



BRANDON SCHOOL DIVISION

May 17, 2017

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

TO BE HELD TUESDAY, MAY 23, 2017
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Board Meeting, May 8, 2017.
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – May 23, 2017

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Finance Committee Meeting M. Sefton
 - May 8, 2017
 - May 18, 2017
- b) Facilities and Transportation Committee Meeting G. Kruck
- c) Trustee Evaluation Committee S. Bambridge

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

- Ebulletin – May 3, 2017 (Appendix 'A')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 65/2017 That a wheelchair school bus be provided to the Society for Manitobans with Disabilities for their Summer Program from July 4 to August 25, 2017 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.
- 66/2017 That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be

provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Friends of Education Fund Committee Meeting – 11:30 a.m., Tuesday, May 23, 2017, Conference Room.
- b) Divisional Futures and Community Relations Committee Meeting – 12:00 p.m., Monday, May 29, 2017, Boardroom.
- c) Brandon School Division Long Service Employee Recognition Evening – 7:00 p.m., Thursday, June 1, 2017, Riverbank Discovery Centre.
- d) Policy Review Committee Meeting – 11:30 a.m., Monday, June 5, 2017, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, June 12, 2017, 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), MONDAY, MAY 8, 2017.

PRESENT:

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

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

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

REGRETS:

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

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

The Secretary-Treasurer noted that Senior Administration had two (2) Personnel items for In-Camera and one late motion from the Finance Committee.

Mr. Buri – Dr. Ross

That the agenda be approved as amended.

Carried.

1.02 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Board Meeting held April 24, 2017 were circulated.

Mrs. Bowslaugh - Mr. Buri

That the Minutes be approved.

Trustee Bowslaugh asked that her abstention on Motion 53/2017 be noted in the Minutes.

Carried.

Ms. Bambridge – Dr. Ross

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

Carried.

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

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report was presented.
 - b) The Superintendent provided information on a Personnel Matter and received direction from the Board.
 - c) The Superintendent provided information on a Personnel Matter and answered Trustee questions.
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) Confidential #2 – A Draft Board Report was presented and discussed. Senior Administration received Board direction.
- Trustee Inquiries

Mr. Buri – Dr. Ross

That the Committee of the Whole In-Camera do now resolve into Board. (6:48 p.m.)

Carried.

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

3.00 PRESENTATIONS AND COMMUNICATIONS:**3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action**

- a) Ms. Sheri Bailey, Executive Assistant, Brandon Teachers' Association, April 28, 2017, addressed to Dr. Casavant, Superintendent/CEO, confirming that Mr. Peter Buehler has been acclaimed as the President of the Brandon Teachers' Association (BTA) for the term beginning July 1, 2017 to June 30, 2018. The BTA Formally requests that Mr. Buehler be seconded full-time, with salary and benefits to be paid by the Association.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the May 8, 2017 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Mr. Alex Murray, Teacher, Waverly Park School, “Gamify Your Classroom”
 - Mr. Rob Langston, Teacher, Ecole secondaire Neelin High School, selected by Canadian Geographic as Geography Teacher of the Month for May 2017
 - Manitoba ORFF Chapter Children’s Day – April 28, 2017
 - Music Monday – May 1, 2017
- Presentations
 - Red Cross Respect Education Bullying Prevention Program: Beyond the Hurt
- Information Items
 - Manitoba Education and Training Correspondence – Minister of Education and Training Proclamation Celebrating Music in Manitoba Schools: May 2017

Trustee Sumner asked the students if they are looking forward to working with the Beyond the Hurt Program again next year and what have they learned that may make it a different experience next year. A grade 7 student responded that he is looking forward to doing it again next year and loves it. What makes him look forward to doing it again is that he loves helping people and feels that this is a great program.

Trustee Sumner asked Mrs. DeDecker if she has noticed a difference in the school in terms of students applying the knowledge that they have learned through this program. Mrs. DeDecker responded what she has really noticed is a change in language that the students use and that they may not be so quick to use the word bullying. The students are also proving the ability to resolve conflicts independently.

Trustee Bowslaugh thanked the students and teachers for their presentation, and asked if there is anything outside the school to show people in the community about this program. Mrs. DeDecker responded that she presented Beyond the Hurt for her Masters of Education graduation summative seminar. She added that two counsellors outside of the Division will be spending time with her to learn more about the program. Angela McGuire-Holder, Youth Revolution Coordinator, added that there are 11 more teams trained throughout the Division.

Trustee Bambridge asked questions for clarification regarding whether the Beyond the Hurt program is for early years as well as middle years students. Trustee Ross asked for examples where the program has changed things in the school and classrooms. Response was it has made a difference as students are more open and not keeping it closed up, having fun but also implementing that bullying is something that can be talked about.

Trustee Sefton asked what advice the students would have for the adults in the community regarding bullying. Response was the program for students is based on what is happening in the school. The students would have to learn what is happening in the community and adulthood to be able to answer that question.

Trustee Sefton told the students that “just because you’re a kid, doesn’t mean that you don’t have a voice when it comes to talking the whole community”. He thanked the group for their presentation.

Trustee Sumner thanked the students and staff for the work they have done over the year.

Dr. Ross – Mrs. Bowslaugh

That the May 9, 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 April 19, 2017 was circulated.

Trustees asked questions for clarification regarding school fees and noted equity concerns.

Trustees discussed the current review of the Policy Review manual.

Trustee Bartlette asked questions for clarification on Policy 3011 – Purchasing Authority. Mr. Labossiere reviewed Policy 3011, and noted that any purchases over \$50,000 must be approved by the Board.

Trustee Bambridge noted that equity is a very important question in the school supplies discussion.

Point of Privilege

Trustee Bartlette indicated he is happy to see the endorsement from IBM on leveraging digital and is glad that it is now coming forward.

Mr. Sefton – Dr. Ross

That the Minutes be received and filed.

Carried.

b) Divisional Futures & Community Relations

The written report of the Divisional Futures & Community Relations Committee meeting held on April 24, 2017 was circulated.

Trustee Sumner clarified that there has been no commitment by the City of Brandon to increase the school playground funding contribution to \$50,000 and added that this has not gone into the Brandon School Division budget either.

Trustee Ross asked for the implications of BUAPC becoming incorporated. Trustee Bowslaugh responded that if an organization is incorporated, it has more validity when applying for grants.

Mrs. Bowslaugh – Mr. Bartlette

That the Minutes be received and filed.

Carried.

5.02 Delegations and Petitions

- From Previous Delegation

- From Board Agenda

- MSBA Matters**2.06 Public Inquiries (max. 15 minutes)****2.07 Motions**

58/2017 Mrs. Bowslaugh – Mr. Bartlette

That the Agreement to establish a scholarship in the amount of \$1,000, to be awarded annually to a grade 12 graduating student from each of the three high schools within the Brandon School Division, to be known as the “Maple Leaf Foods Scholarship” be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

59/2017 Dr. Ross – Mr. Buri

That the scholarship agreement for Chemtrade Electrochem Inc. Award be approved with changes and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

60/2017 Mr. Buri – Dr. Ross

That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R Scholarship” in the amount of \$275.00 for the 2016-2017 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Bowslaugh noted that recently, the Board has had several requests regarding scholarships, and noted it speaks well of the community as a whole, including organizations, companies and individuals who come forth and offer Division students these awards. Thank you.

Trustee Ross also wanted to recognize the contributions and support of the community in providing these awards and scholarships.

Carried.

61/2017 Mr. Bartlette – Mrs. Bowslaugh

That the low tender from Brandon Heating & Plumbing in the amount of \$638,313.99 (excluding GST) for the Green Acres – Heating System Replacement be accepted, subject to approval by the Public Schools Finance Board.

Carried.

62/2017 Ms. Bambridge – Mr. Buri

That the request of the Brandon Teachers’ Association, that the President of the Association for the 2017/2018 school year, Mr. Peter Buehler, be seconded from the Division on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment, to the details of the release time being agreed upon between the Superintendent, the affected school principal, and Mr. Buehler, and that upon the return of the teacher to the Division, the teacher shall be reinstated in the same or comparable position.

Carried.

63/2017 Mr. Sefton – Mr. Bartlette

That the low tender from U-Build Inc. in the amount of \$119,200 (plus GST) for the Meadows School – Foundation Waterproofing Project be accepted, subject to approval by the Public Schools Finance Board.

Carried.

64/2017 Mr. Sefton – Mr. Bartlette

That the low tender from myITsource in the amount of \$428,314.60 (plus applicable taxes) for the supply of 620 Computer Laptops funded through the 2016-2017 Operating Budget be accepted.

Carried.

2.08 Bylaws

By-Law 5/2017

Mr. Bartlette

3rd Reading:

That By-law 5/2017 being a by-law providing for the borrowing of moneys upon the credit of the said School Division to meet current expenses for the fiscal year, July 1, 2017 to June 30, 2018 be now read for a third time, having been read for a second time on April 24, 2017.

Carried.

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, May 9, 2017, Conference Room.
- b) Facilities & Transportation Committee Meeting – 11:30 a.m., Monday, May 15, 2017, Boardroom.
- c) Policy Review Committee Meeting – 12:15 p.m., Wednesday, May 17, 2017, Boardroom.
- d) Finance Committee meeting – 12:00 p.m., Thursday, May 18, 2017, Boardroom.
- e) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Tuesday, May 23, 2017, Boardroom (6:00 P.M. – In-Camera Portion).

7.00 ADJOURNMENT

Mr. Murray – Mr. Buri

That the Board do now adjourn. (8:12 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

May 23, 2017

A. Administrative Information

I. CELEBRATIONS

1. BRANDON SCHOOL DIVISION GRADE 4 ORATORICAL EVENT – MAY 5, 2017

Students from eight Brandon School Division schools participated in this event, which took place at George Fitton School. Matthew M. of Waverly Park School was the winner of this event.

2. BRANDON SCHOOL DIVISION MIDDLE YEARS ORATORICAL EVENT – MAY 10, 2017

Students from fifteen Brandon School Division schools participated in this event, which took place at the Lorne Watson Recital Hall, Brandon University. Ben M. from Green Acres School was the winner of the grade 5/6 category, and Kevin R. from Waverly Park School was the winner of the grade 7/8 category.

3. BRANDON SCHOOL DIVISION GRADES 3-8 CONCOURS D'ART ORATOIRE – APRIL 5, 2017

Students from École Harrison, École New Era School, and Vincent Massey High School participated in this event, which took place at École Harrison. The winners were as follows:

- Early Immersion Grades 3/4 – Zoe R. from École Harrison
- Francophone Grades 3/4 – Aaron B. from École Harrison
- Early Immersion Grades 5/6 – Nathan S. from École Harrison
- Francophone Grades 5/6 – Annabelle P. from École Harrison
- Early Immersion Grades 7/8 – Noémie S. from École New Era School
- Francophone Grades 7/8 – Akim D. from École New Era School
- French Communication & Culture Grades 11/12 – Ethan Z. from Vincent Massey High School

“Accepting the Challenge”

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent of Schools/CEO from May 3, 2017 to May 16, 2017.

- May 5, 2017 – telephone meeting with Public Schools Finance Branch
- May 9, 2017 – telephone meeting with Heather Hunter, Director, Manitoba Education Research Network
- May 9, 2017 – meeting with Richard Bruce, Executive Director, and Meghan Cronkrite, Community Outreach Manager, Westman Immigrant Services
- May 9, 2017 – meeting with Lonnie Patterson, City Councillor, Ward 6 and Kevan Sumner, Chair, Brandon School Division Board of Trustees
- May 11, 2017 – Assiniboine Community College *Courage Award* Dinner
- May 12, 2017 – meeting with Carolyn Cory, Superintendent and Kevin Zabowski, Secretary-Treasurer, Southwest Horizon School Division
- May 12, 2017 - Southwest Superintendents Meeting
- May 15, 2017 – meeting with Kevin Tacan, Indigenous Elder
- May 16, 2017 – teleconference re: Manitoba Association of School Superintendents Mentorship Program

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary Schools	5 total	2 – 3 day	Assaultive Behaviour
		2 – 3 day	Unacceptable Behaviour
		1 – 5 day	Unacceptable Behaviour
High Schools	14 total	4 – 3 day	Unacceptable Behaviour
		6 – 5 day	Drug and Alcohol Policy
		2 – 5 day	Assaultive Behaviour
		1 – 5 day	Unacceptable Behaviour
		1 – 25 day	Assaultive Behaviour

IV. INFORMATION ITEMS

1. BUS/VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Friday, May 5, 2017. At approximately 9:00 a.m. while on regular route assignment Bus 40-16 was involved in a collision in which the rear of the bus made contact with a parked car. The incident occurred while the bus was turning

into the École secondaire Neelin High School bus loading area. 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.

2. BUS/VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Transportation advising of an accident on Wednesday, May 10, 2017. At approximately 3:35 p.m. while on regular route assignment Bus 40-19 was involved in a collision in which the rear of the bus made contact with a parked car. The incident occurred while the bus was turning into the Earl Oxford School bus loading area. 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.

3. BUS/VEHICLE ACCIDENT

For InformationD. Labossiere

Correspondence has been received from the Supervisor of Facilities advising of an accident on Friday, May 12, 2017. At approximately 1:00 p.m. the Grounds truck #12, while preparing to leave the School Division Maintenance Compound, backed into the parked Painters van #05. There was minor damage to the rear bumper of the truck and the front bumper of the van. This is provided as information.

V. PRESENTATIONS

1. COMMUNICATIONS – YEAR END REPORT

For Information T. Curtis

Ms. Curtis, Senior Management Executive Secretary – Communications Coordinator, will present on the work that she has done with internal and external stakeholders for the 2016/2017 school year.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. PERSONNEL REPORT

For Information B. Switzer

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

2. BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION AGREEMENT

For ActionD. Labossiere

In the 2017-2018 budget, the amounts of \$28,700 for instrument purchases and \$37,400 to replace band registration fees were approved. This financial support is contingent on the Association maintaining their corporate status and signing an agreement with the Brandon School Division on a yearly basis. The Agreement has now been drawn up for the 2017-2018 school year and is attached as Appendix A. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

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

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

THIS AGREEMENT made in duplicate this _____ day of _____, 2017

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter called the Division

- and -

BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION INC.

Hereinafter called BSIMA

WITNESSETH THAT:

AND WHEREAS an Agreement has been reached between the Division and Brandon Schools Instrumental Music Association;

AND WHEREAS the Division will support Brandon Schools Instrumental Music Association in the amount of **\$27,500** for instrument purchases and **\$37,150** to replace band registration fees for the 2017 – 2018 school year.

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

1. Brandon Schools Instrumental Music Association agrees to provide copies of its Incorporation status prior to August 1st of each year to the Brandon School Division before any funding is transacted.
2. The Brandon School Division agrees to disburse the funds outlined in this agreement to the Brandon Schools Instrumental Music Association as follows:
 - a. The Division agrees to pay BSIMA the funding to replace band registration fees on or after September 1st within a thirty (30) day period; and

- b. BSIMA agrees to submit invoices for instrument purchases to the Division to be paid by the Division up to \$27,500. Any purchases submitted to the Division over and above \$27,500 will be invoiced back to BSIMA and will be subject to the payment conditions stated on the invoice.
3. Brandon Schools Instrumental Music Association agrees to use the funding designated for instrument purchases (\$27,500) for that purpose.
4. Brandon Schools Instrumental Music Association agrees to use the funding designated to replace band registration (\$37,150) for that purpose.
5. This Agreement shall commence on the 1st day of August, 2017 (the "Effective Date") and shall continue until the 30st day of July, 2018.
6. (a) This Agreement may be terminated on thirty (30) days notice in writing by either party, such notice to be addressed to, in case of the Division, Secretary Treasurer, and in the case of the BSIMA, the President.

(b) This Agreement will also be terminated in the event of default of either party of any term or condition of this Agreement, but only provided that the party not in default has served notice of default on the defaulting party, and after fifteen (15) days from the date of sending of such notice, the defaulting party has failed to cure its default.

For the purpose of this Agreement, default shall include, but not be limited to the following:

- (i) Failure by the Division to advance the monies pursuant to this Agreement;
- (ii) The failure of the BSIMA to use the funding for instrument purposes pursuant to Paragraph 3, and/or to replace band registrations as set out in Paragraph 4;

- (iii) The failure of the BSIMA to maintain its corporate registration and its Annual Returns throughout the course of the term of this Agreement; and
- (iv) The bankruptcy or insolvency of either party.

7. This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2017, and Brandon Schools Instrumental Music Association has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this 18th day of MAY, 2017.

Brandon School Division

Brandon Schools
Instrumental Music
Association Inc. (BSIMA)

Chairperson



President

Secretary-Treasurer

Board Member



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, May 8, 2017 – 5:50 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner
D. Labossiere, E. Jamora, M. Casavant, M. Gustafson, G.
Malazdrewicz

Guests: S. Bambridge, P. Bartlette, P. Bowslaugh, G. Buri

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 5:50 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Supply of Computer Laptops

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Computer Laptop tender results and answered Trustee questions.

The Committee agreed to the recommendation as presented.

Recommendation:

That the low tender from myITsource in the amount of \$428,314.60 (plus applicable taxes) for the supply of 620 Computer Laptops funded through the 2016-2017 Operating Budget be accepted.

6. OPERATIONS INFORMATION

7. NEXT REGULAR MEETING: Thursday, May 18, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 5:53 p.m.

Finance Committee Meeting Minutes May 8, 2017

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, May 18, 2017 – 12:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), K. Sumner
D. Labossiere, E. Jamora

Regrets: L. Ross

1. CALL TO ORDER

The Finance Committee Meeting was called to order at 12:07 p.m. by Committee Chair Mark Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of April 19, 2017 and May 8, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. **March Audit/Public Sector Compensation Disclosure Report**

The March Audit report was reviewed, discussed and accepted.

The Public Sector Compensation Disclosure Report for 2016 was reviewed and accepted.

B. **Confirm Payments of Account (April)**

The payments of account for the month of April were reviewed with Trustees asking questions for clarification. The reports were accepted as circulated.

C. **Review Monthly Reports (March & April)**

The Secretary-Treasurer reviewed the monthly reports for the months of March and April. The reports were accepted as circulated.

The Committee reviewed the projected Revenue and Expenditures for 2016-2017 as of April 30, 2017.

6. OPERATIONS INFORMATION

A. Tenders Under \$50,000

Six (6) Tender/Quotation Summary documents for School Supply Tenders less than \$50,000 were reviewed and discussed.

Nine (9) Tender/Quotation Summary documents for the Capital Maintenance Budget Tenders less than \$50,000 were reviewed and discussed.

Trustees asked questions for clarification.

7. NEXT REGULAR MEETING: Thursday, June 15, 2017, 12:00 p.m., Boardroom

The meeting adjourned at 1:24 p.m.

Respectfully submitted,

M. Sefton (Chair)

L. Ross

K. Sumner

J. Murray (Alternate)



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Monday, May 15, 2017 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Kruck (Chair), G. Buri, M. Sefton, P. Bowslaugh (Alternate)
D. Labossiere, M. Clark, G. Malazdrewicz

1. CALL TO ORDER

The Facilities and Transportation Committee Meeting was called to order at 11:40 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of March 20, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Riverheights Catchment Adjustment

Mr. Greg Malazdrewicz, Assistant Superintendent, reviewed his memorandum, which addresses ongoing enrolment pressure at Riverheights School. Mr. Malazdrewicz noted that the demand on Riverheights School to accommodate Brookwood and Island Park/Patricia Heights students continues to grow as a result of ongoing development and changes in the demographics in the core Riverheights catchment.

Discussion took place on the students being bused from the Patricia Heights and Brookwood areas and the possibility of some of the new Kindergarten students being bused to Waverly Park School instead of Riverheights School. The impact of a possible new school opening in 2021 was discussed and it was noted that the student capacity of the new school would be for 450 students, and be expandable to 675 students.

Mr. Malazdrewicz reviewed four possible options to deal with the high enrolments at Riverheights School.

Trustees asked questions for clarification. Mr. Denis Labossiere, Secretary-Treasurer, added that Division has contacted parents of Kindergarten students currently registered at Riverheights for 2017-2018 and offered to register the students at Waverly Park and provide transportation to the school. So far 11 families have agreed to have their child attend Waverly Park instead of Riverheights for 2017-2018.

Senior Administration will continue to monitor the situation and will do further background work on enrollment data and will provide further information in the near future.

B) New School – Private Public Partnership (P3)

Mr. Labossiere reviewed information he provided on the Private Public Partnership (P3) process and the terms used in the Alternate Financing and Procurement (AFP) Delivery Models.

He indicated that the Province issued an RFP for a Business Case and Financial Advisory Services. He also indicated that this was the first step in determining whether the project is suitable for P3 procurement by conducting the appropriate analysis and developing a business case. The estimated time for the analysis is late Winter 2018.

Mr. Labossiere noted that further information will be provided to the Facilities and Transportation Committee as it becomes available from PSFB.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Wheelchair School Bus Request – Society for Manitobans with Disabilities

The Committee noted that the use of Brandon School Division buses was approved in the past for the Society for Manitobans with Disabilities and there were no objections to the request.

The Committee agreed with the recommendation as submitted.

Recommendation:

That a wheelchair school bus be provided to the Society for Manitobans with Disabilities for their Summer Program from July 4 to August 25, 2017 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

B) Custodial Services – Letter from CUPE Local 737

The Committee reviewed the letter the Board received from Mr. Jamie Rose, President, CUPE Local 737 and discussed the custodial services at Vincent Massey High School. Mr. Labossiere noted a questionnaire is being created for the custodial staff at the school.

Busing for Shop/Home Ec students was discussed. Mr. Labossiere indicated that there is currently a review of the middle years (Grade 7 & 8) optional programming taking place and no changes will be considered until after the review is complete. Trustees asked questions for clarification.

The Committee agreed that the visit to Vincent Massey High School be postponed until such time as there has been a minimum of one full year under the changes and that the visit be reconsidered upon further information and recommendation from Senior Administration that the Board of Trustees accompany them on a tour.

C) Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - The Committee reviewed the March 14, 2017 WPS&H Committee meeting minutes, and discussed safe work procedures and a proposed sign-in/sign out sheet for School Administrative Assistants in reference to banking.

(Mr. Malazdrewicz exited at 12:51 p.m.)

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Green Acres Gymnasium
 - Green Acres Heating System & Ventilator Replacement
 - New Era Grooming Room
 - George Fitton Roof Replacement
 - King George Roof Replacement
 - Meadows Foundation Waterproofing
 - Off-Campus Move
- The Secretary-Treasurer provided a further update on the New Era Grooming Room project.

7. NEXT REGULAR MEETING: Monday, June 19, 2017, 11:30 a.m., Boardroom

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

G. Kruck, Chair

G. Buri

M. Sefton

P. Bowslaugh (Alternate)

Committee Minute Form

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



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: May 9, 2017 Date of next meeting: October 10, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Mark Sefton Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x	Absent x x
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	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: J. Rose, called the meeting to order at 1:05 p.m.	➤ The agenda for May 9, 2017 was accepted and filed without additions/deletions.	
	A. Minutes: March 14, 2017	➤ J. Rose referred to the minutes and asked for any errors or omissions. The meeting minutes of March 14, 2017 were adopted as circulated. ➤ Moved by E. Been – H. Kryshewsky, Accepted and Filed.	
	B. Outstanding Issues:	➤ NONE	
	C. Review of Selected Site Inspection Reports: (Distributed in meeting, Attachment #1)	➤ K-8 Schools: Earl Oxford (Apr 6/17), JR Reid (ABSENT), Meadows (Mar 16/17) & St. Augustine (ABSENT) & Waverly Park (March 29/17) ➤ High Schools: Vincent Massey/École secondaire Neelin HS (Dec 6/16). ➤ <i>D. Armstrong reviewed the current site inspection reports, as per handouts.</i> ➤ <i>The Committee noted JR Reid and St. Augustine were missing from the reports.</i> ➤ Previous, K-8 Schools: Betty Gibson (Nov 11/16), École Harrison (Nov 3/16), Linden Lanes (Oct 26/16) & Riverview (Dec 14/16). ➤ Previous, High Schools: Vincent Massey/École secondaire Neelin (Jan 17/17) ➤ <i>The Committee was unable to review the inspections - the BSD Portal was unavailable.</i> D. Armstrong informed the Committee it is a timely task to collect the completed, signed inspection reports.	Inspection reports for J.R. Reid and St. Augustine to be reviewed – update, D. Armstrong. Previous inspection reports to be reviewed at the next meeting, October 10, 2017.

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

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

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

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

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ 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)
	D. Correspondence:	<ul style="list-style-type: none"> ➤ None. 	
	E. New Business:		
	1. Incident Report, March 1, 2017 to April 30, 2017 – D. Armstrong	<ul style="list-style-type: none"> ➤ The BSD Portal was unavailable. 	Incident Report to be reviewed at the next meeting, October 10, 2017
	2. Violent Incident Report, May 2016-2017 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the numbers with the Committee. 	
	3. Right to Know – Members working with violent students – J. Rose	<ul style="list-style-type: none"> ➤ J. Rose emphasized the importance of worker safety in the Division, specifically surrounding support staff who work with violent students. The Committee discussed ideas and the logistics of sharing information. ➤ The topic was referred to Senior Administration for review. The Committee believed the procedure should be uniform across all schools for all employees. ➤ C. Laluk offered to have his school pilot any recommendations from Senior Administration. 	Senior Administration to review and recommend.
	4. Near-Miss Report – D. Armstrong	<ul style="list-style-type: none"> ➤ The Committee reviewed the Near-Miss Report and discussed the safety of using the Jointer. The Committee agreed all three Industrial Arts locations should be uniform in their procedures surrounding the use of the Jointer. The following procedures were agreed to by the Committee: <ul style="list-style-type: none"> - D. Armstrong to report back after his meeting with Darren Thomas on Friday, May 12, 2017 regarding risk management. - Three Industrial Arts teachers to meet with D. Armstrong to discuss the safe use of the Jointer. 	Risk Management - Update – D. Armstrong Recommendations – Industrial Arts Teacher – Update - D. Armstrong.
	5. Procedures for HSL and BSSAP, working alone guideline – J. Rose (Attachment #2)	<ul style="list-style-type: none"> ➤ J. Rose read a letter received from Pembina Trails SD regarding working alone with students. The Committee discussed situations where a HSL or a BSSAP worker would be alone with a student(s). ➤ The Committee supported a joint effort between J. Rose, P. Buehler & D. Armstrong to draft a process for HSL/BSSAP employees who are working alone. 	Safe work Procedure for HSL/BSSAP workers – Update – J. Rose / P. Buehler / D. Armstrong.
	6. Procedures for Administrative Assistants offsite Banking – J. Rose	<ul style="list-style-type: none"> ➤ J. Rose shared the need to establish a procedure surrounding Administrative Assistants and Banking. J. Rose recommended possibly having a "sign out & sign in procedure" whereby a prolonged absence could be noticed. ➤ The Committee discussed possible solutions to alleviate the risk associated with taking deposits to the bank, ex. Professional courier, BSD courier etc. ➤ J. Rose/H. Kryshewsky/D. Armstrong to draft a procedure. 	Safe Banking Procedure for Administrative Assistants – Update – J. Rose / H. Kryshewsky / D. Armstrong
	7. Proposed meeting dates for Tuesdays in 2017-2018	<ul style="list-style-type: none"> ➤ The Committee agreed to the proposed dates: October 10, 2017, January 9, 2018, March 13, 2018 and May 8, 2018. 	

Other Business: Confirmation of Next Meeting: October 10, 2017
 Adjournment: P. Buehler – C. Laluk – The meeting was adjourned at 2:10 p.m. Carried.

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.
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If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

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

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

A DIFFERENT PISA

The OECD recently released findings from the Programme for International Student Assessment (PISA) 2015



Students' Well-Being study. This report analyzes students' performance in school, their relationships with peers and teachers, their home life, and how they spend their time outside of school. In addition to the [full report](#), the OECD has also provided summaries in the form of country notes. Key results for [Canada](#) include:

- 86% of Canadian students engage in moderate physical activity two or more days per week (OECD average: 78%);
- students' sense of belonging at school in Canada is weaker than the OECD average;
- 64% of students agreed or strongly agreed that they feel very anxious for a test even if they are well prepared (OECD average: 56%); and
- students in Canada reported high motivation to achieve, with 82% reporting that they want to be the best in whatever they do (OECD average: 65%).

MERN SPRING FORUM



It's spring, which means it's time for the [MERN Spring Forum](#)! The forum will be held on Friday, May 12, at the University of Manitoba, and will focus on Inquiry in Teaching and Learning. The day will kick off with the launch of the latest issues of the MERN Journal and MERN Monograph Series II, followed by a keynote presentation on experiencing inquiry. The remainder of the day will be dedicated to four banks of concurrent workshops. These sessions cover a wide-range of topics, and include presenters from both the post-secondary and K-12 sectors. Online [registration](#) is available for the MERN Spring Forum, and as always, there is no fee to attend.

UPDATED DUAL CREDIT POLICY

Manitoba Education and Training has developed a new policy for recognizing post-secondary courses for dual credit. This [policy](#), along with a covering [letter](#), was distributed to all school superintendents last month. The policy was updated based on feedback on the Dual Credit Pilot Project, which was conducted in 2015/16. Starting now, all school divisions and adult learning centres will be required to follow this policy in order to offer courses for dual credit to high school and ALC students in fall 2017. Further information on dual credits and other alternative ways of earning high school credits can be found on the department's [graduation requirements](#) page.

HEALTHY FOOD IN SCHOOLS

Students who eat well have better concentration, academic performance, school attendance, and self-esteem. They also display fewer behavioural issues, and develop lifelong healthy eating habits. Because kids spend so much time there, schools are second only to the home environment when it comes to shaping children's eating habits, which is why school food and nutrition policies are so important.



Under [The Public Schools Act](#), all schools are required to have such a policy, and to report annually on its implementation. The document [Moving Forward with School Nutrition Guidelines](#) has been developed by [Manitoba Healthy Food in Schools](#), to help with policy development and implementation. This is just one of the many resources available on the new Manitoba Healthy Food in Schools [website](#). You may also want to check out a short [video](#) that underscores why nutrition is so important, and how it fits into a school day. For practical support in developing and implementing



nutrition policies and programs in schools, or general assistance with creating a healthy food environment, contact the Manager of Manitoba Healthy Food in Schools via [email](#), or toll-free at 1-888-547-0535.

VOLUNTEER NEEDED

We are looking for a volunteer to represent the association on the Consultation Committee on Education for Children Who Are Deaf and Hard of Hearing. This committee provides opportunities to discuss the issues, mutual concerns, and policies related to the education of children who are deaf or hard of hearing with all of the concerned stakeholder groups. For more information on the committee or to volunteer, email Executive Assistant [Andrea Kehler](#).



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