



# BRANDON SCHOOL DIVISION

October 4, 2017

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

TO BE HELD TUESDAY, OCTOBER 10, 2017  
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, September 25, 2017.  
Adopt.
- b) Board Meeting, September 25, 2017.  
Adopt.

### 2.00 IN CAMERA DISCUSSION

#### 2.01 Student Issues

- Reports
- Trustee Inquiries

#### 2.02 Personnel Matters

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

- Trustee Inquiries

#### 2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

**2.04 Board Operations**

- Reports
- Trustee Inquiries

**3.00 PRESENTATIONS AND COMMUNICATIONS**

**3.01 Presentations for Information**

**3.02 Communications for Information**

- a) Honourable Ian Wishart, Minister of Education, September 19, 2017, sent to Dr. Linda Ross, Chairperson, congratulating the Brandon School Division Board of Trustees and the Brandon School Division on the recent opening of the Neelin High School Off-Campus Program at its new location. Minister Wishart noted that this important initiative offers students needing an alternative environment to regular programming an opportunity to thrive and flourish in a setting customized to meet their needs and this provides an excellent option for young people in Brandon. (Appendix 'A')  
Receive and file.

**3.03 Communications for Action**

**4.00 REPORT OF SENIOR ADMINISTRATION**

**- From Report of Senior Administration**

- a) Review Report of Senior Administration – October 10, 2017

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

**5.02 Delegations and Petitions (Max. 15 minutes)**

**5.03 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA Issues**

- a) Ebulletin – September 27, 2017 (Appendix 'B')

**5.04 Public Inquiries (Max. 15 Mins)**

**5.05 Motions**

- 97/2017 That the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting to be held in Brandon on October 23, 2017.

- 98/2017 That the request involving twenty-four (24) male Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Anaheim, California from November 21 to November 26, 2017 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

### **5.06 Bylaws**

#### **By-law 9/2017**

##### **3<sup>rd</sup> Reading:**

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, “Meetings of the Board”, Section V, ‘Committees’, Section VI, “Public Participation at Board Meetings”, and Section VII, “General”, be now read for the third time, having been read for a second time on September 25, 2017.

#### **By-law 10/2017**

##### **3<sup>rd</sup> Reading:**

That By-law 10/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 4/2014 which authorizes payment of indemnities and mileage to Trustees, originally passed September 22, 2014, to add sections to replace Policy 2006 – “Trustee Professional Development”, be now read for the third time, having been read for a second time on September 25, 2017.

### **5.07 Giving of Notice**

### **5.08 Trustee Inquiries**

### **6.00 ANNOUNCEMENTS**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, October 10, 2017, Conference Room.
- b) Brandon School Division and City of Brandon Joint Meeting – 5:30 p.m., Thursday, October 12, 2017, T.E. Snure Multipurpose Room, McDiarmid Building.
- c) Education and Community Relations Committee Meeting – 1:00 p.m., Monday, October 16, 2017, Boardroom.
- d) Finance and Facilities Committee Meeting – Tuesday, 1:00 p.m., October 17, 2017, Boardroom.
- e) School Division/Parent/Guardian Advisory Committee and Board Engagement Meeting – 7:00 p.m., Tuesday, October 17, 2017, Boardroom.
- f) Finance and Facilities Committee/Employee Groups Stakeholder Meeting – 4:30 p.m., Wednesday, October 18, 2017, Boardroom.
- g) MSBA Regional Meeting – 9:00 a.m., Monday, October 23, 2017, Victoria Inn, Brandon.
- h) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, October 23, 2017, Boardroom.

### **7.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 3:45 P.M., MONDAY, SEPTEMBER 25, 2017.

**PRESENT:**

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

Recording Secretary: Secretary-Treasurer, Mr. D. Labossiere.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Ms. Becky Switzer, Director of Human Resources.

**OTHER ATTENDEES:**

Legal Counsel for Brandon School Division, Staff member and CUPE Local 737 President.

**CALL:**

The Chairperson called the meeting to order at 3:52 p.m. and referred to the Call.

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

- a) Personnel Matter.

Mr. Sefton – Mr. Bartlette

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

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA**

The Committee discussed a Personnel Matter.

Guests and Senior Administration exited at 4:15 p.m.

Guests and Senior Administration returned at 4:45 p.m.

Guests and Senior Administration exited at 4:54 p.m.

Guests and Senior Administration returned at 5:50 p.m.

Mr. Sefton – Mrs. Bowslaugh

That the Committee of the Whole In Camera do now resolve into Board at 5:51 p.m.

Carried.

96/2017 Mr. Sefton – Mr. Kruck  
That Confidential #1 and the recommendations therein be approved.  
Carried.

Mr. Buri – Mr. Murray  
That the meeting do now adjourn (5:55 p.m.).

\_\_\_\_\_  
Chairperson

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



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, SEPTEMBER 25, 2017.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, 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, Mr. G. Malazdrewicz, Assistant Superintendent.

## **REGRETS:**

The Chairperson called the meeting to order at 6:10 p.m.

## **AGENDA**

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

#### **1.01 Approval of Agenda**

Senior Administration added five (5) items for In-Camera.

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

Trustee Ross added two (2) items for In-Camera.

Mr. Bartlette - Ms. Bambridge  
That the agenda be approved as amended.  
Carried.

#### **1.02 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held September 11, 2017 were circulated.

Mr. Bartlette – Ms. Bambridge  
That the Minutes be approved as amended.  
Carried.

Mr. Murray – Mr. Sefton

That the Board do now resolve into Committee of the Whole In-Camera. (6:12 p.m.)

Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### 2.00 IN CAMERA DISCUSSION:

#### 2.01 Student Issues

##### - Reports

- a) Trustee Buri spoke on a Student Matter and received Board feedback.
- b) The Superintendent/CEO spoke on a student matter and received direction from the Board.

##### - Trustee Inquiries

#### 2.02 Personnel Matters

##### - Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Confidential #2 – The Superintendent/CEO distributed and reviewed a document on a Personnel matter.
- c) Mr. Denis Labossiere, Secretary-Treasurer, provided an update and information on a Personnel Matter.
- d) Trustee Bowslaugh spoke on a Personnel Matter.

##### - Trustee Inquiries

#### 2.03 Property Matters/Tenders

##### - Reports

- a) The Superintendent/CEO provided information on a Property Matter and received direction from the Board.

##### - Trustee Inquiries

#### 2.04 Board Operations

##### - Reports

##### - Trustee Inquiries

Mr. Murray – Mr. Kruck

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

Carried.

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

The Chairperson noted that the week of September 25 to September 29, 2017 has been proclaimed School Support Staff Recognition Week by the Minister of Education. Trustee Ross thanked all the Division support staff for all their hard work and diligence with which they do their jobs.

### 3.00 PRESENTATIONS AND COMMUNICATIONS:

#### 3.01 Presentations For Information

### **3.02 Communications For Information**

- a) Mr. Jamie Rose, President, CUPE Local 737, September 2, 2017, sent to Trustees and Senior Administration, informing that the Manitoba Government has proclaimed the week of September 25 to September 29, 2017, as School Support Staff Recognition Week. Mr. Rose encourages everyone to acknowledge and thank school support staff for the important role they play in our schools and in the lives of Division students.

Ordered filed.

### **3.03 Communications For Action**

### **4.00 REPORT OF SENIOR ADMINISTRATION**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the September 25, 2017 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Brandon School Division Summer Fun Golf Tournament
    - Division-Wide Professional Development Day – September 27, 2017
  - Information Items
    - Manitoba Education and Training Correspondence
      - Proclamation Re: Peace Days 2017
      - Proclamation Re: School Support Staff Recognition Week
    - Manitoba Band Association
    - Head Teachers 2017-2018
    - Brandon University Exhibit, “100 Years of Loss”
  - Presentations
    - Continuous Improvement Plan Update – M. Gustafson and G. Malazdrewicz
    - Indigenous Language Course Review – M. Gustafson
    - Opening Week Enrollment Numbers – G. Malazdrewicz

(Trustee Kruck exited at 7:30 p.m. and returned at 7:33 p.m.)

Ms. Bambridge – Mrs. Bowslough

That the September 25, 2017 Report of Senior Administration be received and filed.

Carried.

### **5.00 GOVERNANCE MATTERS**

#### **5.01 Reports of Committees**

- a) Finance Committee Meeting

The written report of the Finance Committee meeting held on September 5, 2017 was circulated.

Trustee Bartlette asked questions for clarification regarding Reserves.

Mr. Sefton – Ms. Bambridge

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 September 12, 2017 was circulated.

Mr. Murray – Mr. Buri  
That the Report be received and filed.

Carried.

(Trustee Kruck exited at 7:39 p.m. and returned at 7:41 p.m.)

- c) Education and Community Relations Committee Meeting  
The written report of the Education and Community Relations Committee meeting held on September 18, 2017 was circulated.

Mr. Buri – Mr. Bartlette  
That the Report be received and filed.

Carried.

- d) Finance and Facilities Committee Meeting  
The written report of the Finance and Facilities Committee meeting held on September 19, 2017 was circulated.

Trustee Bowslaugh congratulated the Earl Oxford School Parent Council on their hard work toward the purchase of a new playground structure.

Mr. Sefton – Mr. Buri  
That the Report be received and filed.

Carried.

## **5.02 Delegations and Petitions**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA Matters**

- a) Learning Opportunities – 2017-2018 Calendar of Events  
b) Ebulletin – September 13, 2017  
c) Memo – Fair Dealing Guidelines of the *Copyright Act*

## **5.04 Public Inquiries (max. 15 minutes)**

## **5.05 Motions**

91/2017 Mr. Sefton – Mr. Bartlette  
That the amount of \$1,300,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.

Carried.

92/2017 Mr. Bartlette – Mr. Sefton

That the appointment of SNC Lavalin as Consultant for the École Harrison – Steam Heating System Replacement Project, be approved, subject to Public Schools Finance Board (PSFB) approval.

Carried.

93/2017 Mr. Sefton – Mr. Bartlette

That the following guidelines be initiated for the 2018-2019 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) A 1.5% inflationary increase be provided for controllable services and supplies;
- c) A 1.5% inflationary increase on the school instructional supply budget;
- d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2018-2019 Budget provide for expected enrollment growth.

Carried.

#### **Late Motion:**

94/2017 Mr. Bartlette – Mrs. Bowslaugh

That the request for the renaming of the Vincent Massey football field to “DOUG STEEVES FIELD” for the period of 10 years, with the cost and maintenance of the signage to be the responsibility of the Viking Football team, be approved.

Carried.

#### **5.06 Bylaws**

Mr. Sumner

#### **By-Law 9/2017**

##### 2<sup>nd</sup> Reading:

That By-law 9/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-law 3/2014 which regulates the proceedings of the Board of Trustees of the Brandon School Division, originally passed September 22, 2014, to amend Section II, “Meetings of the Board”, Section V, ‘Committees’, Section VI, “Public Participation at Board Meetings”, and Section VII, “General”, be now read for the second time, having been first read on September 11, 2017.

Carried.

Mr. Sumner  
**By-Law 10/2017**

2<sup>nd</sup> Reading:

That By-law 10/2017 being a by-law of the Board of Trustees of the Brandon School Division for the purpose of amending By-Law 4/2014 which authorizes payment of indemnities and mileage to Trustees, originally passed September 22, 2014, to add sections to replace Policy 2006 – “Trustee Professional Development”, be now read for the second time, having been first read on September 11, 2017.

Carried.

**5.07 Giving of Notice**

**5.08 Trustee Inquiries**

Trustee Bartlette asked questions regarding the CUPE janitorial employees at Vincent Massey High School and noted CUPE has asked questions with respect to Crocus Plains. He is wondering when a formal review will take place to assist with coming to a decision.

Mr. Labossiere responded that no formal review has taken place. A survey provided by Human Resources has been completed by employees, and the review will continue throughout the year.

**6.00 ANNOUNCEMENTS**

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, October 10, 2017, Conference Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Tuesday, October 10, 2017, Boardroom.

Mr. Sefton - Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (8:11 p.m.)

Carried.

95/2017 Ms. Bambridge – Mr. Buri

As per Policy 9.10 Superintendent Evaluation, the Board of Trustees and/or its committee shall carry out a formal evaluation of the Superintendent/CEO annually for the first two years, and in the second year of each Board’s term thereafter during the month of April or May, or more often at the discretion of the Board, or through mutual agreement.

Whereas the Board of Trustees has completed an evaluation of the Superintendent/CEO in accordance with Policy 9.10; therefore be it resolved that the Board approve the Superintendent/CEO evaluation for the period July 1, 2016 – June 30, 2017, and further that the Board authorize the former Chair to sign the report on the Board’s behalf.

Carried.

**IN COMMITTEE OF THE WHOLE IN CAMERA (8:12 p.m.)**

Mrs. Bowslaugh – Mr. Kruck

That the Committee of the Whole In-Camera do now resolve into Board. (8:40 p.m.)

Carried.

**7.00 ADJOURNMENT**

Mr. Bartlette – Mr. Buri

That the Board do now adjourn. (8:41 p.m.)

Carried.

\_\_\_\_\_  
Chairperson

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



SEP 22 2017

Office of the Secretary Treasurer  
Brandon School Division**MINISTER  
OF EDUCATION**Room 168  
Legislative Building  
Winnipeg, Manitoba, Canada  
R3C 0V8

SEP 19 2017

Dr. Linda Ross  
Chairperson  
The Brandon School Division  
1031-6<sup>th</sup> Street  
Brandon MB R7A 4K5

Dear Dr. Ross:

I would like to congratulate The Brandon School Division Board of Trustees and the School Division on the recent opening of the Neelin High School Off-Campus program at the new location on 638 Princess Avenue, after 10 years at the 10<sup>th</sup> Street location.

This important initiative offers students needing an alternative environment to regular programming an opportunity to thrive and flourish in a setting customized to meet their needs. You have unified The Upper Deck for students aged 14-17 with the Neelin High School off-Campus program for students aged 18-21. This provides an excellent option for young people in Brandon.

My best wishes for continued success in the decades ahead.

Sincerely,

Ian Wishart

- c. Dr. Marc Casavant, Superintendent, Brandon School Division  
Mr. Ken Seekings, Principal, Neelin High School  
Reg Helwer, MLA for Brandon West  
Len Isleifson, MLA for Brandon East



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

October 10, 2017

### A. Administrative Information

#### I. CELEBRATIONS

1. **TRUSTEE PAT BOWSLAUGH WAS HONOURED WITH A STAR BLANKET FOR HER YEARS OF SERVICE WITH THE BRANDON URBAN ABORIGINAL PEOPLE'S COUNCIL.**
2. **MR. ROBERT CEY, ON BEHALF OF THE KNIGHTS OF COLUMBUS (BRANDON CHAPTER), HAS GENEROUSLY DONATED TWO CASES OF BRAND NEW CHILDREN'S WINTER COATS TO STUDENTS OF BRANDON SCHOOL DIVISION.**

#### II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from September 20, 2017 to October 3, 2017.

- September 20, 2017 – Brandon University/Brandon School Division Research Committee Meeting re: Sexually Exploited Children and Youth
- Sept 22, 2017 – meeting with Mr. Gladden Smith
- September 26, 2017 – Divisional Leadership Team Meeting
- September 27, 2017 – Brandon School Division – Divisional Professional Development Day
- September 28, 2017 – telephone meeting with Deputy Chief Balcaen, Brandon Police Service
- September 28, 2017 – meeting with Ms. Anne Saftich, IBM Canada
- September 29, 2017 – 100 Years of Loss: Healing the Legacy of Residential Schools, Brandon University
- September 29, 2017 – Indigenous Education Leadership Round Table Meeting

*“Accepting the Challenge”*

- October 2, 2017 - Brandon University/Brandon School Division Research Committee Meeting re: Sexually Exploited Children and Youth

### III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	1 total	1 – 5 day	Drug and Alcohol Policy
High Schools	7 total	1 – 3 day	Unacceptable Behaviour
		1 – 3.5 day	Assaultive Behaviour
		4 – 5 day	Drug and Alcohol Policy
		1 – 5 day	Unacceptable Behaviour

### IV. INFORMATION ITEMS

#### 1. MANITOBA EDUCATION AND TRAINING CORRESPONDENCE

##### **PROCLAMATION RE: WORLD TEACHERS’ DAY**

For Information ..... Dr. Casavant

World Teachers’ Day has been proclaimed by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as a day devoted to appreciating teachers and generating awareness about issues pertaining to teachers.

Correspondence has been received from Honourable Ian Wishart, Minister of Education and Training, proclaiming October 5, 2017 be designated as World Teachers’ Day in Manitoba.

World Teachers’ Day is an opportunity to recognize and understand the important contributions that teachers make to education and development in our classrooms, and to ensure that this profession so vital to the healthy functioning of society receives respect.

##### **PROCLAMATION RE: MANITOBA SCHOOL LIBRARY DAY**

For Information ..... Dr. Casavant

Correspondence has been received from Honourable Ian Wishart, Minister of Education and Training, proclaiming that the fourth Monday in October will be celebrated annually as Manitoba School Library Day. School libraries function as information-rich centres supporting literacy, inquiry and research in schools. School libraries foster student achievement and collaboration as well as the growth of traditional and electronic collections for the purpose of curriculum implementation in schools.

In celebration of Manitoba School Library Day, schools are encouraged to participate in the “Drop Everything and Read” challenge sponsored by the Manitoba School Library Association. Students and educators are challenged to read for twenty minutes at 11:00am on October 23.

**2. MIDDLE YEARS PROGRAM REVIEW**

For Information .....Dr. Casavant

The Brandon School Division is undertaking a Middle Years options programming review. A consultation with staff will occur on October 30, and public consultations will be held on November 1<sup>st</sup> and 2<sup>nd</sup>. The location for these meetings is under review and will be decided shortly.

**3. BUS/VEHICLE ACCIDENT**

For Information .....D. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, September 20, 2017. At approximately 9:30 a.m. while on regular route assignment Bus 40-09 was involved in a collision with a parked school bus while pulling into the parking spot at the bus compound. There were no students on the bus at the time of the accident. The accident has been reported to Manitoba Public Insurance. This is provided as information.

**V. PRESENTATIONS**

**1. INDIGENOUS ELDER UPDATE**

For Information .....K. Tacan

Mr. Kevin Tacan, Indigenous Elder, will provide an update on his current work with Brandon School Division.

**2. MANAGEMENT AND INFORMATION SYSTEMS TECHNOLOGY (MIST) UPDATE ON 8-YEAR PLAN**

For Information ..... B. Ewasiuk

Mr. Ewasiuk, Director of Management and Information Systems Technology, will provide an update on the MIST 8-Year Plan. Please see Appendix A.

**3. LEAN UPDATE**

For Information ..... B. Switzer

Ms. Switzer, Director of Human Resources, will present on the LEAN project, conducted by School Leaders in the 2016/2017 school year. Please see Appendix B.

**4. HUMAN RESOURCES UPDATE**

For Information ..... B. Switzer

A presentation on statistics related to recruitment will be provided by Ms. Switzer, Director of Human Resources. Please see Appendix B.

**B. Business Arising for Board Action**

**I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE**

**1. PERSONNEL REPORT**

For Information ..... B. Switzer

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

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

For Action .....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix C for Board of Trustees consideration) for twenty-four (24) male hockey students in grades 10 to 12 to make a trip to Anaheim, California from November 21 to November 26, 2017.

Mr. Bryce Ridgen, Principal, Vincent Massey High School (who forwarded the package under the signature of Mr. Sean Brown, Vice Principal, Vincent Massey High School); Mr. Greg Malazdrewicz, Assistant Superintendent; and Dr. Marc D. Casavant, Superintendent/CEO have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

***RECOMMENDATION:***

*That the request involving twenty-four (24) male Vincent Massey High School hockey students in grades 10 to 12 to make a trip to Anaheim, California from November 21 to November 26, 2017 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.*

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

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

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



# BRANDON SCHOOL DIVISION

## The Use of Digital in The Brandon School Division

Brent Ewasiuk

Director of Management and Information Systems Technology

*“Accepting the Challenge”*

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# BRANDON SCHOOL DIVISION

## Continuous Improvement Plan

When asked, our students stated that:

- they needed to develop general skills such as communication and problem solving
- they felt it was important to develop into respectful, responsible and determined citizens
- their education needed to be personalized and engaging.

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*“Accepting the Challenge”*



# BRANDON SCHOOL DIVISION

## Continuous Improvement Plan

The effective use of digital in teaching and learning is imperative to help our students meet the needs they themselves have identified

Supporting our educators with technology

- providing all educators with a laptop

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*“Accepting the Challenge”*



# BRANDON SCHOOL DIVISION

## Current budget

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<b>Classroom</b>								
Computers & carts	\$504,800	\$527,200	\$560,000	\$806,400	\$548,000	\$574,400	\$658,400	\$656,000
Monitors	\$92,274	\$83,720	\$78,260	\$70,616	\$53,508	\$50,778	\$28,028	\$0
ipads	\$115,500	\$86,350	\$0	\$3,300	\$0	\$115,500	\$86,350	\$0
Printers	\$11,110	\$10,100	\$1,010	\$5,050	\$6,060	\$1,010	\$5,050	\$4,040
Projectors & Smartboards	\$101,500	\$315,000	\$301,000	\$315,000	\$308,000	\$297,500	\$49,000	\$0
<b>Infrastructure</b>								
Switches & Racks	\$95,135	\$28,068	\$170,453	\$86,859	\$371,771	\$88,729	\$138,898	\$23,797
Wireless	\$0	\$0	\$0	\$428,709	\$0	\$0	\$0	\$0
Firewall	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0
Servers & SAN	\$0	\$0	\$34,000	\$34,000	\$34,000	\$0	\$0	\$0
Backup	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
Network Infrastructure	\$0	\$47,480	\$47,480	\$47,480	\$47,480	\$47,480	\$47,480	\$47,480
Telephone	\$0	\$0	\$0	\$0	\$172,000	\$0	\$0	\$0
UPS & Air conditioning	\$53,520	\$0	\$0	\$0	\$3,250	\$11,250	\$0	\$0
Cameras	\$0	\$0	\$0	\$0	\$60,000	\$256,000	\$257,400	\$0
Software	\$566,800	\$566,800	\$566,800	\$566,800	\$566,800	\$566,800	\$566,800	\$566,800
<b>Total</b>	<b>1,540,639</b>	<b>1,664,718</b>	<b>1,849,004</b>	<b>2,364,214</b>	<b>2,205,870</b>	<b>2,009,448</b>	<b>1,837,406</b>	<b>1,298,117</b>
<b>Current budget</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>	<b>1,460,500</b>
<b>Variance</b>	<b>-80,139</b>	<b>-204,218</b>	<b>-388,504</b>	<b>-903,714</b>	<b>-745,370</b>	<b>-548,948</b>	<b>-376,906</b>	<b>162,383</b>

*“Accepting the Challenge”*



# BRANDON SCHOOL DIVISION

Questions??

Or

Comments..

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*"Accepting the Challenge"*





# BRANDON SCHOOL DIVISION

## Teacher Hiring Kaizen

May 2017

*"Accepting the Challenge"*



## TEAM



Ken, Becky, Sandy, Barbara, Dave, Chris



The first step in the process was to identify the objectives of this Kaizen ...

The Japanese word **kaizen** simply means "**change for better**", with no inherent meaning of either "continuous" or "philosophy" in Japanese dictionaries or in everyday use. **The word refers to any improvement, one-time or continuous, large or small**, in the same sense as the English word "improvement".

改善



**Kaizen** (or 'continuous improvement') is an approach of constantly introducing small incremental changes in a **business** in order to improve quality and/or efficiency.

This approach assumes that employees are the best people to identify room for improvement, since they see the processes in action all the time.



## Our Objectives...

1. Identify and implement ideas to improve the efficiency of the hiring process for teachers
2. Review the actual candidate interview and identify ideas to improve the differentiation of candidates



## Stakeholders

The team then had to consider who the stakeholders were that had a vested interest in this process, and what their respective needs were that we should be taking into consideration.





## Process Stakeholders

Stakeholders	Process Needs
Principals	<ul style="list-style-type: none"> <li>- Confidence in the process</li> <li>- Timely &amp; efficient</li> <li>- Ability to hire qualified people who care</li> </ul>
Candidates	<ul style="list-style-type: none"> <li>- Fair and efficient process</li> </ul>
Staff	<ul style="list-style-type: none"> <li>- Find colleagues who are compatible with the school community</li> </ul>
Students/Parents	<ul style="list-style-type: none"> <li>- A process that places the BEST teacher in the classroom</li> </ul>
School Division/HR	<ul style="list-style-type: none"> <li>- Efficient and transparent process</li> <li>- Maintaining a balance between School Leader workloads &amp; meeting the standards of regulations</li> </ul>



The team then spent a full day reviewing all aspects of teacher recruitment and staffing as described under former Policy 5010 - Interview, Selection and Assignment of Professional Teaching Staff ....



## Process



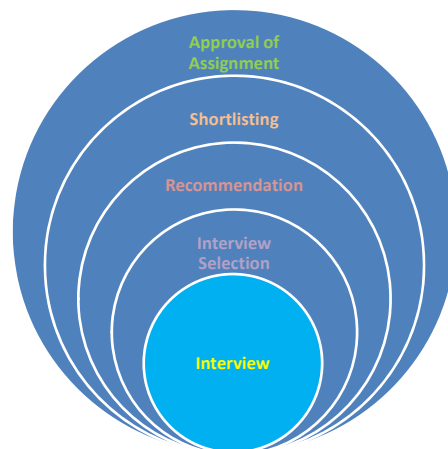
it was like peeling away the layers of a

### **BLOOMIN ONION**

to realize that the core of the concern was ....



## Process





- The interview process did not provide candidates a way to present their knowledge base to the best of their ability

“We differentiate instruction for students based on how they learn, so why don’t we do the same when we are hiring?”



- Standard questions were becoming stale, responses were appearing to be “canned” at times and candidates were providing similar responses to several questions, giving the perception that the questions were becoming repetitive.

“I feel like I have already answered that but I suppose I can elaborate a little more ...”



- Information provided on forms to recommend candidates was repetitive and information was already accessible to Human Resources internally.

“ HR posts the vacancy, so I should be able to simply provide the number of the competition and not have to regurgitate the rest...”



## CHANGES MADE

- Of the Eight Standards of Excellence, School Leaders identified that **Curriculum Program and Planning, Instructional Diversity and Student Assessment** were critical areas of the interview.
- School Leaders wanted the flexibility to allow for a **differentiated presentation** for the candidates to showcase their knowledge in these critical areas.
- So...



Candidates who applied to the PILOT Schools were given the following option:

In preparation, should you be contacted for an interview with this particular school, based on the guiding statement below, please be prepared to demonstrate, using any of these methods, your choice:

**Visual** – multimedia (powerpoint/video, etc.), portfolio, photos

**Written** – lesson/unit plan, student work/projects

**Verbal** - monologue

**Note:**

- Device and/or necessary accessories are the responsibility of the candidate.
- This demonstration should not exceed 15 minutes.

**Guiding Statement**

Demonstrate your knowledge and experience with:

- the planning and delivery of curricular units focusing on meeting diverse student needs; and
- assessing for the purpose of driving your instruction and evaluating student learning; and
- communication to students and their families.



The RESULTS were ...

**AMAZING!**



## Feedback from School Leaders

- Allows the interviewer to identify the candidate's strengths and abilities
- Questions were clear and concise
- Candidates were better prepared
- Candidate responses seemed more authentic
- Candidate had a choice of how to present themselves and demonstrate how effective they are as instructional leaders
- Allowed candidate to demonstrate personality
- Were able to see the teacher in their natural state with the opportunity to probe for more

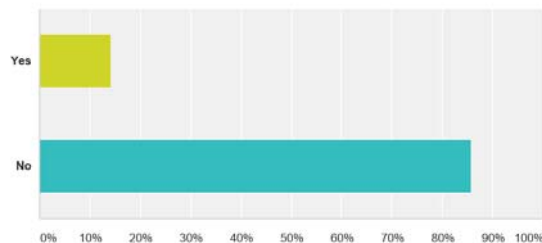
**ULTIMATE GOAL – to get the best teacher in front of kids!**



## Feedback from Candidates

Was this your first interview with Brandon School Division?

Answered: 21 Skipped: 0

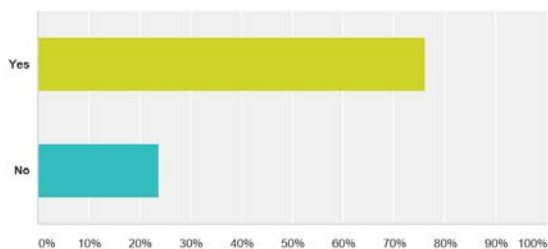


Answer Choices	Responses	Count
Yes	14.29%	3
No	85.71%	18
Total		21



### Was the time given to prepare for the demonstration adequate?

Answered: 21 Skipped: 0

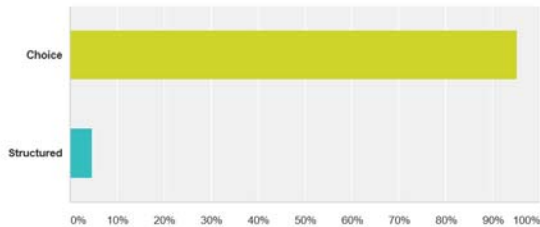


Answer Choices	Responses	Count
Yes	76.19%	16
No	23.81%	5
Total		21



### Do you prefer to have choice on how you demonstrate your knowledge and skills or do you prefer solely a structured question/answer format?

Answered: 21 Skipped: 0



Answer Choices	Responses	Count
Choice	95.24%	20
Structured	4.76%	1
Total		21



## Comments provided by candidates!

I really enjoyed the combination of both structures during this interview process. It was very enjoyable, personable, and helped build a sense of confidence in demonstrating our teaching methods and practices.

6/7/2017 6:10 PM [View respondent's answers](#)

I had both kinds of interview in the same day. I had no preference.

6/2/2017 11:40 AM [View respondent's answers](#)



with the presentation I feel like the interviewer got to see how I am as a teacher in more detail then just being asked questions

6/1/2017 3:04 PM [View respondent's answers](#)



We promote the udl approach for students to share their knowledge using an approach that best matches their learning style. As a teacher I appreciated the opportunity to finally share my strengths by choosing a style that best matched my personality. Option was great

5/15/2017 10:39 PM [View respondent's answers](#)

I thought having the opportunity to present our knowledge in a different format worked much better than the interview questions themselves. It would have been nice to have a bit more time for the demonstration but it was adequate enough to put something together.

5/15/2017 2:44 PM [View respondent's answers](#)



Time consuming tasks that were repetitive in nature and/or regurgitating information that HR already possessed was reduced or eliminated!





## NEXT STEPS

It doesn't end here!!

This was rolled out across the Division for implementation as of September 2017 due to the huge success and positive results the Team recognized during the PILOT.



And as a result, there are some follow up meetings scheduled with School Leaders, there are “new” ideas for other areas to Kaizen and the return on investment (in LEAN) is fueling excitement throughout the leadership group of BSD!

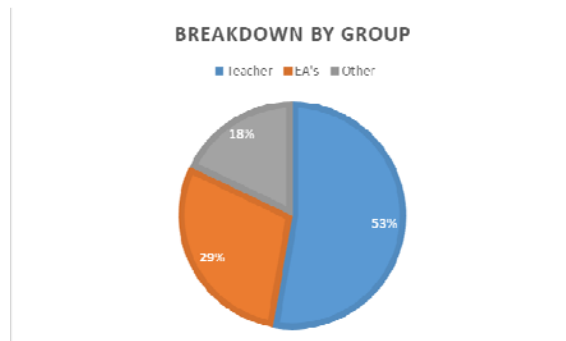




## Recruitment Statistics 2017/18



For recruitment in the 2017/18 school year, a total of 362 postings were advertised.



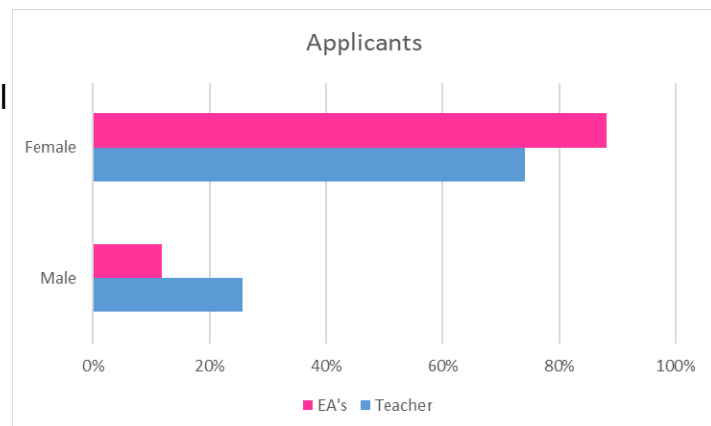


A total of 7835 applications were processed for those 362 postings.

- For teachers, each applicant would have applied to an average of 10 postings.
- For Educational Assistants, each applicant would have applied to an average of 10 postings.



As you can see, the applicant pool that BSD experiences is predominately female applicants.





Applicants at the time of their application can respond as to whether they are a visible minority.

Of the 52 applicants who indicated they are Aboriginal, 28 were hired to positions.

Of the 11 applicants who indicated they are with disabilities, 7 were hired to positions.



Thank you for  
this  
opportunity!

**AN EMPOWERED ORGANIZATION IS ONE  
IN WHICH INDIVIDUALS HAVE THE  
KNOWLEDGE, SKILL, DESIRE, AND  
OPPORTUNITY TO PERSONALLY  
SUCCEED IN A WAY THAT LEADS TO  
COLLECTIVE ORGANIZATIONAL  
SUCCESS.**

M. SHAWN COVEY

## REGIONAL MEETINGS

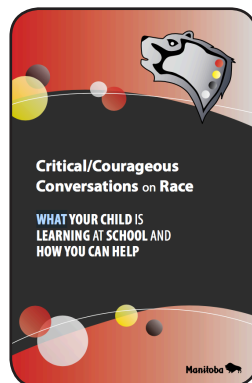
Regional meetings get underway in less than a month! This is the opportunity for boards to receive an update on association happenings since our March 2017 convention, and to begin the deliberations that will culminate in elections and debate at convention 2018. The [call for resolutions and the first call for nominations](#) was distributed in June. The deadline for receipt of regular resolutions is this Friday, September 29. There will be two more calls for nominations, at the October regional meetings and then again in March, at convention. As well, nominations can be submitted in writing to the Nominations Committee at any time, up until the final call at convention.

Meeting dates and locations are as follows: Region 1, Monday, October 23 (Victoria Inn, Brandon); Region 2, Thursday, October 26 (Carman Pentecostal Assembly); Region 3, Friday, October 27 (Larters at St. Andrews); Region 4, Saturday, October 21 (Frontier Collegiate, Cranberry Portage); and Region 5/6, Saturday, October 28 (Norwood Hotel, Winnipeg).

Regional meeting agenda packages will be distributed during the first week of October.

## TALKING ABOUT RACE

Two new complementary resource documents were recently posted by Manitoba Education and Training. [Creating Racism-Free Schools through Critical/Courageous Conversations on Race](#) and [Critical/Courageous Conversations on Race: What your child is learning at school and how you can help](#) will help school divisions, schools, teachers, parents, and students engage in and understand conversations about racism. The documents describe the levels and effects of racism, and acknowledge its history within Canada. Ultimately, the goal is to create inclusive and equitable classrooms and schools for all students, with a particular focus on those who identify as First Nation, Métis and Inuit, and in so doing contribute to the advancement of the Truth and Reconciliation Commission's Calls to Action.



## LEARNERS AT THE CENTRE

The Manitoba Education Research Network (MERN) Fall Forum will be focusing on [Students at the Centre](#). This one-day event will be held on Friday, November 3, from 9:00 a.m. to 2:45 p.m. at Brandon University's Faculty of Education. The day will be structured with a keynote presentation and three banks of concurrent workshops. Workshops will explore some of the latest research in aspects of literacy, numeracy, STEM education, mental health, leadership and more. As always, there is no fee to attend this event, and lunch is provided.

[Register](#) online, or for more information, contact [MERN](#).



## REMEMBRANCE DAY

Just in time for Remembrance Day, Winnipeg's Brookside Cemetery is once again offering guided tours of its Field of Honour, the burial place of more than 14,000 war veterans, peacekeepers, merchant marines and military personnel. School tours, which include a chance to hear from surviving veterans, will operate twice daily (9:30 a.m. and 12:30 p.m.) from November 6 to 10. Each tour can accommodate 34 to 40 students, and lasts approximately two hours. Organizers are hoping to have 500 students participate in this interactive learning experience this year. For more information or to book a tour, contact Sherry, Matt or Milaini by [email](#) or by telephone at (204) 986-4348.



## HEALTHY FOODS, HEALTHY KIDS, HEALTHY SCHOOLS

The Manitoba Healthy Food in Schools [new website](#) is now live! The website is designed to offer schools resources to promote healthy eating, create a comprehensive school nutrition environment, and guide schools through any food and nutrition challenges they may encounter. Examples of resources found on the website include school nutrition guidelines, community resources, recipes, healthy fundraising factsheets, and free school nutrition services offered by a registered dietitian. Check it out!

