and another item to bring forward under Communications for Information.

Mr. Malazdrewicz, Associate Superintendent, confirmed he had one In-Camera item regarding a personnel matter.

Trustee Sefton also confirmed he had an item for In-Camera discussions.

Mr. Bartlette – Mr. Sumner  
That the agenda be approved as amended.

Carried.

**1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held December 9, 2013 were circulated.

Mr. Snelling – Mr. Kruck

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held December 18, 2013 were circulated.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

**POINT OF PRIVILEGE:**

Trustee Bartlette, following motions to approve the Minutes, requested the following addition to the December 9, 2013 Minutes with respect to the presentation made by Ms. Wilson, Research and Evaluation Services Specialist regarding “EDI Results and Kindergarten Entry Profile Summary – Fall 2013”:

“When asked, Ms. Wilson advised that the provincial results were produced in 2006 and she was very concerned about the time differential in comparing results. Trustees were told that the 2013 provincial results would arrive in January 2014 and Ms. Wilson was most willing to provide the board with an update showing the provincial results for 2006 and 2013 and the Brandon Kindergarten results for 2013.”

**2.00 GOVERNANCE MATTERS:****2.01 Presentations For Information****2.02 Reports of Committees**

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on December 9, 2013 was circulated.

Dr. Ross – Mr. Kruck

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting

The written report of the Finance Committee meeting held on December 9, 2013 was circulated.

Trustee Snelling inquired as to whether or not Maple Leaf had been contacted regarding an update on their hiring statistics. He also suggested that the City of Brandon Economic Development Officer be contacted.

Trustee Kruck requested clarification regarding how the Division came to be overstaffed. It was noted the student enrollment had not met the projected enrollment numbers. Trustee Kruck then inquired as to what action would take place to correct this. It was confirmed the enrollment staffing is distributed across the Division and to remove that staffing would require reconfiguration of school instructional plans across the Division.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.

c) Other

NIL

### **2.03 Delegations and Petitions**

- a) Mr. Dave Poulson and Mr. Jerry Stewart, Vice-President, United Commercial Travelers (UCT), James B Chrisp Council #448, spoke to the Board regarding helping to fund the new Football Field Canteen/Press Box at Neelin. They noted they had received the sum of \$2,000 from a deceased member through his Estate. The UCT would like to add to that sum and contribute funding to the Neelin Football Canteen in exchange for signage. Trustees asked questions for clarification regarding the total cost of the building, the amount the UCT would be willing to donate, any informal discussions held with the school or parent group, and if they were looking for signage similar to the Rotary Score Boards which cost that club \$15,000.

The Chairperson thanked the gentlemen for their presentation noting the Board would take their offer into consideration following further discussions.

### **2.04 Communications for Action**

- a) Kena Olson, Event Coordinator, 29<sup>th</sup> Annual Brandon Career Symposium, November 22, 2013, extending an invitation to the Brandon School Division to participate in the 29<sup>th</sup> Annual Brandon Career Symposium held March 3-5, 2014, at Brandon's Keystone Centre. As in the past, the Career Symposium is requesting funds to offset the costs of the large number of students who attend from Vincent Massey, Crocus Plains and Neelin high schools in the amount of \$2,000.

Referred Motions.

- b) Honourable James Allum, Minister of Education and Advanced Learning, December 10, 2013, noting the Province is now in the second year of the five-year implementation schedule for the Kindergarten to Grade 3 Smaller Classes Initiative. He notes that some divisions have initiated a process for assessing surplus space on a division-wide scale in order to maximize the use of available space prior to requesting new capital funding. He requests all school divisions undertake a review and assessment of available space and explore all options prior to requesting new construction. This review should consider circumstances that must be addressed now because no alternative space is available and other circumstances where alternative space is available but use of this space necessitates community consultation prior to decisions being finalized. He also notes that it will be important for school divisions to consider school enrolment capacity in early years classes as they may be impacted by the

admission of students under schools of choice. Schools of choice remains an option, but the short and long term implications of admitting non-catchment area students will need to be considered. The expectation is that schools of choice applications will be monitored and managed in order to ensure that the class size goals are achieved. He confirms that Departmental staff will be following up with Division officials regarding these matters.

Referred Business Arising.

- c) Mr. Peter Kotyk, Chair, River East Transcona School Division, December 4, 2013, forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association. He asks Boards to review the paper and provide feedback.

Referred MSBA Issues.

- d) David Yeo, Director of Education Administration Services, Manitoba Education, December 19, 2013 regarding the 2014-2015 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register. The deadline for participation in the Central Tender Process is February 7, 2014.

Referred Business Arising.

- e) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 8, 2014, noting in the fall of 2013, the MSBA Provincial Executive discussed ways to strengthen and to enhance the Association's advocacy work on behalf of its member school boards. An accompanying memo contains two draft policy statements to be presented for Trustee consideration at upcoming regional meetings. If there is membership support for this direction these two draft policy statements and additional ones to be considered by the Executive at its February meeting will be brought forward to MSBA's 2014 annual general meeting for ratification by delegates in attendance at the AGM.

Referred MSBA Issues.

## **2.05 Business Arising**

### **- From Previous Delegation**

### **- From Board Agenda**

- a) The correspondence from the Honourable James Allum, Minister of Education and Advanced Learning, from Communications for Action 2.04a), regarding the Kindergarten to Grade 3 Smaller Classes Initiative and asking Divisions to undertake a review and assessment of available space and explore all options prior to requesting new construction was discussed. Trustee Bartlette asked if Senior Administration had looked into reallocation of space. Associate Superintendent, Mr. Malazdrewicz, noted a full report had been tabled with the Board of Trustees several years ago. He confirmed that report had prompted representatives from the Public Schools Finance Board to attend on the Division to review the numbers. He also confirmed that, as directed by the Board of Trustees, a letter had been forwarded to the Public Schools Finance Board regarding a proposal to use ACC in order to reclaim space in the Division Schools. As a result of this letter, a representative from the Public Schools Finance Board would be attending on the Division in the near future to review the proposal.

- b) The correspondence from David Yeo, Director of Education Administration Services, Manitoba Education, from Communications for Action 2.04d) regarding the 2014-2015 School Bus Purchase and providing information regarding the Central Tender Process arranged by the Department for those Divisions who wish to register was discussed. The Chairperson referenced a Motion passed in March 1998 that the Division participate in the central purchase of school buses and asked the Board if they wished to continue to do so for the 2014-2015 budget year. The Board agreed to participate in the central tender purchase for the 2014-2015 school bus purchase.

**- MSBA issues (last meeting of the month)**

- a) The correspondence from Mr. Peter Kotyk, Chair, River East Transcona School Division, from Communications for Action 2.04c), forwarding a discussion paper to all Manitoba school boards relating to the existing leadership structure of the Manitoba School Boards Association was discussed. Trustees provided feedback to the proposals suggested in the discussion paper. Trustee Murray provided historical background information as to why the current structure was in place with respect to the number of Trustees are on the Executive Board of MSBA and why they had switched to weighted ballots. He felt that although individual trustees could have opinions and speak to their opinions, he recommended that as a Board the Trustees meet and provide a Board opinion.
- b) The correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association, from Communications for Action 2.04e), with accompanying memos were brought in as a late item and referenced by the Assistant-Secretary for Trustees. He noted the policy statements would be presented for Trustee consideration at the upcoming regional meetings.

**- From Report of Senior Administration**

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL
- c) Items from Senior Administration Report - NIL

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

**2.07 Motions**

- 01/2014 Mr. Bartlette – Dr. Ross  
That the request of the Brandon Career Symposium 2014 for financial support be approved in the amount of \$2,000.

Trustees inquired as to what other Divisions pay for this event. The Associate-Superintendent confirmed that other Divisions pay by the student, while the Brandon School Division pays one lump sum for all the students in high school to attend.

Carried.

**2.08 Bylaws**

NIL

**2.09 Giving of Notice**

Dr. Ross

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5024 and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils”.

**2.10 Trustee Inquiries**

- a) Trustee Kruck requested further clarification regarding the staffing overage noted in the Finance Committee minutes. The Associate Superintendent provided further details.

**3.00 ADMINISTRATIVE INFORMATION:****3.01 Report of Senior Administration**

- a) Trustee Bartlette requested clarification regarding “DORA” noted in the Report of Senior Administration. The Associate Superintendent noted DORA was a Diagnostic Online Reading Assessment tool used to assess the reading abilities of English as an Additional Language students.

Dr. Ross – Mr. Bartlette

That the January 13, 2014 Report of Senior Administration be received and filed.

Carried.

**3.02 Communications for Information**

- a) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for funding for the upcoming Budget process to replace the BSIMA registration fees for band students for the 2014-2015 school year. They are requesting \$38,550.00 for the 2014-2015 school year to replace band registration fees.

Referred to the Office of the Secretary-Treasurer.

- b) Linda Grossart, BSIMA President, November 28, 2013, putting forth a formal request for the annual funding allotment for instrument purchases for the Division’s Instrumental Music (Band) programs for the upcoming budget process. They are requesting \$23,900 for their annual funding allotment toward instrument purchases for the 2014-2015 Budget. They note this request amount reflects no change from the approved budgeted amount for the 2013-2014 allotment.

Referred to the Office of the Secretary-Treasurer.

Trustee Kruck requested clarification between the two financial requests of the Brandon Schools Instrumental Music Association. It was noted that one was a fixed request and the other was based on student enrollment numbers in the program.

- c) Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch, Manitoba Education and Advanced Learning, December 2013, noting the release of the 2014 Music Month Project. The proclamation, poster and application has been distributed to Divisions, but can also be found on the Manitoba Education and Advanced Learning website at [www.edu.gov.mb.ca/k12/cur/arts/music/music\\_month.html](http://www.edu.gov.mb.ca/k12/cur/arts/music/music_month.html)  
Ordered Filed.
- d) Barb Gribben, Recording Secretary, CUPE Local 737, December 13, 2013, noting CUPE Local 737 held their elections at their December 11, 2013 meeting. She has listed the members of the Executive for 2014 for the Board's information.  
Ordered Filed.
- e) Crocus Plains Vector One, undated, thanking everyone who gave them the opportunity to take part in the 2013 F1 in Schools World Championship last month. The lessons learned, the moments shared, and the confidence gained are truly gifts that they will never forget as they move forward and begin to form their paths in life.  
Ordered Filed.
- f) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable Bernard Valcourt, Minister of Aboriginal Affairs and Northern Development Canada, Education Branch, noting the MSBA has followed the federal initiatives and developments concerning education for First Nation students and schools on reserves. Most recently they have been examining the federal government's October 2013 proposal for a Bill on First Nation Education. As a member organization of the Canadian School Boards Association, the MSBA shares the concern which that organization has communicated to the Government over the past year about the apparent deficiencies in the federal government's consultation processes with First Nations in developing the proposed legislation.  
Ordered Filed.
- g) Floyd Martens, President, Manitoba School Boards Association, December 18, 2013, addressed to the Honourable James Allum, Manitoba Minister of Education and Advanced Learning, forwarding a copy of the letter sent by MSBA to the federal government regarding the proposed federal bill on First Nation education. They ask that provincial and territorial Ministers of Education, in their dialogues with each other and with the federal government representatives to recognize First Nations as full and equal partners in decisions that will impact their schools and their young people for generations to come. They ask the Minister to continue to advocate for federal funding to First Nations schools on a level at least equivalent to that of their provincial school system counterparts.  
Ordered Filed.
- h) Joanne Muller, Board of Reference, Manitoba Education and Advanced Learning, December 23, 2013, attaching a Notice of Hearing for the Board of Reference to hear the request of Darcy and Sherri Bell to transfer property from The Southwest Horizon School Division to The Brandon School Division. The hearing will be held at 10:00 a.m. on February 6, 2014 in the Boardroom of The Southwest Horizon School Division in Souris, Manitoba.

Trustee Murray asked if this Board of Reference letter would be forwarded to the Facilities and Transportation Committee meeting. It was noted the next Facilities and Transportation Committee meeting would take place a week after the hearing date. The Secretary-Treasurer confirmed he would be attending the hearing. Trustee Murray asked the Secretary-Treasurer to contact the Facilities and Transportation Chairperson upon his return to see whether or not he would like to hold a meeting prior to February 6, 2014.

Referred to Secretary-Treasurer's Office.

- i) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, January 6, 2014, noting the MSBA will be honouring long service trustees at its March Convention. Member boards are asked to submit the names and addresses of current trustees who have served a minimum of 12, 16, or 20 years as of December 31, 2013. The years of service need not have been continuous, as long as the periods of service total the requisite number of years, and the years of service may have been accumulated with more than one school board.

Referred to Secretary-Treasurer's Office.

- j) Ms. Amy Buehler, Teacher, École New Era School, at all the students who have written and illustrated books in The Book Project, undated, thanking the Board of Trustees for nominating The Book Project for the Premier's Award for School Board Innovation. She notes the news brought excitement and delight to those involved in the project. The Board of Trustees and Senior Administration have supported this project from its inception. The many students who have been involved in writing and illustrating the books as well as those who have read and enjoyed the books appreciate the commitment to innovation and student learning that has been provided.

Ordered Filed.

### **3.03 Announcements**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Wednesday, January 15, 2014, Conference Room.
- b) Policy Review Committee Meeting – 11:00 a.m., Monday, January 20, 2014, Board Room.
- c) Special Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, January 20, 2014, Board Room.
- d) MSBA Regional Meeting – All Day, Monday, January 27, 2014, Victoria Inn, Brandon, Manitoba.
- e) Finance Committee Meeting – 2:00 p.m., Monday, January 27, 2014, Board Room.
- f) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, January 27, 2014, Board Room.
- g) Upcoming Budget Dates:
- Public Budget Consultation Forum – 7:00 p.m., Wednesday, February 12, 2014 – École Harrison.
  - All Day Budget Meeting – 9:00 a.m., Tuesday, February 18, 2014, Board Room.
  - Special Board Meeting – Public Presentations re: Proposed 2014-2015 Budget – 7:00 p.m., Monday, March 3, 2014.

Mr. Murray – Mrs. Bowslaugh

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

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

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

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

- Reports
  - a) Confidential #1 – Personnel Report was noted.
  - b) The information in Confidential #2 was discussed and a motion was referred to Open Board.
  - c) Trustees received Confidential #3 with respect to an exception to policy. The matter was discussed in detail and Trustees agreed not to allow the exception. The Board provided Senior Administration with direction regarding this matter.
  - d) The Associate Superintendent and Director of Human Resources brought forth a personnel matter.

- Trustee Inquiries

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries
  - a) Trustee Sefton referenced an email he had received regarding a possible change in Board Operations. The Board discussed the matter and agreed to leave the matter as it currently stands.

The Secretary-Treasurer exited the In-Camera portion of the meeting at 9:00 p.m.

Mr. Snelling – Mr. Murray

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

Carried.

2/2014 Dr. Ross – Mr. Bartlette

That the recommendations in Confidential #2 be approved.

Carried.

**5.00 ADJOURNMENT**

Mr. Kruck – Mrs. Bowslaugh  
That the meeting does now adjourn (9:11 p.m.)  
Carried.

---

Chairperson

---

Secretary-Treasurer



# 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 7:00 P.M. MONDAY, JANUARY 20, 2014.

## **PRESENT:**

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

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

Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Mr. J. Murray, Vice-Chairperson, Mr. D. Karnes.

## **CALL:**

The Chairperson called the meeting to order at 7:00 p.m. noting the meeting had been called for the purpose of considering the following:

- a) 2014/2015 Preliminary Budget Discussions.

The Chairperson referred to the Call and welcomed observers to the meeting. He asked the Secretary-Treasurer to introduce the new Assistant Secretary-Treasurer to the Board of Trustees. Mr. Labossiere, Secretary-Treasurer, was pleased to announce that Ms. Eunice Jamora has joined the Brandon School Division as the new Assistant Secretary-Treasurer. He welcomed her to the Division. Mr. Sefton, on behalf of the Board of Trustees, welcomed Ms. Jamora to the school division and wished her the best in her new position.

The Chairperson also confirmed the purpose of the meeting was for information only and there would be no decisions or debate taking place at this time. Mr. Sefton then turned the meeting over to the Secretary-Treasurer.

Mr. D. Labossiere, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2014-2015 Budget deliberations. Through his presentation, he hoped to assist the Board of Trustees in familiarizing themselves with the budget issues in advance of the February 18, 2014 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2014/2015;
- 2) Capital & Maintenance Budget 2014/2015.

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2013-2014 Budget impact on the 2014 Special Levy;
- Enrollment changes;
- Programs for increasing diversity of student learning needs;
- Provincial legislation;
- Infrastructure and support for program delivery;
- Collective Agreement costs;
- Uncertainty of funding;
- Facility sustainability; and
- Contingency funds and reserves.

He also provided detail regarding the budget development process referencing motions 119/2013 and 120/2013 approved by the Board and the directions provided to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average using the 2013/2014 Provincial FRAME Budget Report. He provided an analysis review of past budget increases and spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of accumulated surplus; the reserve accounts; and a summary of the 2014/2015 Capital and Maintenance Budget.

Mr. Labossiere concluded his presentation by noting that the status quo budget as rendered from the 2013-2014 budget in preparation for the 2014-2015 budget will require an additional \$3.6 million. He confirmed several expenses impact the status quo budget including:

- Inflation;
- PST increases on supplies and services;
- Enrollment growth;
- Salary provisions;
- Staff benefits;
- Board of Trustee election costs;
- Non-controllable expenditures; and
- Interest costs for line of credit.

Following the presentation, Trustees asked questions for clarification regarding the pupil/teacher ratio, the consumer price index, the impact the increased PST has on the budget, and the City of Brandon projected reassessment. Trustees also requested clarification regarding items in the Capital & Maintenance budget with respect to tenders, playgrounds and buses.

The Secretary-Treasurer provided the Board with the next steps in the Budget Process. He noted the Provincial Funding Announcement should be released before February 1<sup>st</sup>, 2014. He confirmed the Public Budget Forum would take place on February 12, 2013 at École Harrison, followed by the All-Day Budget Meeting on February 18, 2014. The Special Board Meeting scheduled for March 3, 2014 would allow for the public to make presentations to the Board regarding the proposed decisions made at their All-Day Budget meeting. The Board would approve their budget on March 10, 2014 after which the special levy would be forwarded to Municipalities by March 15, 2014.

Dr. Ross – Mr. Sumner  
That the meeting do now adjourn (7:45p.m.)  
Carried.

---

Chairperson

---

Secretary-Treasurer

# Committee Minute Form

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



Workplace Safety & Health Division

<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217  <b>Central Committee</b>  <b>Meeting date: <u>January 15, 2014</u></b>  <b>Date of next meeting: <u>March 12, 2014</u></b>  <b>Number of employees at Workplaces: 700+</b>  <b>Recording Secretary: <u>Melanie Smoke-Budach</u></b>	<b>Employer Members</b> Mel Clark Doug Karnes Pat Bowslaugh Craig Laluk	<b>Occupation</b> Director Fac & Trans Trustee Trustee School Administrator	<b>Present</b> x  x x	<b>Absent</b> x
	<b>Worker Members</b> Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility Worker School Secretary	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<b>Minutes of October 16, 2013</b> <ul style="list-style-type: none"> <li>Alison Johnston, Chair, called the meeting to order at 1:08 p.m.</li> <li>There was one amendment to the previous meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Moved by J. Copeland – Jamie Rose – That the previous meeting minutes of October 16, 2013 be adopted as circulated. Carried. Amendment to Minutes, Trustee Bowslaugh was present in the absence of Trustee Karnes. Amendment accepted by C. Laluk &amp; D. Armstrong.</li> </ul>	-
B	<b>Outstanding Issues:</b> <ol style="list-style-type: none"> <li>Bomb Threats Procedure – Update – M. Clark</li> </ol>	<ul style="list-style-type: none"> <li>M. Clark reported that Dr. Michaels met with Chief Grant, Brandon Police Service, in October 2013. BSD Staff are not required to assist Brandon City Police on school premises. However, they are allowed to volunteer their assistance.</li> </ul>	-
	<ol style="list-style-type: none"> <li>Scent-Free Policy – Update – M. Clark</li> </ol>	<ul style="list-style-type: none"> <li>M. Clark reported the Scent-Free Policy will come into effect for the new school year, 2014-2015.</li> <li>There will be discussions regarding procedures prior to implementation.</li> <li>All staff will be notified prior to implementation.</li> </ul>	-
	<ol style="list-style-type: none"> <li>Audiometric Testing – Update – D. Armstrong</li> </ol>	<ul style="list-style-type: none"> <li>D. Armstrong reported a follow up testing date was set for Tuesday, February 11, 2014.</li> <li>Hearing Innovators will test the remaining (approx.) 53 employees. An email notification system will be used.</li> <li>Custom made ear plugs ordered during the October 2013 testing date have not been received.</li> <li>The Division has a responsibility to provide testing and all records of hearing tests are kept on file.</li> <li>The centralized testing location was a success.</li> </ul>	D. Armstrong, Update – March 12, 2014
	<ol style="list-style-type: none"> <li>WPS&amp;H Safety Rep Training – Update – D. Armstrong</li> </ol>	<ul style="list-style-type: none"> <li>D. Armstrong reported the training conducted by the Office of the Fire Commission on November 5, 2013 was well attended. Of the total 57 in attendance, 33 were from Brandon.</li> <li>D. Armstrong also notified the committee of an additional training, Incident Investigation, scheduled for February 3, 2014. Upon completion all three committees will have qualified individuals.</li> </ul>	D. Armstrong, Update – March 12, 2014

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

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

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

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

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

Signature \_\_\_\_\_ Signature \_\_\_\_\_

# Committee Minute Form

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



Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
C	<b>Correspondence:</b> 1. Recommendations for the New Worker Orientation Checklist – M. Clark (A #1)	<ul style="list-style-type: none"> <li>- M. Clark advised that D. Armstrong has not received direction from BSD Senior Administration re: orientation responsibility.</li> <li>- Discussions regarding administration of the checklist took place. No conclusion reached.</li> <li>- It is recommended by the Committee to table the topic until the next meeting.</li> <li>- D. Armstrong and C, Laluk agree to meet and review the checklist.</li> </ul>	D. Armstrong, C. Laluk - Update – March 2014
	2. Triax Testing – D. Armstrong (A #2)	<ul style="list-style-type: none"> <li>- D. Armstrong shared the information with the Committee.</li> <li>- The Committee agrees to receive and file the information. The information is to be given to schools in the position to replace their playground.</li> </ul>	-
D	<b>New Business:</b> 1. Incident Report, May to September 2013 – D. Armstrong (A #3)	<ul style="list-style-type: none"> <li>- D. Armstrong reported there were 140 incidents for the reporting period.</li> <li>- Discussions regarding the importance of reporting all incidents involving students and staff took place. It is vital to communicate to staff the process of reporting violent incidents.</li> <li>- The Committee recommends the issue of reporting of violent incidents be brought to the BSD Senior Administration. The recommendation is moved by J. Rose and seconded by J. Copeland. Carried.</li> </ul>	M. Clark – Update - March 2014
	2. NVCI Training – A. Johnston	<ul style="list-style-type: none"> <li>- A. Johnston proposed the possibility of receiving “NVCI Lite” for all staff working with students who have a Behaviour Intervention Plan (BIP) in place.</li> <li>- The WPS&amp;H Committee recommends to BSD Senior Administration a half-day NVCI Lite Training (ex. de-escalation, supportive stance) be delivered to all EA’s and Teachers in direct contact with BIP students. The recommendation is moved by J. Rose and seconded by H. Kryshewsky. Carried.</li> </ul>	M. Clark – Update – March 2014
	3. Bite Protocol – A. Johnston (A #4)	<ul style="list-style-type: none"> <li>- A. Johnston highlights the “Protocol for Management of Human Bites”, dated February 18, 2004.</li> <li>- Discussions regarding how bites are currently handled in the schools take place.</li> <li>- The WPS&amp;H Committee recommends that Senior Administration examine the Protocol for Management of Human Bites and work to develop policies for schools. The recommendation is moved by C. Laluk and seconded by J. Copeland. Carried.</li> </ul>	M.Clark – Update – March 2014
	4. Additions to Co-Chair – J. Rose	<ul style="list-style-type: none"> <li>- J. Rose asked Committee “Is it possible to include CUPE in the Chair rotation?”</li> </ul>	M. Clark – Update – March 2014

**Other Business:** Confirmation of Next Meeting: March 12, 2014

Adjournment: Heather Kryshewsky – James Copeland – That the meeting is adjourned at 2:38 p.m. Carried.

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

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

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

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

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

Signature \_\_\_\_\_ Signature \_\_\_\_\_



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

January 27, 2014

### A. Business Arising for Board Action

I.	Presentations	
1.	From Schools .....	1
II.	Human Resources	
III.	Secretary-Treasurer	
1.	Policy and Form 5024 – “Staff Participation in Local Community Organizations, Boards and Councils” .....	1
2.	Prairie Mountain Health Service Purchase Agreement .....	1
3.	Community Living Disability Services .....	1
IV.	Superintendent of Schools	
1.	Vincent Massey High School Off-Site Activity Request.....	2
V.	Senior Administration Response to Trustee Inquiries	

### B. Administrative Information

I.	Human Resources	
1.	Personnel Report .....	2
II.	Secretary-Treasurer	
III.	Superintendent of Schools	
1.	School Information	
	School Update Meetings (December 20, 2013 – January 17, 2014).....	3

... /2

*“Accepting the Challenge”*

A. Quality Learning	
• Quality Learning at Earl Oxford School.....	3
B. Quality Teaching	
• Quality Teaching at St. Augustine School .....	4
C. Quality Support Services	
• Quality Support Services at J. R. Reid School .....	6
D. Administrative and Statistical Information	
• Suspensions.....	7
• English as an Additional Language (EAL) Enrolment Update / December 31, 2013 .....	7
• English as an Additional Language (EAL) Enrolment – Country of Origin Update as of January 2014 .....	8
2. Divisional Initiatives	
A. Quality Learning	
• Principal Leadership Preparation Program – Session 4 Learning Leadership (with review of Brandon School Division Policy and Practices) / December 17, 2013 .....	9
3. Community Connections	
• Funding Received from Brandon United Way.....	9
• Canadian Coalition for the Rights of Children.....	10

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

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

## A. Business Arising for Board Action

### I. PRESENTATIONS

#### FROM SCHOOLS

École New Era School  
École secondaire Neelin High School

### II. HUMAN RESOURCES

### III. SECRETARY-TREASURER

#### 1. POLICY AND FORM 5024 – “STAFF PARTICIPATION IN LOCAL COMMUNITY ORGANIZATIONS, BOARDS AND COUNCILS”

For Action.....D. Labossiere

At the Regular Board Meeting on January 13, 2014 a Giving of Notice to rescind Policy 5024 and Form 5024 – Staff Participation in Local Community Organizations, Boards and Councils” was given. (Appendix “A”) A motion to rescind this policy and accompanying form is included in the agenda for Board consideration.

#### 2. PRAIRIE MOUNTAIN HEALTH SERVICE PURCHASE AGREEMENT

For Action.....D. Labossiere

The Brandon School Division and Prairie Mountain Health (formerly the Brandon Regional Health Authority Inc.) have partnered to provide speech language services to Prairie Mountain Health in exchange for transfer of funding received for the provision of such services. (Appendix B). The Associate Superintendent has reviewed and approves of this Agreement. The Agreement is effective September 1, 2013 and shall continue for a period of 12 months until September 1, 2014. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

#### **RECOMMENDATION:**

*That the Service Purchase Agreement between Prairie Mountain Health and Brandon School Division for the purchase of speech language services from September 1, 2013 to September 1, 2014 be approved.*

#### 3. COMMUNITY LIVING DISABILITY SERVICES

For Action.....D. Labossiere

An Agreement has be drawn up for the delivery services by the Division in partnership with Community Living Disability Services for a Level III student currently enrolled in the Brandon School Division. (Appendix C). The Associate Superintendent has reviewed and approves of this Agreement. The Agreement is effective for the period September

5, 2013 to June 30, 2014. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

**RECOMMENDATION:**

*That the Service Purchase Agreement between the Community Living Disability Services and Brandon School Division for the delivery services developed by the Division in partnership with Community Living Disability Services for a Level III student for the 2013/2014 school year be approved in the amount of \$20,515 for the period September 5, 2013 to June 30, 2014; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.*

**IV. SUPERINTENDENT OF SCHOOLS**

**1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for twenty five (25) female and male grades 9 to 12 Student Council students, from Vincent Massey High School to make a trip to St. Paul, Minnesota from April 4 to April 6, 2014.

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

**RECOMMENDATION:**

*That the trip involving twenty five (25) female and male grades 9 to 12 Student Council students, from Vincent Massey High School to make a trip to St. Paul, Minnesota from April 4 to April 6, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.*

**V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

**B. Administrative Information**

**I. HUMAN RESOURCES**

**1. PERSONNEL REPORT**

For Information..... B. Switzer

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

## II. SECRETARY-TREASURER

## III. SUPERINTENDENT OF SCHOOLS

### SCHOOL UPDATE MEETINGS (DECEMBER 20, 2013 – JANUARY 17, 2014)

- January 7, 2014 – Kirkcaldy Heights School
- January 16, 2014 – Crocus Plains Regional Secondary School
- January 15, 2014 – Betty Gibson School

### 1. SCHOOL INFORMATION

For Information..... D. Michaels

#### A. QUALITY LEARNING

##### QUALITY LEARNING AT EARL OXFORD SCHOOL

*Report prepared by Mr. Rick Stallard, Principal, Earl Oxford School*

We, at Earl Oxford, continue to address and implement numerous Quality Learning opportunities for the 2013/2014 school year. Reflected below are our Quality Learning Initiatives in Literacy and Numeracy work being implemented at Earl Oxford School:

Much of our work the 2013/2014 year is developed through the foundations of Response to Intervention Model.

These programs are supported through the assistance and support of resources such as:

- Addition of two full time Literacy and Numeracy Support positions provided in September allowed the opportunity for needed support to our caseload and student population. With the influx of students from New Era, an increase in specialty areas and resource help was evident. These positions have allowed the flexibility to meet scheduling needs (to implement educationally developmentally appropriate groupings (to address student needs) which encourages growth at students' levels. The Response to Intervention (RTI) Model and targeted use of staff has allowed us to directly address Literacy and Numeracy needs, and provide groupings within schedules to target student performance. The staff has reported growth and progress in all students with this delivery method. Unfortunately, these positions are not continuing due to resourcing issues.
- Marnie Wilson will be addressing our staff with updated Divisional and Earl Oxford School Data on the next Professional Development Day to focus our goals and structures for further help to our students.
- Assisted assessment of students in Literacy through a partnership with literacy classes at Brandon University. This is an ongoing partnership between Earl Oxford and Brandon University.

- Cross grade dialogue and meetings have increased between staff members to focus on results and outcomes.
- With the assistance of the 0.5 Literacy Position, 1.0 Reading Recovery and .25 Empower Reading we have been able to focus in on individualized needs. These staff member meet consistently with classroom teachers to assess growth and/or changes needed to provide better support for teacher and student.
- Time has been granted to teachers in order to assess student progress.
- All teachers in K-8 continue to use and develop skills using the Fountas and Pinell reading inventory.

The above endeavors continue to be supported by, and revolve around the professional development work of Dr. Chris Weber of the Solution Tree Group: On December 2, 2013, Dr. Weber presented to Brandon School Division Teams, of which Earl Oxford Team attended, to provide next steps and stages in implementing Response to Intervention.

## **B. QUALITY TEACHING**

### **QUALITY TEACHING AT ST. AUGUSTINE SCHOOL**

*Report prepared by Mr. Chris Czarnecki, Principal, St. Augustine School*

The focus of this report is our school goal to increase academic achievement in numeracy, of all learners and to accelerate the learning of the less successful learners in our school. This year with the help of our school's numeracy support teacher, Mr. Mike Kanski, our school has implemented a plan that intends to increase the understanding of number concepts so that eighty percent (80%) of St. Augustine students will demonstrate at level performance in the areas of knowledge, mental math and problem solving. Mr. Kanski is using a blended in-class and pull-out model that builds in meeting time with classroom teachers for math recovery assessment and strategy focus.

Areas of focus in the Early Years classrooms this year are on number concepts, mental math, and patterns and relations. In the Middle Years classrooms the focus is on number operations, problem solving and mental math. Professional development for classroom teachers in these focus areas occurs through cross grade discussions at regular Response to Intervention (RTI) meetings with the numeracy support teacher.

The use of the Mathletics online computer program is also utilized in our school to increase math fluency in students from grades 3 to 8. Mathletics contains personalized learning activities that respond to student's individual strengths and weaknesses. The program involves real time math games of speed and skill in which they compete with other students from around the world!

It is hoped that through the staff's coordinated teaching efforts, that we will ensure that all our students meet the school goal of increased understanding of number concepts!

Some noteworthy student accomplishments at St. Augustine include:

#### Grade 8 Science Enrichment

Laboratory Technicians from the Westman Lab provided our grade 8 students with an enrichment opportunity by bringing some of their high powered microscopes and equipment to our school. A number of stations were set up and students learned about:

- Proper lab techniques and safety
- Microscope slide making
- Bacteria testing
- White blood cells
- Drug testing
- Tissue sample examination

The grade 8 students, with pig hearts donated by Maple Leaf, also completed a heart dissection to learn more about the circulatory system.

These experiential learning activities really sparked student interest in studying Biology in future years!

#### Charity Works and Virtues Development

- As part of our school's Peak of the Market fundraiser, students raised donations of vegetables to be given to the Samaritan House and Helping Hands Soup Kitchen.
- Grade 4 students raised funds through a school bake sale for the Philippine Typhoon disaster.
- A silver collection was taken by students at the Christmas Concert and donated to the St. Vincent de Paul Society for the poor.
- The Youth Revolution group is planning a Day of Pink in April to educate the rest of the school about tolerance of others.
- A Halloween costume parade was performed by primary students for the senior citizens at Victoria Landing to enjoy.
- All students in grades 4 to 8 participated in a spiritual retreat, a Holy Rosary seminar and a guided tour of St. Augustine Church.

#### Other Student Highlights

- The Kindergarten to grade 6 students performed very well in the school Christmas Concert entitled "Tis the Season" before a packed gymnasium.
- The St. Augustine Youth Revolution students have attended Divisional events and coordinated a successful school Halloween Sock Hop.

- Grades 7 and 8 Girls and Boys Sabre Volleyball teams had successful seasons by improving their skills, and by learning about the importance of sportsmanship and teamwork.
- All students in grades 5 to 8 participated in High Ability Learner Enrichment Clusters (HALEP) with the theme being “Cultures of the World”. This culminated in a cultural celebration afternoon in our school.
- The entire grade 8 class attended the WE Day program in Winnipeg at the MTS Centre.

### **C. QUALITY SUPPORT SERVICES**

#### **QUALITY SUPPORT SERVICES AT J. R. REID SCHOOL**

*Report prepared by Mr. Shawn Lehman, Principal, J. R. Reid School*

We are presently involved in our RTI (Response to Intervention) meetings at J. R. Reid School. Our Resource teacher, teacher - Librarian, Early Years Literacy teacher, guidance -counselor, High Ability Learner Enrichment Programming (HALEP) teacher, Middle Years Literacy Teacher, Math Recovery and Reading Recovery teachers all make up our RTI team at J. R. Reid School. Resources (materials and people) are allocated to help with intervention and this has helped inform decision-making about how we allocate our resources within the school.

Our school social worker, Raelle Whiteside works very carefully with our RTI team, in particular with our resource teacher and guidance counsellor in consulting with classroom teachers and the school team about behavior, social-emotional and learning concerns. Our school psychologist, Barb Jones, and our speech-language pathologist (SLP), Rene Snowden have been a part of planning as a school team for Individual Education Plans and for providing important programming recommendations for teachers.

Our participation in the Tell Them From Me (TTFM) survey provides us with significant direction for providing support to our students. Further to this and in response to TTFM data, we have planned to address any areas of concern at our school level through the involvement of our school social worker, our school guidance counselor and ongoing presentations and involvement by the Elementary School Resource Officer, Dana McCallum. Results in our latest TTFM survey indicate many positive behaviors at our school compared to other schools in the survey.

We have a Kindergarten project that we are administering with the help of the Speech Pathologist and her crew of trained EA s. Speech Language Pathologists are used in Kindergarten in various ways. In September, SLP and EAs administer the PAST screening tool then gather the data and share it with Kindergarten teacher.

We have also been given classroom support, through the assistance of a graduate student during her eight week practicum. In the morning Kindergarten, three different programs have been developed to support individual and group needs.

One program is supporting a new English as an Additional Language (EAL) student with very limited English.

As you can see Learning Support Services play a crucial role in our JR Reid Community. J. R. Reid is fortunate to have such an invested group of Learning Support Service personnel. Their efforts are very much appreciated.

**D. ADMINISTRATIVE AND STATISTICAL INFORMATION**

**SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	8	5, 30	Drug and Alcohol Policy (4), Assaultive Behaviour (2), Unacceptable Behaviour (2)
Neelin	10	5, 20, 30	Drug and Alcohol Policy (8), Unacceptable Behaviour (2)
Vincent Massey	2	5, 10	Gangs (1), Unacceptable Behaviour (1)

**ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / DECEMBER 31, 2013**

The Brandon School Division Currently has 1336 English as an Additional Language (EAL) Students.

- 5 new registrations were received from December 1 - 31, 2013;
- 14 students left the Brandon School Division from December 1 - 31, 2013.

The number of new EAL registrations received to date for the 2013/2014 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2013	120
October 2013	12
November 2013	9
December 2013	5
Total	146

The current school totals are as follows:

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Alexander	1				

	Current Total	Students who have left the Division 2013/2014	Students who have left the Division 2012/2013	EAL Discontinued (Stage 5+) 2013/2014	EAL Discontinued (Stage 5+) 2012/2013
Betty Gibson	133	15	4		
Crocus Plains	237	18	11		
Earl Oxford	53	4			
George Fitton	96	4	5		
Green Acres	23	1	1		
Harrison	0				
J.R. Reid	29		4		
King George	101	5	5		
Kirkcaldy Heights	27		1		
Linden Lanes	22	1	3		
Meadows	100	11	8		
Neelin	31	5	2		1
New Era	128	7	17		
O'Kelly	20	5			
Riverheights	69	3	1		7
Riverview	41	2	1		
Spring Valley	24				
St. Augustine	41	4			4
Valleyview Centennial	13		1		1
Vincent Massey	97	5	14	29	46
Waverly Park	50	1	1		
Total	1336	91	79	29	59

The number of students who left Brandon School Division from December 1 – 31, 2013 is fourteen (14). Of these students:

- one (1) moved back to their home country;
- five (5) moved out of province;
- five (5) moved out of Division; and
- three (3) did not have a location identified.

Three (3) students changed catchment areas within the Division in December.

**ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT – COUNTRY OF ORIGIN  
UPDATE AS OF JANUARY 2014**

Attached as Appendix E is an analysis of countries of birth that were reported for 1314 English as an Additional Language students as of January 2014.

Seven (7) additional countries have been added since the last report in June 2013. They include: Chile, Greece, Peru, Poland, Singapore, Slovakia and Vietnam.

This is provided as information.

## **2. DIVISIONAL INITIATIVES**

For Information..... D. Michaels

### **A. QUALITY LEARNING**

#### **PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 4 LEARNING LEADERSHIP (WITH REVIEW OF BRANDON SCHOOL DIVISION POLICY AND PRACTICES) /**

**DECEMBER 17, 2013**

***Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and  
Mr. Blaine Aston, Vice Principal, École New Era School***

Presenters: Michael Adamski, Principal, École secondaire Neelin High School; Dave Lim, Principal, Meadows School; Ingrid Gross, Staff Development Consultant/Teacher, Crocus Plains Regional Secondary School

Jaime Lombaert and Blaine Aston started the session with Principal Leadership Program Participants giving feedback from their mentorship placements. Each participant had the opportunity to visit a principal, vice-principal, or a learning support specialist. The mentorship feedback was very positive and most participants wanted additional mentorship opportunities.

Mike Adamski, Dave Lim and Ingrid Gross then presented on the principal as instructional leader of learning. Topics covered included:

- giving student growth and achievement the highest priority in student-centered classrooms;
- developing a broad personal knowledge base in curriculum, instruction and assessment; sharing this base with teachers, parents, students and community members;
- working alongside teachers in adult learning activities – i.e. study groups, action research, examination of student work – to help teachers improve their instructional practices; and
- assisting to develop leadership capacity in teachers by distributing responsibilities for getting the work done among them and coaching, facilitating, mentoring their acceptance of these responsibilities.

## **3. COMMUNITY CONNECTIONS**

For Information..... D. Michaels

### **FUNDING RECEIVED FROM BRANDON UNITED WAY**

The United Way has approved a funding application for the Youth Revolution Forum, Summit and Ceremony Program in the amount of \$13,120, over a three year term.

The money will be distributed to the Youth Revolution in the amount of \$1093 per month, issued at the end of each calendar month.

We are most appreciative of this financial help and support.

### **CANADIAN COALITION FOR THE RIGHTS OF CHILDREN**

I have been appointed to the Board of Directors for the Canadian Coalition for the Rights of Children. The Board of Directors consists of ten Canadians from a cross section of professions that serve to advance the constitutional rights of children.

The Canadian Coalition for the Rights of Children (CCRC) is a network of Canadian organizations and individuals who promote respect for the rights of children. Its purpose is to: exchange information, provide public education materials about the Convention on the Rights of the Child; monitor implementation of the Convention in Canada; and engage in dialogue with government officials on child rights issues.

The Convention on the Rights of the Child is the guiding framework for all activities of the coalition.

*The Coalition advises on the areas of its work:*

*Monitoring: In 2012 the Coalition presented its alternative report to the UN Committee on the Rights of the Child for Canada's Third/Fourth review by the Committee. In 2013 we have followed up on the Committee's Concluding Observations by developing 10 Steps for Children in Canada and writing to the Prime Minister asking for a Plan of Action. We will continue our work monitoring implementation of the Convention throughout Canada and highlighting the work of our members who are doing so every day.*

*Advocacy: Internationally, we are working for the adoption, ratification, and implementation of the new Third Optional Protocol that provides a complaints process under the Convention.*

*In Canada we address specific national children's rights issues through policy research and public information.*

*Education: Public Awareness initiatives include information sharing, a website, a newsletter, public presentations, public events, workshops for schools and professional groups, and other awareness-raising activities.*



## BRANDON SCHOOL DIVISION POLICY

### **POLICY 5024**

#### **STAFF PARTICIPATION IN LOCAL COMMUNITY ORGANIZATIONS, BOARDS AND COUNCILS**

*Adopted: Motion 199/94*

*Reaffirmed: Motion 98/2007; May 28, 2007*

*Reaffirmed: Motion 126/2009; June 22, 2009*

The Board of Trustees welcomes the involvement of employees in community activities or organizations and as members of local councils or boards in either a voluntary or elected capacity.

In order to ensure that employees know the parameters within which they accept nominations or appointments to local organizations, boards and councils, procedures and expectations of the Brandon School Division shall be established from time to time.

These Board expectations are stated to ensure that:

- a) the needs and interests of the students are protected;
- b) the employee's job is not adversely affected; and
- c) the involvement of the employee is not to the detriment of or results in additional costs to the Division.

THE BRANDON SCHOOL DIVISION

FORM 5024

Reaffirmed:  
Motion 126/2009;  
June 22, 2009

RE: POLICY 5024 - STAFF PARTICIPATION IN LOCAL  
COMMUNITY ORGANIZATIONS, BOARDS & COUNCILS

REQUEST FOR PERSONAL LEAVE

**NOTE TO THE EMPLOYEE:** This request form is to be completed and submitted in advance of the leave to your Principal/Supervisor for his/her scrutiny and approval and determination if a substitute is to be employed. A detailed statement of the reason is required. Approved leaves will be reflected on your pay cheques as provided for in the Policy.

Employee's Name (Print) \_\_\_\_\_ Position \_\_\_\_\_

School or Department \_\_\_\_\_

Date & Time Leave Required \_\_\_\_\_

Name of Organization, Board or Council \_\_\_\_\_

Purpose (In Detail) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Previous Personal Leave Granted Under this Policy in Same School Year, if any  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PRINCIPAL/SUPERVISOR

For Payroll Dept. With Pay \_\_\_\_\_ Without Pay \_\_\_\_\_ With Deduction \_\_\_\_\_

Comments, if any \_\_\_\_\_

Substitute Required No \_\_\_\_\_ Yes \_\_\_\_\_ Name \_\_\_\_\_

Approved/Rejected by Principal/Supervisor \_\_\_\_\_  
SIGNATURE DATE

**NOTE: TO PRINCIPAL/SUPERVISOR**

- a) Please forward completed request forms to the Payroll Department on a semi-monthly basis;
- b) Please call the Superintendent or Secretary-Treasurer if you require assistance.



**SERVICE PURCHASE AGREEMENT**

**BETWEEN:  
PRAIRIE MOUNTAIN HEALTH**

**(FORMERLY BRANDON REGIONAL HEALTH AUTHORITY INC.)**

**(called the "Authority")  
OF THE FIRST PART**

**and**

**THE BRANDON SCHOOL DIVISION**

**(called the "Division")  
OF THE SECOND PART**

**WHEREAS** the Authority is a corporation continued under The Regional Health Authorities Act, S.M. 1996 c.53 (the "Act"), which has been empowered to assess health needs, plan the delivery of health services, co-ordinate services with other providers of services and provide funding to other agencies who provide health services within Prairie Mountain Health, in accordance with its approved Regional Health Plan;

**AND WHEREAS** the Division is willing to provide speech language services for the Authority responsive to the needs of children of the Health Region and the Authority is willing to transfer funding received for the provision of such services;

**AND WHEREAS** in carrying out the mandate of the Authority, it is the desire of the Authority and the Division to be sensitive to the mission and values of the Division and to any changes to the mission or values of the Division;

**AND WHEREAS** the parties wish to enter this Agreement to set out the terms, conditions and understandings respecting the agreed upon services, the funding arrangements and other matters relating thereto;

**NOW THEREFORE** the parties hereto agree as follows:

**SECTION 1 - TERM OF THIS AGREEMENT**

1.1 This Agreement comes into effect on September 1, 2013 and subject to subsection 3.1 hereof, shall continue for a period of 12 months until September 1, 2014.

- 1.2 Either party may terminate this Agreement by giving the other party 90 (ninety) day notice written notice of such termination.

## **SECTION 2 - DEFINITIONS/INTERPRETATION**

- 2.1 In this Agreement the following defined terms have the meanings indicated:

- a) "Act" has the meaning ascribed thereto in the preamble;
- b) "Approved Regional Health Plan" means the regional health plan of the Authority approved by the Minister of Health in accordance with the Act;
- c) "Division" means the Brandon School Division;
- d) "Fiscal Year" of the Health Authority means the period from April 1st of one year to March 31st of the next ensuing year;
- e) "Health Region" has the meaning ascribed thereto in preamble;
- f) "School Year" means the period from July 1<sup>st</sup> to June 30<sup>th</sup> inclusive;
- g) "Services" means the services set forth and described in Schedule "A" hereto.

- 2.2 Whenever the singular or masculine is used in this Agreement, it shall be interpreted as including the plural, feminine or neuter wherever the context so requires.

- 2.3 Any reference to a statute in this Agreement shall be deemed to include a reference to the regulations made pursuant to such statute, together with all amendments made to such statute in force from time to time, and to any statute or regulation supplementing or superseding the referenced statute or the regulations made pursuant thereto, as amended from time to time.

- 2.4 The terms "this Agreement", "hereof", "therein", "hereunder" and similar expressions refer, for greater certainty, to this Agreement and not to any particular article, section, subsection, clause, sub clause, paragraph or subparagraph hereof.

- 2.5 Each and every term, condition and provision of this Agreement shall be severable one from the other, and if any term, condition or provision hereof is at any time declared by a court of competent jurisdiction to be void, invalid or unenforceable, the same shall not extend to invalidate, make void or make unenforceable, any other term, condition or provision of this Agreement.

- 2.6 The preamble and schedules are integral parts of this Agreement.

- 2.7 The table of contents, headings and division of this Agreement into sections, subsections, clauses and any lower divisions are for convenience only, and shall not

affect the construction or interpretation of this Agreement.

### **SECTION 3 - SCHEDULES/ENTIRE AGREEMENT**

- 3.1 (a) The following schedules are attached hereto and form part of this Agreement:
- Schedule "A" - Description of Services
  - Schedule "B" - Funding
  - Schedule "C" - Records and Reporting Requirements
- (b) The parties acknowledge and agree that the schedules referred to in Subsection 3.1(a) hereof shall be reviewed periodically by the Authority and, where necessary or appropriate, be amended from time to time to reflect changes in circumstances and if so amended, the amended schedule shall be attached to and form part of this Agreement in replacement of the schedule attached hereto prior to such amendment.
- 3.2 This document and any attached Schedules from time to time contain the entire Agreement between the parties and there are no undertakings, representations or promises, expressed or implied, other than those contained in this Agreement.

### **SECTION 4 - ALLOCATION OF HEALTH SERVICES AND RESOURCES WITHIN THE HEALTH REGION/REGIONAL INITIATIVES**

- 4.1 In accordance with the Act, the Authority is responsible to provide for the delivery and administer health services within the Health Region, including the allocation of resources among other service providers in the Health Region, in accordance with the approved Regional Health Plan of the Authority.

### **SECTION 5 - SERVICES TO BE PROVIDED**

- 5.1 The Division agrees to provide the Services set out in Schedule "A".
- 5.2 The Division shall provide the Services in a manner consistent with the "model of delivery" established through a collaborative process between the parties.
- 5.3 The Division will assist the Authority as required in developing and monitoring quality improvement initiatives to ensure that clients receive quality care and that the Authority receives cost-effective services to meet applicable standards in force from time to time.

### **SECTION 6 - FUNDING**

- 6.1 The Authority shall provide funding to the Division for the Services in accordance with the rates, amounts, terms and conditions as outlined in Schedule "B", as such Schedule "B" may be amended from time to time pursuant to subsection 3.1 (b) hereof.

- 6.2 The Authority shall not be responsible for past or future:
- (a) deficits of the Division in providing the Services; and
  - (b) debt service charges for any debt incurred resulting from operating deficits; unless the parties otherwise mutually agree.
- 6.3 The Authority shall not be responsible for the costs incurred by the Division in providing any services, other than those set forth in Schedule "A", unless expressly approved in writing by the Authority.
- 6.4 The Division shall not budget for a related deficit, however, if the potential for an operating deficit arises, the Division shall notify the Authority without delay.

### **SECTION 7 - AUTHORITY NOT LIABLE FOR INJURY, ETC. TO SCHOOL DIVISION**

- 7.1 The Authority shall not be liable for any injury to any officers, employees, or agents of the Division, or of any other persons retained under contract by the Division to provide services for the Division or for any damage to or loss of property of the Division, or of any officers, employees, or agents of the Division, or of any persons retained under contract by the Division to perform services for the Division, caused by or in any way related to the performance of this Agreement by the Division.
- 7.2 Subsection 7.1 does not apply if the injury, damage or loss was caused by the wrongful or negligent act of an officer or employee of the Authority while acting within the scope of his or her employment.

### **SECTION 8 - INDEMNIFICATION BY DIVISION**

- 8.1 The Authority's responsibility under this Agreement is limited solely to making payments for the Services in accordance with the terms and conditions set out herein.
- 8.2 The Division shall use due care in the performance of its obligations and undertakings under this Agreement to ensure that no person is injured, no property is damaged or lost and no rights are infringed.
- 8.3 Without limiting the generality of the foregoing, the Authority shall not be liable for:
- (a) any actions of the Division, its officers, employees, or agents or of other persons retained under contract by the Division.
  - (b) any failure on the part of the Division to comply with applicable laws, including employment laws;
  - (c) any failure on the part of the Division to make any necessary deductions or remittances;
  - (d) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to the performance of this Agreement or the breach of any term or condition of this Agreement by the

Division, or the officers or employees or agents of the Division or other persons retained under contract by the Division;

- (e) any claim, demand, action and costs whatsoever that may arise directly or indirectly out of any omission or wrongful act of the Division, or of the officers, employees, or agents of the Division or of other persons retained under contract by the Division;
- (f) any liabilities of the Division incurred or arising before the execution of this Agreement, whether disclosed or undisclosed to the other party;

8.4 The Division hereby indemnifies and saves harmless the Authority and its officers, employees, agents and subcontractors from and against all claims, liabilities and demands arising directly or indirectly from any of the events or things specified in Subsection 8.3 including the full costs of defending against any such claims, liabilities and demands and such indemnification shall survive the expiry or terminating of this Agreement.

## **SECTION 9 - SAFEGUARDING AND CONFIDENTIALITY OF INFORMATION**

9.1 The parties shall ensure that any officers, employees, agents or other persons retained under contract to perform services for either party who obtain access to information of a highly confidential and sensitive nature:

- (a) shall treat as strictly confidential all information, data, documents or materials acquired, or incidental to, the performance of this Agreement;
- (b) shall not disclose, or permit to be disclosed, to any person, corporation or organization, such information, data, documents or materials except in accordance with the Act and any other applicable laws or statutes and except to persons who require such information for the purposes of performing the tasks and duties required of them in the normal and ordinary course; and
- (d) shall comply with all applicable laws and statutes, including but not limited to *The Personal Health Information Act* and regulations thereunder.

## **SECTION 10 - INSURANCE**

10.1 The Division shall purchase and maintain:

- (a) throughout the term of this Agreement, commercial general liability, professional liability and errors and omissions/directors and officers liability insurance against claims for personal and bodily injury, death or damage to property of others, arising out of any of the operations of the Division under this Agreement, or as a result of any of the acts or omissions of the Division, or any officers or employees.
- (b) throughout the term of this Agreement; and for a minimum of 24 months

following termination of this Agreement if coverage is made on a claims-made basis, errors and omissions or professional liability insurance, directors and officers insurance, crime insurance and environmental impairment insurance as would be maintained by a prudent operator of a similar agency.

- 10.2 The Authority represents and warrants to the Division that it carries liability insurance in the minimum amount of \$30,000,000.00 which covers its employees, directors and officers, and ensures the Authority against claims for personal and bodily injury and death or damage to property of others.
- 10.3 The Division represents and warrants to the Authority that it carries liability insurance in the minimum amount of \$30,000,000.00 which covers its employees, directors and officers, and ensures the Division against claims for personal and bodily injury and death or damage to property of others.
- 10.4 The Authority and the Division agree that each party may request of the other that they confirm that valid insurance is in place, such confirmation to be by way of a copy of the Certificate of the insurance or confirmation from a signing officer in writing that insurance is in place and stating the maximum liability amount payable under said insurance. Such confirmation shall be provided within 60 days of request by the party.

#### **SECTION 11 - RECORDS AND REPORTING REQUIREMENTS**

- 11.1 The Division shall keep full and proper books and records related to the provision of the Services.
- 11.2 The Division shall provide the Authority with reports and financial statements (including audited financial statements) as outlined in Schedule "C" hereto.
- 11.3 The Authority may inspect, copy and at its own cost audit the accounts and records of the Division relating to this Agreement and in accordance with Section 29 of the Act. The Division shall provide any clarification reasonably requested by the Authority with respect to these accounts or records or the Services, and shall cooperate fully in any inspection or audit.

#### **SECTION 12 - EVALUATION, AUDIT AND REVIEW**

- 12.1 The Authority and the Division shall cooperate for the purpose of providing for the evaluation, audit and review of the services provided by the Division. At mutually agreeable times, the Authority may assess the operation and performance of the services, and the Division agrees to grant to the Authority access to any records, documents or things relating to the provision of the services and produce copies of same for examination, at the Authority's expense. The Authority may appoint an auditor or consultant to undertake such evaluations and will provide to the Division the name of that individual or individuals.
- 12.2 Notwithstanding the foregoing, the Division is responsible for monitoring its

achievement of standards as agreed to by the Authority and the Division.

### **SECTION 13 - NON-COMPLIANCE AND DEFAULT**

13.1 The Authority shall have the right, if:

- (a) the Services are not delivered by the Division in accordance with applicable standards; or
- (b) the Division has failed in any material respect to comply with any term or condition of this Agreement;

by notice to the Division to declare the Division to be in default under this Agreement and upon such notice being given to the Division, the Division shall have 30 days to remedy the default.

13.2 For the purpose of this Section, "one school term" shall mean, as the case may be:

- a) The fall term – beginning with the commencement of school in the fall and ending on December 31<sup>st</sup> inclusive;
- b) The spring term – commencing January 1<sup>st</sup> and ending June 30<sup>th</sup>, inclusive.

13.3 If the Division fails to remedy a default in accordance with Subsection 13.1, the Authority may, in its sole discretion:

- (a) withhold payments payable to the Division pursuant to this Agreement, until such time as the Division remedies the default; and/or;
- (b) terminate this Agreement within 90 days of notice to the Division.

### **SECTION 14 – AMENDMENTS**

14.1 The provision of this Agreement may be amended or modified only by mutual agreement of the parties in writing.

### **SECTION 15 - WAIVER OF AGREEMENT**

15.1 A term or condition of this Agreement may only be waived or modified by written consent of both parties. Forbearance or indulgence by either party in any regard shall not constitute a waiver of the term or condition to be performed, and either party may invoke any remedy available under this Agreement or by law despite such forbearance or indulgence.

### **SECTION 16 - RELATIONSHIP BETWEEN THE AUTHORITY AND THE DIVISION**

16.1 This Agreement does not create the relationship of employer and employee of principal and agent between the Authority and the Division or any officer, employee, agent or subcontractor of the Division.

16.2 The Division shall not incur any expenses or debts on behalf of or make any commitment for the Authority, without the prior authorization in writing of the Authority.

### **SECTION 17 - DISPUTE RESOLUTION**

17.1 In the event that there shall be a dispute or disagreement arising out of or relating to the interpretation of this Agreement the parties shall make their best efforts to solve the dispute or disagreement within a reasonable time through discussions between appropriate representatives of each party.

### **SECTION 18 – NOTICES**

18.1 Any notice, direction, or other instrument required or desired to be given here under shall be given in writing and except as otherwise expressly provided for herein may be hand delivered personally or may be sent by prepaid registered post addressed to:

- (a) the Authority at: 192 1<sup>st</sup> Avenue West Box 579  
Souris, Manitoba R0K 2C0
- (b) Division at: 1031 – 6<sup>th</sup> Street  
Brandon, Manitoba R7A 4K5

and any notice, direction or other instrument aforesaid if hand delivered shall be deemed to have been given or made at the time of delivery, and if mailed by prepaid registered post shall be deemed to have been effectively given or made on the third business day next following the day on which it was mailed, and any party hereto may change its address for the purposes of this Subsection 18.1 by giving notice of such change of address to other party hereto in the manner provided for in this Subsection 18.1.

### **SECTION 19 – ASSIGNMENT**

19.1 The Division shall not assign or transfer any of its rights or obligations under this Agreement without the express written approval of the Authority but in any case no assignment or transfer of this Agreement shall relieve the Division of any obligations under this Agreement except to the extent that they are properly performed by the Division's permitted assigns.

19.2 This Agreement shall be binding upon the successors and permitted assigns of the Division and the Authority.

### **SECTION 20 – GENERAL**

20.1 Subsections 6.2 and 6.3, Section 7, 8, 9 and 10 shall survive the expiry or terminating of this Agreement.

20.2 Time shall be of the essence of this Agreement.

20.3 This Agreement shall be interpreted, performed and enforced in accordance with the laws of the Province of Manitoba.

This Agreement has been executed by the Authority and by the Division by their duly authorized officers on the date hereinbefore set forth.

**FOR THE AUTHORITY**

Per \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
CEO PRAIRIE MOUNTAIN HEALTH

**FOR THE DIVISION**

Per \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
OFFICE HELD

Per \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
BOARD CHAIR



**SCHEDULE "A"  
DESCRIPTION OF SERVICES**

The Preschool Speech Program is to provide speech and language services to preschool children and their families by way of a community based partnership between Prairie Mountain Health and the Brandon School Division resulting in enhanced efficiency, access and quality service to preschool children and to facilitate continuity and transition to the public school system.

**OBJECTIVES:**

- 1) To decrease the need for long term educational supports through early intervention.
- 2) To increase the number of preschool children receiving required speech/language services enhancing school readiness.
- 3) To decrease the waiting period for preschool speech/language service provision.
- 4) To increase service options available related to preschool speech/language needs.
- 5) To improve communication skills within the target population.
- 6) To enhance community awareness of communication disorders and services available through this community based partnership.

**DELIVERY MODEL/SERVICES:**

- The program will be provided through the equivalent of up to 1.5 equivalent full-time Speech/Language Pathologists on a purchased service basis from the Brandon School Division.
- The Speech/Language Pathologists and their services will be community/school based, creating a consistent service delivery in the home and community via families and preschool service providers (day cares, nursery schools, etc.).
- The model will include direct service in the form of assessments, supply of materials, and demonstration therapy.
- Speech/Language Pathologists will assess the needs and model activities that parents and preschool service providers can utilize to remediate the communication disorder.
- The model will include a monitoring process in order to measure outcomes.
- The model will include intake and therapeutic services.

- The program will collaborate with parents, Public Health, Education, day cares, nursery schools, Children's Disabilities Services, Occupational Therapy, Physical Therapy, Society for Manitobans with Disabilities, Child and Family Services, Preschool Aural Rehabilitation Program, Regional Rehabilitation Program at the Brandon Regional Health Centre, and community based parent information services.
- Referrals for direct therapy will be directed to the Regional Rehabilitation Program at the Brandon Regional Health Centre or an alternative site/program identified by parents as preferred.



**SCHEDULE "B"  
FUNDING**

1. Prairie Mountain Health shall provide equal monthly payments to the Brandon School Division in an amount that is equivalent to the annual costs to provide the services set out in Schedule "A" according to current Manitoba Association of Health Care Professionals (MAHCP) salaries for Speech Language Pathologists. The total amount extended to Brandon School Division for said salaries shall not exceed the funding provided to Prairie Mountain Health from Manitoba Health.
2. Unless otherwise approved in writing by the Authority, the Division shall use the funding to recover costs associated with the following expenditures for provision of services outlined in Schedule "A" of this agreement:
  - Speech Language Pathologist salaries in accordance with the MAHCP Collective Agreement up to 1.5 EFT and associated employee benefit costs, including car allowance in accordance with the Brandon School Division Collective Agreement;
  - testing and support materials designed for preschool service provision;
  - ongoing professional development costs (to a maximum of \$300/EFT) through a shared arrangement with the Division; and
  - computer technology to support speech language clinical services.
3. The Brandon School Division will provide in kind costs for office space, telephone, interpreter services, and clerical services.
4. In the event that Manitoba Health (or other funding sources) alters funding allocations, the Authority and the Division agree to enter into discussions respecting program enhancements or adjustments.



**SCHEDULE "C"**  
**RECORDS AND REPORTING REQUIREMENTS**

1. The Division shall submit to the Authority reports in relation to the Preschool Speech Program, in a mutually agreed format and frequency.
2. Four times per year, the Division shall provide the Authority with an accounting record of expenditures related to salary and benefits paid out of the funding provided pursuant to this Agreement for the Speech Language Pathologists positions. Said accounting will be for the periods of January 1<sup>st</sup> – March 31<sup>st</sup>, April 1<sup>st</sup> – June 30<sup>th</sup>, July 1<sup>st</sup>-September 30<sup>th</sup>, and October 1<sup>st</sup>- December 31<sup>st</sup>. September and shall be provided no later than 60 days following the end of said periods.
3. Every month the Division shall provide the Authority with the number of attendance days. (The calendar days during which primary service activities are provided face to face or by video conference on an individual or a group basis for longer than five minutes. One attendance day should be recorded for each client seen. If the same client is seen twice in one day, only one attendance day should be recorded.)
4. At the request of the Authority, the Division shall provide without limitation:
  - (a) information as specified by the Authority to determine whether services are being provided in an efficient and appropriate manner (through Children's Therapy Initiative reports);
  - (b) information and reports as specified by the Authority to assist in assessing how the needs of the community and Region are being met by the Division (through Children's Therapy Initiative reports);
  - (c) documentation respecting the management and assessed needs of the clients as specified by the Authority through personnel assigned to the Preschool Speech Program.
5. The Division shall submit to the Authority any other financial, statistical, quality improvement, and such other reports as the Authority may request in the time and with the context as mutually agreed to between the Parties.

THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2014

BETWEEN:

**BRANDON SCHOOL DIVISION**

Hereinafter call the Division

Of the First Part,

- and -

**COMMUNITY LIVING DISABILITY SERVICES**

WITNESSETH THAT:

WHEREAS a Level III student is currently enrolled in the Brandon School Division;

AND WHEREAS an Agreement has been reached between the Division and Community Living Disability Services who will facilitate the delivery of services developed by the Division in partnership with Community Living Disability Services for the student;

AND WHEREAS the Division receives Level III grant funds of approximately \$20,515 annually to assist in the delivery of the services for the student and has agreed, subject to the terms of this Agreement, to turn a portion of those grant funds over to Community Living Disability Services.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

- a) Community Living Disability Services covenants and agrees to facilitate the delivery of the services as approved by the Brandon School Division for the Level III student and to facilitate the delivery of the same in non-divisional premises.
- b) In consideration of the assumption by Community Living Disability Services for responsibility to facilitate the delivery of the services, the Division covenants and agrees to transfer to Community Living Disability Services the applicable portion of

the Level III grant which it receives from the Province of Manitoba, which grant is currently in the approximate amount of \$20,515 annually.

- c) This Agreement shall commence on the 5<sup>th</sup> day of September, 2013 (the "Effective Date") and shall continue until the 30<sup>th</sup> day of June, 2014.
- d) Community Living Disability Services agrees to indemnify and save harmless the Division for any claim which might be made against the Division, from and including the Effective Date, with respect to its primary responsibility to facilitate the delivery of the services for the Level III student.
- e) This Agreement may be terminated on 30 days notice by either party.
- f) This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this \_\_\_\_\_ day of \_\_\_\_\_, 2014, and Community Living Disability Services has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BRANDON SCHOOL DIVISION

COMMUNITY LIVING DISABILITY SERVICES

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER











