



BRANDON SCHOOL DIVISION

January 23, 2019

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

TO BE HELD MONDAY, JANUARY 28, 2019
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, January 14, 2019.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – January 28, 2019.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education and Community Relations Committee Meeting K. Fallis
- b) Personnel and Policy Committee Meeting J. Murray
- c) Finance and Facilities Committee Meeting K. Sumner

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

- a) Ebulletin – January 9, 2019 (Appendix 'A')
- b) Letter re: Candidacy for MSBA Vice President for Boards Under 6,000 (Appendix 'B')
- c) K-12 Education News Release January 2019 (Appendix 'C')
- d) MB's Commission on K-12 Education Review January 2019 (Appendix 'D')
- e) Letter to Board Chairs re 2019 Meeting with the Minister - Bear Pit Session (Appendix 'E')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 04/2019 That the School Calendar for the 2019-2020 School Year be established, as proposed.
- 05/2019 That the low RFP from Primespec Inc. in the amount of \$81,763.21 (including taxes) to supply 64 UPS units funded through the 2018-2019 Operating Budget be accepted.

5.06 Bylaws

By-Law 1/2019

2nd Reading:

That By-law 1/2019, being a borrowing by-law in the amount of \$146,200 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<u>School</u>	<u>Project</u>
Earl Oxford Middle School	One Modular Classroom Unit
Green Acres School	Gymnasium Addition
École Harrison	Steam Heating System Replacement

be now read for the second time, having been first read on January 14, 2019.

3rd Reading:

That the rules be suspended and By-Law 1/2019 be now read for a third and final time, and taken as read, finally passed.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Support Personnel Labour Management Committee Meeting – 1:30 p.m., Tuesday, February 5, 2019, Conference Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, February 11, 2019, Boardroom.
- c) **Upcoming Budget Dates:**
 - Budget Presentations – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
 - Budget Deliberations – 10:00 a.m. (Public), Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

7.00 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. (Public), JANUARY 14, 2019.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. D. Kejick, Ms. L. Letain, Mr. S. Montague, Mr. J. Murray, Mr. K. Sumner.

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, Ms. E. McFadzen, Acting Assistant Superintendent.

Guest: Leila Cummins (exited at 6:20 p.m.)

REGRETS:

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added nine (9) items for In-Camera.

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

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held December 10, 2018 were circulated.

Ms. Letain – Mr. Bartlette
That the Minutes be approved.
Carried.

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

IN COMMITTEE OF THE WHOLE IN CAMERA

2.00 IN CAMERA DISCUSSION:**2.01 Student Issues****- Reports**

- a) Dr. Marc Casavant, Superintendent/CEO, introduced guest Leila Cummins, who provided information on a Student Matter.
- b) The Superintendent/CEO provided information on a Student Matter.
- c) The Superintendent/CEO and Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Student Matter.
- d) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Student Matter.
- e) The Secretary-Treasurer provided information on a Student Matter and received direction from the Board.

- Trustee Inquiries

- a) Trustee Murray asked questions regarding a Student Matter. The Superintendent/CEO provided a response.

2.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) The Superintendent/CEO provided an update on a Personnel Matter and received direction from the Board.
- c) The Secretary-Treasurer provided an update on a Personnel Matter.

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

- a) The Secretary-Treasurer provided an update on a Property Matter.

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

- a) The Secretary-Treasurer provided information on a Board Operations Matter and received direction from the Board.

- Trustee Inquiries

Mr. Montague – Ms. Bambridge

That the Committee of the Whole In-Camera do now resolve into Board. (6:56 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:04 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information**

3.03 Communications For Action

- a) Correspondence from Robyn Romeril, Recording Secretary, CUPE Local 737, December 27, 2018, sent to Denis Labossiere, Secretary-Treasurer, requesting a Leave of Absence for Jamie Rose, Maintenance/Transportation, from his position from January 15, 2019 until April 30, 2019, with the possibility of an extension for union purposes as per Article 18.04 (a) of the Collective Agreement. CUPE Local 737 will reimburse the Brandon School Division for loss of wages, benefits etc.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

The Superintendent/CEO provided highlights on the following items from the January 14, 2019 Report of Senior Administration:

- Celebrations
 - 4th Annual Stuff the Bus Campaign – Vincent Massey High School
 - Food Drive and Donation – Alexander School
 - Giving Tree and Food Hamper Donations – Riverheights School
- Presentations
 - Literacy Specialist, Grades 5-12 – C. Nevill
 - Continuous Improvement at Meadows School – D. Lim, K. Tillie

Trustees asked questions for clarification. Trustee Ross thanked everyone for their presentations.

Ms. Bambridge – Mr. Murray

That the January 14, 2019 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance and Facilities Committee Meeting
The written report of the Finance and Facilities Committee meeting held on December 18, 2018 was circulated.

Trustee Bartlette asked questions for clarification regarding surplus school space.

Mr. Montague – Mr. Murray

That the Report be received and filed.

Carried.

- b) Personnel and Policy Committee Meeting
The written report of the Personnel and Policy Committee meeting held on January 8, 2019 was circulated.

Ms. Bambridge – Ms. Letain

That the Report be received and filed.

Carried.

5.02 Delegations and Petitions

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Matters

- a) Ebulletin - December 10, 2018
- b) Memo – Recent Media Advocacy re: Local Voices, Local Choices Campaign
- c) Memo – Follow-up on Various Items

Trustees discussed the Local Voices, Local Choices campaign. Trustees made suggestions of individuals to contact regarding student success stories to be shared with the public.

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

01/2019 Mr. Murray – Ms. Fallis

That the request of CUPE Local 737, that the President of the Association, Mr. Jamie Rose, be seconded from the Division on a full-time basis from January 15, 2019 to April 30, 2019, with the possibility of an extension for union purposes as per Article 18.04 (a) of the Collective Agreement be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

Carried.

02/2018 Mr. Montague – Mr. Murray

That a three (3) year land use agreement for community garden use of the property located at 5 Hummingbird Lane be approved effective April 1, 2019.

Carried.

03/2019 Ms. Fallis – Mr. Murray

That the request involving fifteen (15) male and twenty-five (25) female École secondaire Neelin High School Travel Club students in grades 11 to 12 to make a trip to Berlin, Germany; Prague, Czech Republic; Krakow, Poland; and Budapest, Hungary from March 26 to April 4, 2020 be approved and carried out in accordance with Board Policy #9.

Trustee Bartlette asked if it could be requested of École secondaire Neelin High School Travel Club that a considerable amount of fundraising occur so costs can be more amenable than what they are. Dr. Casavant responded that the group has indicated that fundraising is planned and will reduce the cost by \$250 for each traveler. At the Board's request, Dr. Casavant will encourage the club to raise more than \$250 per person through fundraising.

Carried.

5.06 Bylaws

Mr. Montague

By-Law 1/2019

1st Reading:

That By-law 1/2019, being a borrowing by-law in the amount of \$146,200 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

School

Earl Oxford Middle School
 Green Acres School
 École Harrison

Project

One Modular Classroom Unit
 Gymnasium Addition
 Steam Heating System Replacement

be now read for the first time.
Carried.

5.07 Giving of Notice**5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) Education and Community Relations Committee Meeting – 1:00 p.m., Wednesday, January 16, 2019, Boardroom.
- b) Personnel and Policy Committee Meeting (In-Camera) – 3:15 p.m., Thursday, January 17, 2019, Boardroom.
- c) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, January 22, 2019, Boardroom.
- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 14, 2019, Boardroom.
- b) Upcoming Budget Dates:
 - Budget Presentations – 7:00 p.m., Thursday, February 21, 2019, Boardroom.
 - Budget Deliberations – 9:00 a.m., Monday, February 25, 2019, Boardroom.
 - Public Budget Consultation – 7:00 p.m., Monday, March 4, 2019, Boardroom.
 - Final Budget Approval – 7:00 p.m., Monday, March 11, 2019, Boardroom.

Mr. Bartlette - Ms. Bambridge

That the Board do now resolve into Committee of the Whole In-Camera. (7:47 p.m.)
Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA (7:48 p.m.)

Mr. Murray – Ms. Fallis

That the Committee of the Whole In-Camera do now resolve into Board. (8:50 p.m.)
Carried.

7.00 ADJOURNMENT

Ms. Bambridge – Ms. Fallis

That the Board do now adjourn. (8:51 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 28, 2019

A. Administrative Information

I. CELEBRATIONS

1. **GRAND CHIEF ARLEN DUMAS**

Grand Chief Arlen Dumas attended Betty Gibson School on January 18, 2019 to share a positive message and lead a round dance.

2. **REPORT ON ROUND TABLE ON SEXUALLY EXPLOITED CHILDREN AND YOUTH IN BRANDON**

On November 28-29, 2017 Brandon School Division and Brandon University (Faculty of Education and the Centre for Aboriginal and Rural Education Studies) held a research round table in Brandon. The purpose of this project was to promote exchanges among researchers, experts, and practitioners on shared issues or interests. More than 120 participants took part in the two-day event.

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from January 9, 2019 to January 22, 2019.

- January 9, 2019 – meeting with Mr. Roy Seidler, Roar Leadership Consultants
- January 14, 2019 – meeting with Mr. Kevin Nabess, Director of Education/Principal, Sioux Valley Education
- January 17, 2019 – meeting with Chief Wayne Balcaen, Brandon Police Service
- January 18, 2019 – meeting with Ms. Lee Cummins
- January 18, 2019 – meeting with Mr. Allan Hawkins, Director, K-12 Education and Healthy Child Programs, Inclusion Support Branch, Manitoba Education and Training

“Accepting the Challenge”

- January 18, 2019 – school visit and assembly with Grand Chief Arlen Dumas, Assembly of Manitoba Chiefs
- January 21, 2019 – meeting with Mr. Kevin Tacan, Indigenous Elder, Brandon School Division
- January 22, 2019 – Operational Divisional Leadership Team meeting
- January 22, 2019 – Board engagement meeting with Honourable Cliff Cullen, Minister of Justice and Attorney General; Mr. Reg Helwer, MLA for Brandon West; Mr. Len Isleifson, MLA for Brandon East
- January 23, 2019 – meeting with Mr. Terry Burgess and Mr. Richard Rapisarda, Royal Bank of Canada
- January 23, 2019 – Gay Straight Alliance meeting

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	11 total	1 – 3 day	Assaultive Behaviour
		5 – 3 day	Unacceptable Behaviour
		2 – 5 day	Assaultive Behaviour
		2 – 5 day	Unacceptable Behaviour
		1 – 15 day	Assaultive Behaviour

IV. INFORMATION ITEMS

1. **FUNDING ANNOUNCEMENT FOR 2019-2020**

For InformationD. Labossiere

The following is a summary of the announcement by the Minister of Education and Training on January 24, 2019:

- The Province announced an increase of 0.5% or \$6.6 million in provincial funding to public schools for the 2019-2020 school year, including a \$10.1 million increase for operating support, a \$4.9 million increase for capital support and an \$8.4 million reduction in the Tax Incentive Grant (TIG).
- The Province is continuing the phase out the Tax Incentive Grant (TIG) funding and is in the second year of the six-year phase-out at 1/6 per year. The TIG was a voluntary program that ended in 2011, intended to assist school divisions that held the line on taxes. The Brandon School Division (BSD) TIG funding for 2019-2020 is reduced by \$308,002 to \$1,232,009.
- The total funding for 2019-2020 represents a 1.0% or \$550,576 increase in support for the Brandon School Division over the previous year.

Base Support

- Base Support has increased 1.3% or \$315,897 resulting primarily from enrollment growth.
- All rates for base support have remained unchanged.

Categorical

- Transportation funding increased by \$21,165 due to an increase in bused students.
- There is no change in funding for Level 2 and Level 3 Special Needs; it remains at the 2018-2019 level.
- The Senior Years Technology Education funding decreased by \$36,190 due to lower student enrollment in senior years technology courses.
- Funding for English as an Additional Language (EAL) has increased by \$28,100 due to EAL enrollment increases in 1st to 4th year students.
- There was no change in Indigenous Academic Achievement (IAA) grant amount.
- The Enrollment Change Grant increased by \$63,817 compared to last year's funding announcement.
- The Early Childhood Development Initiative decreased by \$14,235 due to a decrease in the number of Kindergarten students.
- The Literacy and Numeracy grant increased by \$7,988 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 2.5% or \$464,528 from last year's funding announcement. Equalization Support is calculated using the 2019 assessment for all divisions and the maximum assessment per pupil used to determine the 2019-2020 equalization factor is set at \$654,150 (2018 - \$654,060). The percentage of unfunded expenditures is maintained at 66%.

School Building (D-Grant) Support

- The School Building (D-Grant) Support decreased by \$840.

Other Support

- The Learning to Age 18 grant increased by \$765.
- There are no changes to the Early Years Enhancement Grant, the Career Development Grant and the Technology Equipment Replacement Grant.

Other items to note

- The Formula Guarantee is maintained at 98% of 2018/2019 Base, Categorical, Equalization, School Buildings (Earned) Support and Formula Guarantee.

- The General Support Grant (GSG) has been set at \$36.7 million, the total amount paid to divisions in 2018-2019. For 2019-2020, funding to each division will be prorated based on the amount of payroll tax paid as a percentage of total payroll tax paid by all school divisions at December 31, 2018.
- For 2019-2020, the Minister directed School Divisions to limit any increases to the Special Requirement to two per cent (2.0%).

V. PRESENTATIONS

1. CONTINUOUS IMPROVEMENT AT ÉCOLE NEW ERA SCHOOL

For Information P. Vickers, B. Nundu, C. Gray, A. Patsack, N. Olson

The following staff members from École New Era School will present on Continuous Improvement initiatives currently in progress: Mr. Phil Vickers, Principal; Mr. Baseswa Nundu, Vice-Principal; Mr. Curtis Gray, Vice-Principal; Ms. Alex Patsack, Continuous Improvement Coach; and Ms. Nicole Olson, Continuous Improvement Coach.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information K. Buchanan

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

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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



BRANDON SCHOOL DIVISION

Education and Community

Relations Committee Minutes

Wednesday, January 16, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Fallis (Chair), D. Kejick, L. Letain
M. Casavant, M. Gustafson

1. CALL TO ORDER

The Education and Community Relations Committee Meeting was called to order at 1:07 p.m. by Committee Chair Trustee Fallis.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 21, 2018 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) 2019-2020 School Calendar

Mr. Mathew Gustafson, Assistant Superintendent, reviewed the draft 2019-2020 School Calendar. He indicated that the School Calendar Committee is comprised of School Leaders, along with representation from the BTA and CUPE Local 737. Mr. Gustafson also noted that the Public Schools Act legislation prescribes some mandatory Professional Development and Administration Days in the calendar.

Trustees asked questions for clarification regarding the calendar deadline and how the calendar information is communicated to the public. The Committee agreed to forward a recommendation to the Board regarding the 2019-2020 School Calendar, which is supported by Senior Administration, the Brandon Teachers' Association (BTA) and CUPE Local 737 union presidents.

Recommendation:

That the School Calendar for the 2019-2020 School year be established, as proposed.

B) Sub-Committee Reports

- Brandon Community Drug and Alcohol Education Coalition – December 6, 2018
- Brandon Urban Aboriginal People's Council – NIL
- Friends of Education Fund – November 27, 2018
- Parent/Guardian/Division – NIL

6. OPERATIONS INFORMATION

7. **NEXT REGULAR MEETING: Wednesday, April 17, 2019, 1:00 p.m., Boardroom.**

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

K. Fallis(Chair)

D. Kejick

L. Letain

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

2019-2020 School Calendar

2019

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

SEP

- 2 Labour Day
- 3 Admin. Day (K-12)
- 4 First Day of Classes
- 9 P.D. Day (K-12)
- 10 P.D. Day (K-12)

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

NOV

- 11 Remembrance Day
- 15 Student Conferences (K-12)
- 29 P.D. Day (K-12)

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

OCT

- 14 Thanksgiving Day
- 25 MTS P.D. Day (K-12)

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

DEC

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

2020

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

JAN

- 1-3 Winter Break
- 6 Classes Resume
- 31 P.D. Admin. Day (K-8 Only)

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

APR

- 1-3 Spring Break
- 6 Classes Resume
- 10 Good Friday
- 17 P.D./Admin Day (K-8)
Student Conferences (9-12)

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

FEB

- 3 Semester 2 Begins (9-12)
- 17 Louis Riel Day

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

MAY

- 8 P.D./Admin. Day (9-12 Only)
- 18 Victoria Day

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

MAR

- 6 Student Conferences (K-8)
P.D./Admin. Day (9-12)
- 27 Last Day of Classes
- 30-31 Spring Break

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

JUN

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

- School Closed
- No Classes K-12
- No Classes K-8
- No Classes 9-12
- Classes Resume/End

PD Calendar

Professional Development Days	2019-2020	Administrative Days
	Tuesday, September 3, 2019	K-12
K-12	Monday, September 9, 2019	
K-12	Tuesday, September 10, 2019	
K-12	Friday, October 25, 2019 (LIFT/SAGE)	
	Friday, November 15, 2019 Student/Parent/Teacher Conferences	K-12
K-12	Friday, November 29, 2019	
K-8 0.5	Friday, January 31, 2020	K-8 0.5
	Friday, March 6, 2020 Student/Parent/Teacher Conferences	K-8
9-12 0.5	PD/Admin	9-12 0.5
	Friday, April 17, 2020 Student/Parent/Teacher Conferences	9-12
K-8 0.5	PD/Admin	K-8 0.5
9-12 0.5	Friday, May 8, 2020	9-12 0.5
	Tuesday, June 30, 2020	K-12
K-8 = 5 days 9-12 = 5 days		K-8 = 5 days 9-12 = 5 days



BRANDON SCHOOL DIVISION

COMMUNITY DRUG AND ALCOHOL EDUCATION COALITION MEETING

December 6, 2018 9:00 am to 10:30 am

Present:

Addictions Foundation of Manitoba
Assiniboine Community College
Brandon Ministerial Association

Brandon Police Service
Brandon School Division

Child and Adolescent Treatment Centre
Family Services and Labor
Prairie Mountain Health

Jamie Tompkins
Caley Strachan
Dwayne Dyck
Allan Peters, Youth For Christ
Chief Wayne Balcaen
Elaine McFadzen
Chad Cobbe
Trustee Peter Bartlette
Jaime Lombaert
Brad Twordik
Angela McGuire-Holder
Chris Bromley
Ferlin Asham
Deanne Baker

Regrets:

Addictions Foundation of Manitoba
Brandon Friendship Centre

Brandon School Division

Brandon University
CFB Shilo
Child and Family Services
City of Brandon
Community Development Department
Family Services and Labor
Prairie Mountain Health
Probation Services

Lorri Mathieson
Gail Cullen
Angela Griffith
Bryce Ridgen
Ken Seekings
Trustee Lisa Letain
Karen Doty-Sweetnam
Elaine Desbiens
Breanna Dick
Mayor Rick Chrest
Richard Greer
Mark Hewins
Pam Whitfield
Liz Spence

Welcome and Agenda Review

Mrs. McFadzen welcomed everyone to the meeting. Introductions were done. The minutes of the February 22, 2018 meeting were reviewed. No changes or omissions were noted.

Coordinator's Report (including Youth Revolution)

Ms. McGuire-Holder's report is attached.

Partner Updates

Addictions Foundation of Manitoba

- Getting a lot of requests for meth presentations – just did a presentation at the Brandon Friendship Centre
- There is a new focus on cannabis presentations with the new legislation – will be doing presentations to high school students
- Staff in schools are working with the Mayor's Not Even Once Youth Addictions Prevention Program. Meth is still the main presentation being requested

Assiniboine Community College

- Hosting information sessions on the legalization of cannabis – safe practice harm reduction

Brandon Ministerial Association

- Would like someone from the Brandon School Division to come to one of the meetings to have a discussion on how Brandon Ministerial Association can work with schools

Youth for Christ

- Working with specific groups of people who are entrenched with drug and alcohol issues
- Looking to provide better long term support for youth

Brandon Police Service

- Have been extremely busy
- New federal legislation will come into effect on December 18, 2018 in which police officers who have an approved screening device on hand will be able to test a breath sample of any driver they lawfully stop, even without reasonable suspicion that the driver has consumed alcohol
- Have added a new position in the Drug Unit to investigate methamphetamine drug issues – education sessions and enforcement
- BPS has added an Exploited Youth Intelligence Officer to work with exploited youth
- Bill 7 will come into effect in June 2019 – less time involved with police, court, and criminal records for first time offenders
- Two cannabis stores are open in Brandon – haven't seen a huge increase in impaired driving so far
- Operation Festive Spirits 2018 started on December 1 - check stops and education campaign around getting a ride home after consuming alcohol and driving sober

- Brandon Shoppers Mall hosted the 2018 Coppers Shoppers event partnering with the Brandon Police Service and Brandon Crime Stoppers. 20 students were able to go out shopping with 20 police officers. Students were able to buy items for themselves and also received \$200 to shop for their family
- Constable Alice Potter will be taking Constable Richards position as the K-8 School Resource Officer – Mrs. McFadzen recognized Constable Richards for the work he has done in our schools
- There is no legal ability to sell edible cannabis items in Manitoba yet. Police continue to caution people to not consume anything. It takes much longer for edible cannabis to get into the system so people may overconsume because of the time that it takes to start showing an effect
- Chief Balcaen recognized the work that Ms. McGuire-Holder has done with YR and the social media platform that has been created

Brandon School Division

- The City of Brandon is hosting the Mayor's Not Even Once Youth Addictions Prevention Program. Skid Row CEO Joe Roberts will headline the presentations as follows:
 - Thursday, December 6, 2018 – morning – Neelin High School
 - Thursday, December 6, 2018 – afternoon – Vincent Massey High School
 - Friday, December 7, 2018 – afternoon – Crocus Plains Regional Secondary School
 Presentations will take place directly at the schools. There will also be a parent/community presentation on Friday, December 7, 2018, starting at 6:00 pm at the Cultural Resource Centre (638 Princess Avenue, east doors).

Earl Oxford School

- Since the legalization of cannabis have seen an increase in vaping – vaping has taken the place of smoking at Earl Oxford
- Attended a PD from Safer Schools Together – gave some tips for searching Snapchat and Twitter to see what students are posting online
- Will have a MADD presentation in March
- Thanked Brandon Police Service for the Copper Shopper event – the Earl Oxford student who was able to be a part of the event was very grateful
- December 13 - will host a turkey dinner for the whole school
- Increase in number of breakfasts, lunches and snacks being given out
- Thirty-one Christmas hampers given out through Earl Oxford families

Kirkcaldy Heights School

- Haven't seen cannabis, smoking or alcohol – but have seen an increase in vaping as well

Crocus Plains Regional Secondary School

- Hasn't been any kind of marked difference in use or abuse of cannabis as far as staff have seen
- Smoking has decreased, but there is a significant increase in vaping. Trying to explore what kind of preventative measures can be taken

- Brandon School Division's Administrative Procedure has just been updated to include vaping

Child and Adolescent Treatment Centre

- The Rapid Access to Addictions Medicine Clinic (RAP) is up and running out of 7th Street Health Access. All of the clinics in Manitoba are open. Doctors are available on Tuesday and Wednesday – 11:00 to 1:00. Have had quite a few referrals
- Doing meth presentations and working on cannabis presentations as well
- Mental Health and Addictions Strategy report *Improving Access and Coordination of Mental Health and Addictions Services: A Provincial Strategy for all Manitobans* speaks to how to treat and respond to meth addictions
- EMTs can now give narcan to prevent a methamphetamine overdose. Need to figure out what the next steps would be for the use – detox, etc.
- Youth Wellness Day will take place December 7, 2018 for all grade 9 students. Joe Roberts and Val Caldwell will be guest speakers with other breakout sessions available
- Mental Health Commissions Event – Headstrong Anti Stigma Summit will be held in February. The speakers are young adults with lived experiences

Prairie Mountain Health – 7th Street Access

- Community Mental Health Nurse has been recently hired to the RAP Clinic. Hoping to be at the clinic Monday thru Friday – 10:00 to 6:00

Probation Services

- Overall numbers are down but are seeing more co-occurring disorders – meth use, mental health issues
- Legalization of cannabis has allowed clients be more open about their use of cannabis
- Involved with Community Mobilization
- Doing more community outreach – more supportive roles in the community, more multiagency meetings, more presentations in schools

Peter Bartlette – Education Review

Trustee Bartlette said that from January to June the government will be doing an educational review, with changes to be made before the end of 2019. The government focus will be looking at efficiencies and better outcomes. There are things that the community values about Brandon School Division so community members (agencies) are encouraged to share this with the government if there is an opportunity for community input.

Meeting adjourned at 10:15 am.

Next Meeting Date

Thursday, March 21, 2019 9:00 – 11:30 am

Board Room, Brandon School Division Administration Office

Mission: *Emphasis on the prevention of harm from the rise of drugs and alcohol through students' choice of positive lifestyles. Accomplished through education, life-style wellness activities, leadership opportunities together with community & school volunteerism*

Theme: *Youth Revolution Changing the Way Youth Interact in their Community...#MakingtheDifference in their schools and community*

Youth Revolution- creating cohesive, spiral support opportunities for students to enhance their protective factors against the use of drugs, alcohol and other risk-related behaviour

YR Community Partnership & Projects

- Human Rights Day Project (City of Brandon- Community Development). Dec 11th.
- CF industries community Mini-Grants. Eight of our grants were tentatively approved- projects vary from environmental focus to water testing.
- Brandon University Psychiatric Nursing Practicum- Hot Chocolate Chats (upcoming)
- Vincent Massey – Sockevember project
- Rising Youth Grant (Government of Canada) Feeding our Community Project
- Several ongoing relationships with Seniors homes (JRR/King George/ Riverview/RH and VM)
- Chamber Luncheon- Crocus & VM high school YR enjoyed the lunch presenter (USA Consulate)
- Movember Project (Riverheights school)
- Headstrong Anti-Sigma Summit (YR teams as well as teams from rural MB)- Feb. 28th

YR Volunteering in the Community & School Community

- Helping Hands Soup Kitchen donating/volunteering
- Samaritan House donating/volunteering
- Christmas Cheer volunteering
- Military Cards (King George)
- Christmas Cheer (8 school YR teams)
- Grim Acres

Special Interest

Beyond the Hurt Bullying Prevention Training- 5 new YR teams were trained (Riverview, George Fitton, O'Kelly, New Era, JR Reid).

February 27th **PINK** day

YR- SWAT team at Crocus



Follow us on twitter @YR_in_BrandonMB
#MakingtheDifference





BRANDON SCHOOL DIVISION

Friends of Education Fund Committee Minutes

Date: Tuesday, November 27, 2018
4:00 p.m. – 5:00 p.m.

Location: Conference Room, Administration Office

Present: L. Letain, C. Rose, A. McGuire-Holder, Ken Seekings, T. Curtis, D. Pelletier, L. Arndt,
Dr. Marc D. Casavant (Chairperson) and E. Jamora

Regrets: P. Buehler & V. Findlay

Recording: M. Smoke-Budach

Call to Order

The Friends of Education Fund Committee meeting was called to order at 4:05 p.m. by Committee Chairperson, Dr. Marc D. Casavant.

1. Approval of Agenda

Chairperson Dr. Marc D. Casavant invited changes/additions to the agenda. No amendments were made to the agenda.

Accepted: A. McGuire-Holder and L. Arndt

2. Approval of Previous Meeting Minutes

Chairperson Dr. Marc D. Casavant invited changes/additions to the minutes dated Wednesday, May 9, 2018. No amendments were made to the previous minutes.

Accepted: C. Rose and L. Arndt

3. Financial Report Summary, 3 Months ending September 30, 2018 – E. Jamora

E. Jamora delivered a detailed overview of the Financial Report; she highlighted descriptions, contributions/withdrawals and ending balances. She further explained that currently six (6) scholarships were under review due to inactivity (last 5 years). She advised that she would report back in April with a recommendation.

E. Jamora shared that all Principals were informed of their discretionary account balances as of June 2018.

Accepted: L. Arndt and L. Letain

4. Advertising – Yearly Thank You – E. Jamora

E. Jamora advised that the yearly Thank You advertising was completed in October, via the Brandon Sun, the Westman Journal and the Brandon School Division website.

5. Promotional Material – purchases - E. Jamora

E. Jamora drew attention to the Friends of Education SWAG, and commented the challenge was how to efficiently disperse or use the items and how to create awareness. She also informed them of the travelling Friends of Education stand that is available for functions throughout the Division and the Community.

A. McGuire-Holder explained how she currently uses the Friends of Education business cards in her role as the Coordinator, Brandon Community Drug and Alcohol Education Coalition/Youth Revolution Program. The Committee discussed what options were available for exposure: Chamber Luncheons, The Shoppers Mall display window and presentations to the Parent Council. It was agreed that A. McGuire-Holder and E. Jamora would present at the Parent Guardian Division Committee in April 2019 and report back to the Committee.

As per the request of the Committee T. Curtis agreed to set up a Twitter account for Friends of Education. This account would provide a platform for increasing exposure.

Accepted: L. Letain and D. Pelletier

6. Accessing Playground Funds, St. Augustine School – E. Jamora

E. Jamora explained the request put forth by St. Augustine school. A discussion regarding the advantages of using the funds now occurred. The Committee agreed to support St. Augustine's request to repurpose existing playground designated funds for purchasing outdoor track and field mats. The Committee emphasized the importance of informing all donors of St. Augustine's intention to repurpose.

Accepted: L. Arndt and L. Letain

7. New Projects – Charitable Tax Receipts – E. Jamora

E. Jamora updated the Committee on the two new projects that were approved by the Friends of Education: Brandon Ladies Bouspiel Committee (Floor Curl Equipment) and the Nancy Miller Music Program/BSIMA (music program donation).

8. Committee Membership & Feedback – A. McGuire-Holder and E. Jamora

E. Jamora thanked T. Curtis for her assistance in getting Parent Council representation on the Committee and she welcomed the two new members from Parent Council: Lynda Arndt and Darlene Pelletier. A. McGuire-Holder advised she continues to work/correspond with Westman Retired Educators' Association and hopes to secure membership on the Committee in the near future.

9. Next meeting date: April 23, 2019

The next scheduled meeting date was confirmed by the Committee.

Adjournment and Confirmation of Next Meeting:

The meeting was adjourned at 4:40 p.m.

Next Meeting: April 23, 2019
4:00 p.m. – 5:00 p.m.
Administration Office

Respectfully submitted,

L. Letain, Chairperson



BRANDON SCHOOL DIVISION

Personnel and Policy Committee

Minutes

Thursday, January 17, 2019 – 3:15 p.m.
Boardroom, Administration Office

Present: Jim Murray (Chair), S. Bambridge, L. Ross
M. Casavant

Regrets: D. Labossiere

Guest: D. Swayze

1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:20 p.m. by Committee Chair Trustee Murray.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

4. OTHER COMMITTEE GOVERNANCE MATTERS

A. PERSONNEL MATTER – IN-CAMERA

Mr. David Swayze, Solicitor, Meighen Haddad LLP, attended the meeting and made In-Camera presentations to the Committee. Discussions and questions ensued with the information provided.

5. NEXT MEETING: Tuesday, February 19, 2019, 3:30 p.m., Boardroom

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

J. Murray (Chair)

S. Bambridge

L. Ross

L. Letain (Alternate)



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, January 22, 2019 – 1:00 p.m.
Boardroom, Administration Office

Present: K. Sumner (Chair), S. Montague, J. Murray (Alternate)
D. Labossiere, E. Jamora, C. Cramer

Regrets: P. Bartlette

Guest: B. Ewasiuk, L. Ross

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:07 p.m. by Committee Chair, Trustee Kevan Sumner.

2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added two (2) In-Camera items to the agenda.

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 18, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 Budget Process – Preliminary Budget Requests

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Summary of Budget and Sustainability Requests from Senior Administration along with the costs associated for each request.

Trustees discussed the requests and asked questions for clarification.

B. 2019-2020 Budget Preparations

The Secretary-Treasurer spoke on the Provincial Funding Announcement and the uncertainty of when the Province will announce the funding.

Mr. Labossiere reviewed the upcoming Budget meeting dates and the Committee discussed the format of the meetings. The Committee changed the time of the public portion of the 2019-2020 Budget Deliberations on Monday, February 25, 2019 to 10:00 a.m.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Modular Classroom Request

Ms. Caroline Cramer, Director of Facilities and Transportation reviewed the student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms will be requested for 2019-2020.

B. Uninterruptible Power Supply (UPS) Request for Proposal (RFP)

The Secretary-Treasurer provided background on this item. He indicated that there were multiple power outages that occurred in the Fall of 2018, which affected several Division schools. Communication with these schools was difficult and posed a safety concern.

Mr. Brent Ewasiuk, Director of Management & Information Systems Technology (MIST), also spoke to this item, noting that the new UPS units will provide power backup for network equipment to provide for essential services which will include network, wireless access and phones for specific users. Installation of the UPS units in every Division facility will increase the use of Voice Over Internet Protocol (VOIP) phones for 7 hours in the event of a power outage, providing uninterrupted communication with the school.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented.

Recommendation:

That the low RFP from Primespec Inc. in the amount of \$81,763.21 (including taxes) to supply 64 UPS units funded through the 2018-2019 Operating Budget be accepted.

C. Confirm Payments of Account (December)

The payments of account for the month of December were provided for information.

The report was accepted as circulated.

D. Review Monthly Reports (December)

Mr. Labossiere reviewed the financial report for December and answered Trustee questions. The reports were accepted as circulated.

The Secretary-Treasurer and Mr. Brent Ewasiuk, Director of Management & Information Systems Technology (MIST), provided information on an In-Camera item and received direction from the Committee.

E. Sub Committee Reports

- Workplace Safety & Health:
 - October 9, 2018 – Revised
 - January 8, 2019

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided an update on the following projects:
 - Earl Oxford School – Modular Classroom
 - Linden Lanes – Grooming Room and Access Ramp
 - École Harrison – Steam Heating System Replacement
 - New Era School – Steam Unit Ventilator Replacement

Finance and Facilities Committee Meeting Minutes, January 22, 2019

- The Secretary-Treasurer provided additional updates on the following:
 - Reviewed letters and information from the Brandon Schools Instrumental Music Association (BSIMA)
 - Letter received from the Division Solicitor
 - Letter received from PSFB regarding the Earl Oxford School Modular Classroom
- The Secretary-Treasurer provided the Committee with an In-Camera update on Maryland Park School.

7. NEXT REGULAR MEETING: Tuesday, February 19, 2019, 1:00 p.m., Boardroom.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

K. Sumner (Chair)

P. Bartlette

S. Montague

J. Murray (Alternate)

Committee Minute Form

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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: October 9, 2018 - REVISED Date of next meeting: January 8, 2019 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mark Sefton Glen Kruck Craig Laluk Caroline Cramer Becky Switzer	Occupation Trustee Trustee School Administrator Director Facilities / Transportation Director Human Resources	Present x x x	Absent x x
	Worker Members Cale Dunbar Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President - Acting Teacher Utility/CUPE President School Admin Assistant Educational Assistant	x x x x	x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: C. Cramer, called the meeting to order at 1:00 p.m.	➤ The agenda for October 9, 2018 was accepted and filed without additions/deletions.	
	A. <u>Minutes: May 8, 2018</u>	➤ C. Cramer referred to the minutes and asked for any errors or omissions. The meeting minutes of May 8, 2018 were adopted as circulated. ➤ Accepted and Filed.	
2017/05/09	B. <u>Outstanding Issues:</u> 1. Right to Know – Members working with violent students – Update, B. Switzer	➤ Deferred to January 8, 2019. ➤ C. Cramer informed the Committee she had met with the Assistant Superintendent, E. McFadzen to discuss the document. Currently, the document is being reviewed by School Principals and feedback is being collected. The deadline for feedback was October 5, 2018. Thereafter the feedback will be compiled and the final document will be brought to the Committee.	Behaviour Intervention for Educational Assistants (DRAFT) – update – B. Switzer

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.

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(x) Print Name of Worker Co-Chair P. Buehler Signature _____

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
2017/05/09	2. Procedures for HSL and BSSAP Working Alone Guidelines – Transportation of student(s) in Personal Vehicles, Update C. Cramer	<ul style="list-style-type: none"> ➤ C. Cramer referred to the final draft of the Safe Work Procedure – BSD Employee Transportation of Student(s) in Personal Vehicles. She stated the Safe Work Procedure had been reviewed by Senior Administration and was presented to School Leaders. The Committee was asked to review the document and forward any edits to the recording secretary by Friday, October 12, 2018. After this final review, the formal deployment will be deployed the week of October 15, 2018. ➤ The Committee engaged in a discussion surrounding the Safe Work Procedure: its application, worker safety, student responsibility and the Refusal to Work. C. Cramer reiterated, the Safe Work Procedure was developed as a guideline only. ➤ J. Rose reminded the Committee the "Working Along Guidelines" were also to be reviewed. C. Cramer advised she will work with D. Armstrong and asked to have the item deferred to the next meeting. 	Working Alone Guidelines–update – C. Cramer & D. Armstrong
	C. <u>Review of Selected Site Inspection Reports:</u>	<ul style="list-style-type: none"> ➤ K-8 Schools: George Fitton (Apr 18/18), King George (/18), O'Kelly (/18), Valleyview (May 17/18) and New Era (Apr 10/18). High Schools: Maintenance/Administration (/18). ➤ D. Armstrong reviewed three site inspection reports with the Committee. ➤ Previous, K-8 Schools: Earl Oxford (Mar 19/18), JR Reid (Mar 6/18), Meadows (Mar 20/18), St. Augustine (Apr 9/18) and Waverly Park (Dec 11/17). ➤ Previous, High Schools: Neelin OC (Jan 16/18). ➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal. The return of completed & signed inspection reports continues to be an issue. 	
	D. <u>Correspondence:</u>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the document, <i>Fire Safety in Educational Facilities – Guide for Educators</i> with the Committee. He advised the document has been forwarded to the school principals and the unions. A discussion occurred around the topics: space heaters, fridges and coffee makers. Conclusion: all items should be checked regularly for compliance and safety. ➤ C. Cramer advised fire safety concerns are specific to how the appliance is plugged in. When inspections take place any appliance that is not plugged directly into an outlet (such as use of a power bar) should be addressed immediately. 	
	E. <u>New Business:</u> 1. Incident Report, June 1, 2018 to September 28, 2018 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Reports with the Committee. ➤ The degree of the categories used in reporting incidents was clarified and discussed. 	

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	2. Violent Incident Report, September 2018 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong verbally presented data to the Committee. ➤ The Committee discussed the definition of a violent incident, personal interpretations of the definition, the availability of forms when reporting and the importance of reporting all incidents. The reporting process is important to identifying trends and/or areas that need attention. ➤ C. Laluk made a recommendation to Senior Administration: reiterate the importance of all staff reporting violent incidents. This information could be included in the Annual Student Threat Assessment. 	Violent Incident Reporting - Monthly Reports with categorization – Update, D. Armstrong. Recommendation to Senior Administration – C. Laluk to address as item for the Divisional Leadership Team.
	3. WPS&H Representatives 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the representatives at all locations with the Committee. He advised there are currently 3 locations that are not complete in their required representation: Neelin Off Campus, the BSD Administration Office and the BSD Maintenance Office. ➤ C. Dunbar requested clarification regarding Senior Administration representation on the WPS&H Central Committee. C. Cramer advised Senior Administration is represented by the HR Director and the Director of Facilities & Transportation. 	
	4. Inspection Dates 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> ➤ Deferred to January 8, 2019. 	Inspection Dates – Update, D. Armstrong
	5. Hearing Assessment 2018-2019 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee of the annual hearing assessment planned for October 15-18, 2018. The assessment will take place in 3 locations and will include approximately 200 staff members. ➤ A discussion surrounding identified staff members (requiring a hearing test) and those staff members not identified took place. C. Cramer advised individuals requesting a hearing test will be reviewed on a case by case basis. An email can be forwarded to her attention for review. 	
	6. Training – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the training available to BSD Staff: MSBA "Rehab the Lab Workshop" (Nov 8/18), SAFE Work Manitoba workshops and MSBA/MTS workshops. The Committee discussed the MSBA/MTS training that took place on October 4, 2018, specifically the portion on "lockdown". The Committee was concerned that the material presented was contradictory to the BSD's current lockdown procedures. ➤ The Committee agreed BSD's current protocols were thoughtfully and carefully established, however, due diligence is required to listen to the new material. Senior Administration will attend the upcoming training on October 24, 2018 and will report back to the Committee. 	MSBA/MTS training – Update, C. Cramer
	7. Variance for WPS&H Committees in the Brandon School Division (WPS&H Act 40(6))	<ul style="list-style-type: none"> ➤ C. Cramer advised the Committee the current WPS&H variance will expire in December 2018. She also shared the Provincial body has conducted tours and random inspections. The focus appeared to be on the high schools, however some K-8 schools were also included. ➤ J. Rose advised he will meet with the BTA to discuss CUPE's concerns with the variance. ➤ Currently, all High School WPS&H minutes have been posted to the BSD 	High School WPS&H minutes to posted on the WPS&H Central Committee Agenda

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		Portal for review. J. Rose requested all High School WPS&H minutes be attached to the WPS&H agenda for the Central Committee's knowledge.	
	8. Ready and easily available WPSH Report Forms – B. Switzer	➤ Deferred to January 8, 2019.	Occupational Health & Safety, demo – Update, B. Switzer
	9. Safety concern, working alone in schools after hours	➤ C. Dunbar spoke to a concern regarding working alone after hours in schools. There are currently many situations (ie. meet the teacher, sports and band), whereby school doors have been left unlocked and individuals are entering and leaving without sign-in/out. He suggested perhaps it would be beneficial to have security guards in the schools. ➤ C. Cramer advised all evening traffic should be reviewed and controlled by the school administration. At their discretion, school doors can remain locked after hours.	

Other Business: Confirmation of Next Meeting: January 8, 2019
 The meeting was adjourned at 2:36 p.m.

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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: January 8, 2019 Date of next meeting: March 12, 2019 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Stephen Montague Craig Laluk Caroline Cramer Kristine Buchanan	Occupation Trustee School Administrator Director Facilities / Transportation Director Human Resources - Acting	Present x x x x	Absent
	Worker Members Peter Buehler Erik Been Jamie Rose Danae Heaman	BTA President Teacher Utility/CUPE President Educational Assistant	x x x x	
	Guests Doug Armstrong, WPS&H Officer Dawn Potter	Ex-officio Executive Assistant	x	x

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: P. Buehler called the meeting to order at 1:00 p.m.	<ul style="list-style-type: none"> ➤ The agenda for January 8, 2019 was accepted and filed with one addition. The item "WPS&H Concern Form 5170 Fd" was added under New Business, item 12, as put forth by J. Rose. 	
	A. Minutes: October 9, 2018	<ul style="list-style-type: none"> ➤ P. Buehler referred to the minutes and advised of necessary revisions as per the request of C. Dunbar. The REVISED meeting minutes of October 9, 2019 were discussed and the amendments were made. ➤ Motion: the meeting minutes of October 9, 2018 be approved as amended at the discretion of the co-chairs. Moved by J. Rose and E. Been, carried. 	
2017/05/09	B. Outstanding Issues: 1. Right to Know – Members working with violent students – Update, C. Cramer	<ul style="list-style-type: none"> ➤ Deferred from October 9, 2018. ➤ C. Cramer updated the Committee, the document had been presented to School Principals at a Division Leadership Team meeting. At current there are no formal guidelines in place, as such she was not able to present or speak to the document further. ➤ The Committee discussed what would happens in the interim. C. Laluk spoke to the school based training that occurs primarily over the month of September in the areas of Threat Assessment, Risk Response and Emergency Procedures. He further clarified the training primarily occurs in September but it is not limited to this period. As needed throughout the year further training is provided. ➤ C. Cramer advised the Behaviour Intervention/Right to know document is earmarked to be a part of the school based training. She also advised the document will come back to the WPS&H Central Committee for review. ➤ Timeline: an update to the Committee will be made by the end of January 2019 by C. Cramer. 	Behaviour Intervention for Educational Assistants (DRAFT) – update – C.Cramer

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

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(x) Print Name of Worker Co-Chair P. Buehler Signature _____

(x) Print Name of Worker Co-Chair J. Rose Signature _____

Committee Minute Form

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



Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
2017/05/09	2. Working Alone Guidelines, - Update, C. Laluk / D. Armstrong	<ul style="list-style-type: none"> ➤ C. Laluk advised he collaborated with D. Armstrong on Working Alone Guidelines for the Brandon School Division. D. Armstrong was working to get feedback from CUPE and BTA on the document. ➤ The Committee agreed it was not necessary to reinvent the wheel, the SWP from Pembina Trails was thorough and relevant to the needs of the Brandon School Division. In the interim, the SWP from Pembina Trails will be reviewed by Committee members. The item will be brought forward as an Outstanding Issue for the agenda on March 12, 2019. ➤ Motion: The SWP from Pembina Trails be placed as an agenda item on March 12, 2019. Moved: S. Montague & C. Cramer. Accepted. 	<p>Working Alone Guidelines– update – C. Laluk & D. Armstrong</p> <p>Review the Pembina Trails SWP before the next meeting – all Committee members</p>
	3. MSBA/MTS Training – Update, C. Cramer	<ul style="list-style-type: none"> ➤ C. Cramer advised Senior Administration did not attend the training on October 24, 2019. E. Been reported the training was very intensive with 5 speakers presenting information from 8:30 am to 4:00 pm. He advised the main message was the importance of Workplace Safety & Health (a top down approach) and that training/information is the key. ➤ S. Montague informed the Committee that all training information can be downloaded but agreed that being with others at a training event to share information is a valuable addition to just downloading documents. ➤ P. Buehler expressed disappointment that no representative of management attended either the October 24 training in Brandon or the Safework Manitoba workshop on violence in schools in Winnipeg on November 14, 2018. C. Cramer advised that Senior Administration will be attendance at the next offering. 	
	4. Variance for Workplace Safety & Health Committees in the Brandon School Division (Workplace Safety and Health Act 40(6), - Update, C. Cramer	<ul style="list-style-type: none"> ➤ C. Cramer advised the variance application was completed and waiting on the WPS&H Central Committee's Terms of Reference. This item was discussed under New Business, item 11. ➤ The Committee was informed the Brandon School Division was operating as if a variance was in place. 	
	<ul style="list-style-type: none"> ➤ <u>Review of Selected Site Inspection Reports:</u> 	<ul style="list-style-type: none"> ➤ K-8 Schools: Alexander (/18), Green Acres (/18), Kirkcaldy Heights (/18), and Riverheights (/18). ➤ High Schools: Crocus Plains (/18). ➤ D. Armstrong was absent and as such site inspection reports were unavailable. ➤ Previous, K-8 Schools: George Fitton (Apr 18/18), King George (/18), O'Kelly (/18), Valleyview (May 17/18) and New Era (Apr 10/18). ➤ Previous, High Schools: Maintenance/Administration (/18). ➤ D. Armstrong was absent as such the Committee was directed to the BSD Portal to review previous inspections reports. ➤ The Committee expressed concern regarding school inspections and incident investigations in the absence of the WPS&H Officer. C. Cramer advised all scheduled inspections and incidents investigations should continue with or without the WPS&H officer. All supervisors have a 	<p>School inspections & incident investigations in the absence of the WPS&H Officer – update, C. Cramer</p> <p>Review any reports in the portal that have not been reviewed at a meeting – all Committee members</p>

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(x) Print Name of Worker Co-Chair **P. Buehler** Signature _____

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
		responsibility for their own facilities and should know the legislation regarding WPS&H. ➤ C Cramer advised she will report back to the Committee by January 18, 2019 on the direction of Senior Administration in the absence of the WPS&H Officer.	
	➤ Correspondence:	➤ Province proposes new legislation that would enable disclosure of personal health information in exceptional circumstances https://news.gov.mb.ca/news/index.html?item=44814&posted=2018-12-04 ➤ The Committee requested to change the wording from "introduces" to "proposes".	
	➤ New Business: 1. Incident Report, October 1, 2018 to December 31, 2018 – D. Armstrong	➤ M. Smoke-Budach provided the Incident Reports to the Committee.	
	2. Violent Incident Report, – D. Armstrong	➤ D. Armstrong was absent as such no violent incident report was provided to the Committee.	
	3. Inspection Dates 2018-2019– D. Armstrong	➤ The Committee reviewed the inspection dates.	
	4. High School minutes – D. Armstrong	➤ The Committee reviewed the minutes from the Vincent Massey/Neelin WPS&H meeting on October 3, 2018. ➤ The Committee requested the recording secretary to follow up with Crocus Plains WPS&H meeting and advise the Committee when the minutes are posted to the BSD Portal.	
	5. Ready and easily available WPS&H report forms – K. Buchanan	➤ K. Buchanan informed the Committee the WPS&H module in the Atrive management software is very large and time intensive to set up, requiring approximately 30-40 hours. The module has been deferred until the spring of 2020.	
	6. Incident reporting, breakdown of incidents between students and workers – J. Rose	➤ J. Rose requested to have a further breakdown in the reporting of incidents involving non-students: teachers, non-staff and educational assistants.	
	7. Motion to amend minutes from October 9, 2018 – P. Buehler / J. Rose	➤ P. Buehler advised the item was addressed in section A.	
	8. BSD Portal – WPS&H Group, create a folder for Safework Procedures – P. Buehler / J. Rose	➤ The Committee requested the recording secretary to create a folder in the WPS&H Group (BSD Portal) to house all BSD Safework Procedures.	
	9. Violent incident report	➤ P. Buehler requested the Committee to review the existing BSD Violent	The reporting process –

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	form and violent incident reports – P. Buehler / J. Rose	Incident Investigation Form. The form used by Seven Oaks School Division was brought forth to the Committee. A discussion regarding who should or who could receive the form when completed was had. ➤ C. Cramer advised she would follow up with the process and report back to the Committee at the next meeting.	update, C. Cramer
	10. Substitute for head teachers when on duty for a half day or less – P. Buehler / J. Rose	➤ This item was included in agenda item number 12.	
	11. WPS&H Terms of Reference (Draft) – C. Cramer / P. Buehler / J. Rose	➤ P. Buehler advised the Committee, there has never been a Terms of Reference for the WPS&H Central Committee. As the Terms of Reference (draft) were detailed and extensive the Committee was asked to review the document and provide feedback to the recording secretary by January 22, 2019. ➤ Motion: The Committee will review the Terms of Reference (draft) and provide feedback to the recording secretary by January 22, 2019. Moved: C. Cramer and K. Buchanan. Carried. ➤ The Committee agreed the co-chairs would answer questions, make decisions and finalize the Terms of Reference.	Terms of Reference – Update, C. Cramer / P. Buehler / J. Rose
	12. WPS&H Concern Form, 5170 Fd.	➤ It was agreed the Co-chairs would discuss the Concern Form outside of the WPS&H Committee.	

Other Business: Confirmation of Next Meeting: March 12, 2019

The meeting was adjourned at 2:28 p.m.

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WHISTLEBLOWER POLICIES AND PROCEDURES

School divisions and districts have been included under the provisions of *The Public Interest Disclosure (Whistleblower) Act* (PIDA) since December 1, 2018, which means boards are required to ensure they have appropriate policies and procedures in place. The [Manitoba Ombudsman](#) has advised us that a good source of information for divisions working in this regard are the [procedures](#) and [form](#) that can be found as downloads on the website of the [Manitoba Civil Service Commission](#). The Ombudsman's office worked with the Civil Service Commission to develop these documents, which were posted in December. Additional information on the PIDA section of the Civil Service Commission site, including FAQs and the PIDA responsibilities of various categories of individuals (employees, supervisors, and designated officers) may also be helpful.

The Manitoba Ombudsman may be able to assist divisions with questions about the content of their policies, or possibly review and provide feedback on the content of policies and procedures. Additionally, an updated version the PIDA session presented at our fall trustee education event will be included among our convention workshop offerings.

THE LEADERSHIP MANDATE

You asked, we answered! On February 6 (Victoria Inn, Brandon) and February 8 (Norwood Hotel, Winnipeg), we will be holding a one-day workshop on **The Leadership Mandate**. This session is designed to assist school board chairs and vice-chairs, both new and experienced, fulfill this important and sometimes challenging role. As such, registration for this session will be limited to those currently serving as chair or vice-chair, or their designates.

Topics to be covered include building the team, focusing the work, managing relationships, growing governing capacity, and representing the school division. The day will conclude with an opportunity for participants to learn from each other, by sharing their own experiences, challenges and successes. Registration opens at 8:30 a.m., and the day will wrap up by 4:00 p.m. Program details and the registration form were distributed in today's divisional email.

HAVE YOUR SAY

Have you participated in our brief (as in only five questions brief) [survey](#) about the scheduling and format of future association meetings? If not, please do so, and help us plan events that best meet the needs of the majority of school trustees. The survey is asking



for feedback on the format and length of possible future fall events such as the one held in November, as well as a possible change in the scheduling of our convention from March to April.

And while you're in a survey state of mind, and if you haven't already done so, please take a few more minutes to complete our [member profile survey](#). Responses to this survey are anonymous, but collectively, they paint a picture of school trustees in Manitoba that is critically important to our advocacy efforts.

CONVENTION UPDATE AND PENDING DEADLINES

The program and registration forms for Convention 2019 will be distributed by the end of January, but until then, here a few updates and reminders.



- Our opening keynote speaker on Thursday morning is [Mike Lipkin](#), founder and president of Envirionics/Lipkin. Thursday's program will be rounded out by three banks of concurrent workshops, and a concluding student panel. Our traditional board chairs meeting with the Minister (yet to be confirmed) is tentatively scheduled for 4:30 p.m.
- The deadline for receipt of all nominations for association [awards and recognition](#) (student citizenship, Presidents' Council, and trustee long service) is February 6, 2019.
- Friday, February 15 is the final date that guest rooms booked within our block at The Delta Hotel can be cancelled without penalty. Any cancellations after that date will incur a penalty of one night's room charge.
- This year's recipient of raffle proceeds will be [The Sunshine Fund](#) of the Manitoba Camping Association. Boards can support this cause by making a [raffle donation](#).

For regular convention updates, visit our [convention page](#).



Leadership, Service and Advocacy:
Local Voices, Local Choices

Convention 2019, March 14 - 15, Delta Winnipeg, 350 St. Mary Avenue

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





January 16, 2019

Josh Watt Executive Director
Manitoba School Boards Association
191 Provencher Boulevard
Winnipeg, MB
R2H 0G4

Dear Josh:

Re: Nomination of Patricia Wiebe for MSBA Vice President for Boards Under 6000

At the regular meeting held on January 16, 2019, the Border Land School Division Board of Trustees voted to endorse the nomination of Trustee Patricia Wiebe for the position of Vice President with the Manitoba School Boards Association.

Trustee Patricia Wiebe is currently serving as 2nd Vice Chair and Negotiation Chair for BLSD. Patricia has served as a BLSD trustee for 17 years; during that time, she has participated on the MSBA Provincial Executive as Region 2 Representative and has served on the MUST Fund Committee, the Child Nutrition Council for Manitoba Committee, the Certificate Review Committee, the Convention Committee and the Manitoba Public School Employees Group Dental and Extended Health Plan. Participating on these committees has given her a wide variety of knowledge and shows her commitment to the association.

Trustee Patricia Wiebe's professional and personal experiences with education make her an excellent candidate for Vice President. Patricia's focus is on enhancing the work of locally elected school boards through leadership, advocacy and communication.

Respectfully,

A handwritten signature in black ink, appearing to read 'Rachel Geirnaert'.

Rachel Geirnaert,
Secretary Treasurer,
Border Land School Division

/csf

News Release

January 23, 2019

For immediate release

Manitoba school boards welcome public education review

Manitoba School Boards Association President Alan Campbell welcomed today's announcement of a long-anticipated review of K-12 public education in the province, saying that it will provide an opportunity for all Manitobans to share their thoughts about what they need and value in our school system.

"Public education is a cornerstone of democratic society, and school boards, as locally elected trustees of that system, are models of grassroots democracy in action," noted Mr. Campbell. "As community representatives, we work with students, families, and the public at large to ensure that schools provide the programs and services that are wanted and needed locally. This review will provide an opportunity for Manitobans to have their voices heard on a larger, provincial scale."

Mr. Campbell went on to note that school boards appreciated the timeline established for the review. "The Commission is expected to conclude its work and submit its report to government by spring, 2020. That report will include key findings and recommendations. This review window will provide due time for reflection and decision on the part of all stakeholders, given both the importance and magnitude of this initiative."

In its news release, the government indicated that it will be seeking input from a wide variety of groups, including school boards, and Mr. Campbell committed the full support of the Manitoba School Boards Association in this regard. "The government has indicated that the focus of this review will be student outcomes, long-term sustainability and enhanced public confidence in our public schools. These are goals that are shared by Manitoba's public school boards, and we welcome this significant opportunity to work collaboratively with our provincial partner on such a major undertaking as this review."

Mr. Campbell closed his comments by inviting all Manitobans to find out more about the work and achievements of school boards, and the variety of local programming and services they help to make available for communities and students, by visiting the Local Voices, Local Choices page at <http://www.mbschoolboards.ca/localVoices.php>

- 30 -

Contact: Alan Campbell, President, Manitoba School Boards Association, at 1-204-886-7121
Josh Watt, Executive Director, Manitoba School Boards Association, at 204-594-5162

Appendix 'D'

**Manitoba's Commission on Kindergarten to Grade 12 Education:
A Comprehensive Independent Review of the K to 12 Education System**

Pre-announcement Briefing Session

January 23, 2019

Purpose

To provide technical briefing for key education sector stakeholders prior to the public announcement of Manitoba's Commission on Kindergarten to Grade 12 Education.

Background

The Government of Manitoba is committed to improving student outcomes for all students by creating an education system that has high standards for educators, high expectations for student learning, relevant curriculum, excellence in governance and a sustainable fiscal framework.

This review of K-12 education in Manitoba represents a long overdue opportunity to examine what is working and what is not working in our elementary-secondary education system today. It will be an opportunity to build on strengths and to identify what needs to change so that all students, regardless of where they live or what their circumstances, succeed in Manitoba's K-12 education system.

The Commission

The nine-member Commission will carry out a comprehensive, independent review of the K-12 education system to improve outcomes for students, ensure long-term sustainability and enhance public confidence. It will be tasked with:

- proposing a renewed vision for K-12 education in Manitoba.
- making bold recommendations to ignite change within existing systems, structures and programs which inspire excellence in teaching and learning.
- considering the continuum of early learning, post-secondary education and labour market needs as part of an integrated lifelong learning approach.

The Commission will lead extensive and transparent public consultations, seeking the input of students, parents, educators, school boards, academics, Indigenous organizations, la francophonie, municipal councils, professional organizations, the business community and members of the public.

Based on the input of Manitobans and the examination of research, the Commission will provide recommendations to the Minister of Education and Training in February 2019.

Six Areas of Focus

The Review will concentrate on six broad areas of focus.

1. **Long-term vision** – What should the goals and purpose of K-12 education be in a rapidly changing world?
2. **Student learning** – What are the conditions required to achieve excellence in student achievement and outcomes in Manitoba?

3. **Teaching** – How can teachers and school leaders become most effective?
4. **Accountability for student learning** – How can the education system develop a stronger sense of shared accountability for student learning?
5. **Governance** – What type of governance structures are needed to create a coordinated and relevant education system?
6. **Funding** – What actions are required to ensure that the education system is sustainable and provides equitable learning opportunities for all children and youth?

Engaging Manitobans

An informative and interactive website will be a key public communication tool throughout the review, housing general information about the Commission, contact information, details regarding public meetings – including a calendar of events, logistical information and registration processes.

Manitobans will have the opportunity to provide their input to the Commission in a variety of ways:

- **Public meetings** – in Winnipeg, Brandon, rural Manitoba and northern Manitoba. French/English and sign-language interpretation will be provided for select public meetings. Participants will need to register in advance at manitoba.ca/educationreview (English) or manitoba.ca/revueeducation (Français).
- **Written submissions** – all Manitobans are welcome to provide written submissions to the Commission.
- **On-line surveys** – all Manitobans will be invited to complete anonymous web-based surveys which are expected to be open for input from March to May 2019.

The Commission also intends to hear directly from **students** to ensure their perspectives on the education system are a strong and authentic voice in the process. This will be accomplished through focused student consultations, on-line surveys and social media.

Requests for meetings with the Commission will be considered and accommodated as time and scheduling permit.

Secretariat

The Commission will be supported by a small secretariat to provide policy, administrative and logistical support.

Contact information

- Email: K12educationcommission@gov.mb.ca (English) or commissioneducationM12@gov.mb.ca (Français)
- Website: manitoba.ca/educationreview (English) or manitoba.ca/revueeducation (Français)

Key Dates

- Announcement – January 23, 2019
- On-line engagement and public and stakeholder meetings - February to May 2019
- Analysis and formulation of recommendations – June 2019 to January 2020
- Recommendations to the Minister of Education and Training – February 2020
- Public release – March 2020

The Terms of Reference of the Commission may be found in Appendix 1 and the list of members of the Commission are presented in Appendix B.

Appendix A

Manitoba's Commission on Kindergarten to Grade 12 Education An Independent Review of the K to 12 Education System Terms of Reference

Context

- The education system in Manitoba covers a vast geographical area and serves a wide range of communities that are linguistically and culturally rich and diverse: First Nations, Métis and Inuit communities; Francophone and other linguistic/ethnic communities; newcomers from across the globe.
- Public education is a fundamental element of a democratic society and is integral to the fabric and character of Canadian society. Its purpose is to serve the best educational interest of all students, regardless of their abilities, personal or family circumstances, or where they live.
- The Government of Manitoba is committed to improving student outcomes by creating an education system that has high standards for educators, high expectations for student learning, relevant curriculum, excellence in governance and a sustainable fiscal framework.
- Students and excellence in student outcomes must be the central focus.

Establishing a Commission to undertake a comprehensive review of Kindergarten to Grade 12 (K-12) education represents a long overdue opportunity to build on strengths but also to identify the changes needed in creating a system that can achieve better outcomes for students and reflects the economic and societal needs of Manitobans.

Mandate

The Commission will carry out an independent review of the K-12 education system to improve outcomes for students, ensure long-term sustainability and enhance public confidence. The Commission will:

- propose a renewed vision for K-12 education.
- make bold recommendations to ignite change within existing systems, structures and programs which inspire excellence in teaching and learning.
- consider the continuum of early learning, post-secondary education and labour market needs as part of an integrated lifelong learning approach.

The review will be informed through extensive and transparent public consultations, supported by research and learn from best practices. The Commission will seek the input of students, parents, educators, school boards, academics, Indigenous organizations, *la francophonie*, municipal councils, professional organizations, the business community and members of the public.

Areas of Focus:

1. **Long-term vision** – What should the goals and purpose of K-12 education be in a rapidly changing world?
2. **Student learning** – What are the conditions required to achieve excellence in student achievement and outcomes in Manitoba?
3. **Teaching** – How can teachers and school leaders become most effective?
4. **Accountability for student learning** – How can the education system develop a stronger sense of shared accountability for student learning?

5. **Governance** – What type of governance structures are needed to create a coordinated and relevant education system?
6. **Funding** – What actions are required to ensure that the education system is sustainable and provides equitable learning opportunities for all children and youth?

Guiding Principles

The work of the Commission will be guided by the following principles:

- **Student centered** – As a key focus of this review is to improve student achievement and student outcomes, the work of the Commission is to be centered on children and youth and on the conditions necessary to support their educational success.
- **Culturally responsive** – Respecting diverse First Nations, Inuit and Métis communities, *la francophonie*, and newcomers, valuing the critical relationships between language and culture.
- **Building on success** – The work of the Commission will build on the strengths of the existing system and will identify the areas requiring attention, improvement and change.
- **Open, engaging and accessible** – All sectors of society will be encouraged to participate and provided with opportunities to have their voices heard.
- **Evidence-informed** – In addition to the voices and perspectives of Manitobans, the Commission will ground its recommendations in research and evidence of successful educational reform initiatives in other jurisdictions.
- **Excellence** – Recommendations will be developed with the intention of achieving a high quality education system and opportunities for all to aspire to excellence.

Deliverables and timelines

The Commission will develop a discussion paper to frame the consultation process. A wide variety of public engagement approaches will be utilized, including public meetings, online surveys and social media to solicit broad and inclusive participation.

The preparatory work of the Commission began in December, 2018. Public engagement activities are anticipated to begin in early 2019. The Commission is to submit a final report to the Minister in February 2020. The report will include key findings and recommendations and is to be released publicly in March 2020.

Appendix B

Manitoba's Commission on Kindergarten to Grade 12 Education – Biographies

Manitoba's Commission on Kindergarten to Grade 12 Education is nine highly qualified individuals who were selected for their skills and experiences as well as the communities and regions they represent. The Commission will deliver its recommendations to the Minister of Education and Training in February 2020.

Co-Chairs

Dr. Janice MacKinnon – (Canmore, Alberta) served as a Saskatchewan cabinet minister from 1991–2001. She is a Fellow of the Royal Society of Canada and member of the Order of Canada. She holds a Ph.D. and Master of Arts degree from Queen's University and is an executive fellow at the University of Calgary School of Public Policy and Professor of Fiscal Policy at the University of Saskatchewan School of Public Health. She has authored three books and many articles on public policy issues. She served as chair of the Institute for Research on Public Policy board, chair of Canada's Economic Advisory Council, a board member of the Canada West Foundation, a member of the National Task Force on Financial Literacy and is currently the Chair of the Ombudservice for Life and Health Insurance (OLHI).

Mr. Clayton Manness – (La Salle, Manitoba) is a former MLA representing the constituency of Morris. He earned his M.Sc. in agricultural economics and worked in the grain industry before entering public life. During his time in office he served as Minister of Finance, Minister of Education and Training and Government House Leader. He later served as chair of Prairie Flax Products Inc. and president of Man Agra Capital Inc.

Commissioners

Mr. Terry Brown – (Winnipeg, Manitoba) is an owner and partner of Legacy Bowes Group and leads the business advisory practice. Terry advises business entities, Indigenous communities and Indigenous entities on policy initiatives, corporate setups, joint ventures, mergers, and acquisitions. He currently serves as on the BUILD and Mother Earth Recycling boards, is the past chair for the Aboriginal Chamber of Commerce and is a past policy committee member for the Manitoba Chamber of Commerce. He holds a Bachelor of Commerce and is currently a mentor for the MBA students in the Asper School of Business.

Mr. Mark Frison – (Winnipeg, Manitoba) is currently the president and CEO of Assiniboine Community College where he is responsible for overseeing 3200 full-time students, 350 full-time employees and an operating budget of \$46 million. Mr. Frison has extensive governance experience developed by his time on various boards including his current role as chair of the Brandon Police Board, his former role as member of the Saskatchewan Cancer Agency Finance Committee and his time as a member on the Premier's Economic Advisory Committee, Oil and Gas Task Force.

Mr. John Daniel (JD) Lees – (Steinbach, Manitoba) is a former Science teacher of the Steinbach Regional Secondary School. He holds a B.Sc. in Zoology and B.A. in Political Science from the University of Manitoba. He has also taught English overseas and is currently the Editor and Publisher of G-FAN Magazine.

Ms. Jill Quilty – (Thompson, Manitoba) is a lawyer with Law North Law Corporation in Thompson Manitoba and practices Criminal, Divorce & Family Law. Her past work experience includes being an academic instructor and coordinator with the College of the North Atlantic in Stephenville NL. She holds a Juris Doctorate degree from Schulich School of Law from Dalhousie University; a Master of Education degree from Mount Saint Vincent University in Halifax; as well as Bachelors' degrees in English and Criminology. She has also served as a volunteer with the Juniper Center; a member of the Truth and Reconciliation Academic Working Group; and is a past member of the Ad Hoc Response Committee for Gender Discrimination, as well as the Indigenous, Black and Mi'kmaq Standing Committee.

Ms. Laurel Repski – (Winnipeg, Manitoba) is a former vice president (human resources, sustainability and audit) at the University of Winnipeg (2006-December 2018). She previously served as vice president (human resources) for the Canadian Wheat Board (2000-2006). She holds a certificate in human resource management from the University of Manitoba and has completed numerous related professional and leadership development programs. Her community involvement includes serving as a director for the All Charities Campaign, serving on the board of directors for the Manitoba Children's Museum and serving as chair and a member of the executive of the Manitoba Theatre for Young People.

Mr. Denis Robert – (St. Adolphe, Manitoba) is a retired principal with 32 years' experience in the Manitoba education system. He spent the last 23 years of his career working for College Béliveau which is one of the first French Immersion schools in Canada. His past work experience includes also owning and operating Les serres Robert Greenhouses in St. Adolphe. His community involvement includes being a volunteer for the 2017 Canada Games, Meals on Wheels; Winnipeg Harvest; humanitarian work in Dominican Republic, Peru, Bolivia Haiti and Malawi with Red River Mission (Rivière Rouge).

Mr. Ian Wishart – (Portage la Prairie, Manitoba) was first elected as the MLA for Portage la Prairie in 2011, & was appointed to cabinet as Minister of Education and Training in 2016. Ian holds a Bachelor of Science Degree in Agriculture from the University of Manitoba, and prior to becoming an MLA, he had a long and accomplished career in the agriculture industry as a producer raising cattle and as an advocate through a variety of organizations. Ian has served as President and Vice President of Keystone Agricultural Producers, on the executive of the Canadian Federation of Agriculture, and as a board member with the Manitoba Crop Insurance Board and the Manitoba Water Council. Ian received the Agri Food Award of Excellence for the environmental work he has done on the Alternate Land Use Services (ALUS) program that introduced the principles of Environmental Goods & Services to Canadian agricultural policy. Ian has also given back by volunteering with a number of community boards including the Portage Fair Board, the Delta Agricultural Conservation Co-op, and the Centennial Community Club.

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

January 23, 2019

MEMO

TO: All Board Chairs

FROM: Alan Campbell
President

RE: Process for 2019 "Bear-pit Session" with Minister of Education and Training

The association is once again inviting the Minister of Education and Training to participate in the annual meeting with board chairs, which is often informally referred to as the "bear-pit session" as part of the 2019 AGM and convention.

We are requesting that board chairs consult with their respective boards and then, based on this consultation; submit a question in advance to our association.

During the bear-pit session itself, the process would then be that a moderator (which will normally be the President of the Association) would read out each question and then identify the board that submitted each question.

It is the intention of Provincial Executive to promote two major efficiencies through this process:

- 1) By reading out submitted questions, the one hour, to one and a half hour, time allotment for the bear-pit session will hopefully allow every board the opportunity to receive a response to the question that they have submitted.
- 2) Due to time constraints during the bear-pit session, if ever there is a case where the Minister of Education and Training is not able to answer all questions, or for whatever reason is not available to join the Convention for the bear-pit, MSBA can then use the questions provided on a subsequent occasion, to advocate on behalf of board interests relative to the Government.

We would therefore request that each board submit its question for the Minister to our Association **no later than February 15, 2019**. This will allow the association to compile all the questions, and submit to the Minister's office for review, in advance of the Minister's meeting with the board chairs. You can submit your questions directly to Executive Assistant Andrea Kehler at akehler@mbschoolboards.ca.

If you have any questions, please also do not hesitate to follow-up with Josh at jwatt@mbschoolboards.ca at your convenience.

AC/ak



BRANDON SCHOOL DIVISION

2019-2020 School Calendar

2019

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

SEP

- 2 Labour Day
- 3 Admin. Day (K-12)
- 4 First Day of Classes
- 9 P.D. Day (K-12)
- 10 P.D. Day (K-12)

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

NOV

- 11 Remembrance Day
- 15 Student Conferences (K-12)
- 29 P.D. Day (K-12)

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

OCT

- 14 Thanksgiving Day
- 25 MTS P.D. Day (K-12)

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

DEC

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

2020

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

JAN

- 1-3 Winter Break
- 6 Classes Resume
- 31 P.D. Admin. Day (K-8 Only)

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

APR

- 1-3 Spring Break
- 6 Classes Resume
- 10 Good Friday
- 17 P.D./Admin Day (K-8)
Student Conferences (9-12)

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

FEB

- 3 Semester 2 Begins (9-12)
- 17 Louis Riel Day

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

MAY

- 8 P.D./Admin. Day (9-12 Only)
- 18 Victoria Day

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

MAR

- 6 Student Conferences (K-8)
P.D./Admin. Day (9-12)
- 27 Last Day of Classes
- 30-31 Spring Break

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

JUN

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

- School Closed
- No Classes K-12
- No Classes K-8
- No Classes 9-12
- Classes Resume/End

PD Calendar

Professional Development Days	2019-2020	Administrative Days
	Tuesday, September 3, 2019	K-12
K-12	Monday, September 9, 2019	
K-12	Tuesday, September 10, 2019	
K-12	Friday, October 25, 2019 (LIFT/SAGE)	
	Friday, November 15, 2019 Student/Parent/Teacher Conferences	K-12
K-12	Friday, November 29, 2019	
K-8 0.5	Friday, January 31, 2020	K-8 0.5
	Friday, March 6, 2020 Student/Parent/Teacher Conferences	K-8
9-12 0.5	PD/Admin	9-12 0.5
	Friday, April 17, 2020 Student/Parent/Teacher Conferences	9-12
K-8 0.5	PD/Admin	K-8 0.5
9-12 0.5	Friday, May 8, 2020	9-12 0.5
	Tuesday, June 30, 2020	K-12
K-8 = 5 days 9-12 = 5 days		K-8 = 5 days 9-12 = 5 days