



# BRANDON SCHOOL DIVISION

January 3, 2018

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

TO BE HELD MONDAY, JANUARY 8, 2018  
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) Special Board Meeting, December 11, 2017.  
Adopt.
- b) Board Meeting, December 11, 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 – January 8, 2018.

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

- a) Finance and Facilities

M. Sefton

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

**5.03 Business Arising**

**- From Previous Delegation**

**- From Board Agenda**

**- MSBA Issues**

- a) Ebulletin – December 13, 2017 (Appendix 'A')
- b) Memo – New Process for 2018 Bearpit Session (Appendix 'B')

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

**5.05 Motions**

01//2018 That Senior Administration be directed to decline school of choice requests for schools at or above 90% of either capacity or classroom utilization.

- 02/2018 That the Proposal from PowerSchool in the amount of \$422,727.67 (plus applicable taxes) for a Student Information System be accepted.
- 03/2018 That the request from École secondaire Neelin High School involving eight (8) male and twenty-five (25) female History students in grades 10 to 12 to make a trip to Italy, March 23, 2018 to April 2, 2018 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 13/2017**

3<sup>rd</sup> Reading

That By-Law 13/2017 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 3/2014 passed on September 22, 2014 (as amended by By-law 6/2014 on January 12, 2015, By-law 10/2015 on January 11, 2016, By-law 3/2017 on April 24, 2017 and By-law 9/2017 on October 10, 2017) be now read for the third time, having been read for a second time on December 11, 2017.

**By-Law 14/2017**

3<sup>rd</sup> Reading

That By-Law 14/2017 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2014 passed on September 22, 2014 (as amended by By-Law 2/2015 on April 13, 2016, By-Law 1/2016 on March 7, 2016, By-Law 10/2017 on September 11, 2017) be now read for the third time, having been read for a second time on December 11, 2017.

**By-law 1/2018**

2<sup>nd</sup> Reading:

That By-law 1/2018 being a borrowing by-law in the amount of \$781,200 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

<b><u>School</u></b>	<b><u>Project</u></b>
Betty Gibson School	One Un-linked Modular Classroom # M426
Earl Oxford Middle School	Grooming Room
Earl Oxford Middle School	Steam Boiler Replacement
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
George Fitton School	New Gym and Daycare Addition
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
King George School	Roof Replacement
Meadows School	Elevator
Meadows School	Three Classroom and Elevator Access Addition
Meadows School	Foundation Waterproofing
Neelin High School	Roof Replacement of Area G1
Neelin High School	Steam Heating System Replacement - Design Only

New Era School	Grooming Room and Exterior Ramp
Valleyview Centennial	Emergency Roof Replacement
Valleyview Centennial School	Heating and Ventilation Systems Replacements
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Steam Heating System Replacement
Waverly Park School	Two Classroom Addition
Waverly Park School	Roof Replacement

be now read for the second time, having been first read on December 11, 2017.

3<sup>rd</sup> Reading

That the rules be suspended and By-Law 1/2018 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) Education and Community Relations Committee Meeting – 1:00 p.m., Monday, January 15, 2018, Boardroom.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, January 16, 2018, Boardroom.
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 22, 2018, Boardroom.
- d) Upcoming Budget Dates:
  - Regular Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, February 12, 2018, Boardroom.
  - Public Budget Consultation Forum – 7:00 p.m., Thursday, February 15, 2018, Green Acres School Gymnasium.
  - Budget Deliberations – 9:00 a.m., Tuesday, February 20, 2018, Boardroom.
  - Regular Board Meeting – Public Presentations re: Proposed 2018-2019 Budget – 7:00 p.m., Monday, February 26, 2018, Boardroom.
  - Regular Board Meeting - Final Budget Approval – 7:00 p.m., Monday, March 12, 2018, 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 5:55 P.M., MONDAY, DECEMBER 11, 2017.

## **PRESENT:**

Dr. L. Ross, Chairperson (arrived at 5:57 p.m.), Ms. S. Bambridge, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. M. Sefton, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer.

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

## **REGRETS:**

Mr. J. Murray

## **CALL:**

The Vice-Chairperson called the meeting to order at 5:55 p.m. and referred to the Call.

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

- a) Giving of Notice – Borrowing By-Law 1/2018.

Mr. Kruck

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 1/2018 for the purpose of borrowing the sum of \$781,200 to meet partial costs for construction of the following:

### **School**

### **Project**

Betty Gibson School	One un-linked modular classroom # M426
Earl Oxford Middle School	Grooming Room
Earl Oxford Middle School	Steam Boiler Replacement
George Fitton School	K3 Two Classroom Renovation of Existing Gymnasium
George Fitton School	New Gym and Daycare Addition
Green Acres School	Gymnasium Addition
Green Acres School	Heating System and Unit Ventilator Replacement
King George School	Roof Replacement
Meadows School	Elevator
Meadows School	Three Classroom & Elevator Access Addition
Meadows School	Foundation waterproofing
Neelin High School	Roof Replacement of Area G1
Neelin High School	Steam Heating System Replacement - Design Only

New Era School	Grooming Room and Exterior Ramp
Valleyview Centennial	Emergency Roof Replacement
Valleyview Centennial School	Heating and Ventilation Systems Replacements
Vincent Massey High School	Renovation of Two Science Classrooms
Vincent Massey High School	Steam Heating System Replacement
Waverly Park School	Two Classroom Addition
Waverly Park School	Roof Replacement

Mr. Buri - Ms. Bambridge  
That the meeting do now adjourn (5:58 p.m.).  
Carried.

---

Chairperson

---

Secretary-Treasurer



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), MONDAY, DECEMBER 11, 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 (by phone), 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 6:04 p.m.

## **AGENDA**

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

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

Senior Administration added four (4) items for In-Camera.

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

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

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

Mr. Kruck - Mr. Sefton

That the agenda be approved as amended.

Carried.

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

- a) The Minutes of the Board Meeting held November 27, 2017 were circulated.

Mr. Bartlette – Mr. Kruck

That the Minutes be approved.

Carried.

Ms. Bambridge – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (6:10 p.m.)

Carried.

## IN COMMITTEE OF THE WHOLE IN CAMERA

### 2.00 IN CAMERA DISCUSSION:

#### 2.01 Student Issues

##### - Reports

##### - Trustee Inquiries

- a) Trustee Bowslaugh requested information on a Student Matter.

#### 2.02 Personnel Matters

##### - Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Mr. Mathew Gustafson, Assistant Superintendent, provided information on a Personnel Matter.
- c) Trustee Ross provided information on a Personnel Matter.

##### - Trustee Inquiries

#### 2.03 Property Matters/Tenders

##### - Reports

- a) Dr. Marc Casavant, Superintendent/CEO and Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Property Matter and answered Trustee questions.

##### - Trustee Inquiries

#### 2.04 Board Operations

##### - Reports

- a) The Superintendent spoke on a Board Operations matter and received direction from the Board.
- b) Trustee Sefton provided information on a Board Operations matter.
- c) Trustee Bowslaugh spoke on a Board Operations matter.

##### - Trustee Inquiries

Mr. Sumner – Mr. Bartlette

That the Committee of the Whole In-Camera do now resolve into Board. (6:49 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.

Trustee Ross recognized Mr. Mel Clark, Director of Facilities and Transportation, on his upcoming retirement after 26 years with the Brandon School Division. Trustee Ross shared several of Mr. Clark's highlights during his career. Trustee Ross thanked Mr. Clark for his years with the Brandon School Division, and wished him all the best, noting that the Division appreciates all his hard work.

Mr. Clark thanked the Board for the recognition and provided further highlights and projects he had worked on over the years. He noted it was fulfilling to work on projects from start to finish and that he felt it was a privilege to work with the BSD staff, where he built some good relationships.

### **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**

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the December 11, 2017 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - The Indigo Love of Reading Foundation
      - Presentations from Meadows and Riverview Schools, who each received \$10,000 awards from The Indigo Love of Reading Foundation
    - Conference on Sexually Exploited Children and Youth – November 27-28, 2017
    - Manitoba School Boards Association Student Award
- Manitoba Education and Training Correspondence
  - Manitoba Summit on Literacy and Numeracy
  - Presentations
    - Indigenous Elder Update – Mr. Kevin Tacan
    - Continuous Improvement Plan Process – Mr. Mathew Gustafson, Mr. Greg Malazdrewicz
    - Continuous Improvement at Kirkcaldy Heights School – Mr. Jaime Lombaert, Ms. Kimberly Perkins, Ms. Cyrena McLachlan, Mr. Mark Maxon, and Mr. Dave Lewis
    - Middle Years Literacy Specialist – Ms. Cory Nevill
    - Feedback Process on Professional Development Days – Mr. Mathew Gustafson

Trustee Kruck noted he was very impressed with the presentations.

Trustee Bambridge asked if Senior Administration, in regards to the Professional Development Days, will be looking at student attendance the day of and the day after. Mr. Malazdrewicz responded that this data has already been collected.

Ms. Bambridge – Mr. Kruck

That the December 11, 2017 Report of Senior Administration be received and filed.

Carried.

### **5.00 GOVERNANCE MATTERS**

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

- a) Personnel and Policy Committee Meeting

The written report of the Personnel and Policy Committee Meeting held on November 29, 2017 was circulated.

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

Carried.

b) Finance and Facilities Committee Meeting

The Written report of the Finance and Facilities Committee meeting held on November 30, 2017 was circulated.

Trustee Bartlette asked questions for clarification regarding reduced speed limit in school zones. The Board agreed to add this item to the agenda for the next Joint BSD/City of Brandon meeting.

Trustee Bartlette asked questions for clarification regarding High School travel for Provincial Championships. Mr. Labossiere responded that in regards to travel costs for the MHSAA, last year the Division went over budget by \$1,900. Other funds were available for students in need for extra-curricular activities, and some of these funds were remaining at the end of the school year.

Trustee Kruck indicated that information was to be communicated to Neelin High School, as there were no requests for assistance for students in need last year from this school. Mr. Malazdrewicz responded that he had spoken with Mr. Ralph Clark, Physical Education/Health Education Specialist, about providing information to the three high schools.

Trustee Sumner asked Senior Administration to put together a report regarding the Facility Planning, Capacity and Enrolment report, on how the Division might address some of this minutia and how the Division might look at School of Choice. He indicated it is advisable to have a better understanding of the options available and to consider and endorse what might be some difficult choices to be made by Senior Administration and individual School Administrators. The Board agreed to request this report from Senior Administration.

Trustee Bowslaugh suggested that the Facility Planning, Capacity and Enrolment report be sent to the Minister of Finance. Trustee Ross indicated that a meeting has been requested with the Minister of Education and that this information was shared in many forms repeatedly. Dr. Casavant indicated that the Secretary-Treasurer's office should re-establish a connection with the Minister's office to set up a meeting. This information would be presented to the Minister at that time.

Trustee Ross asked how many students we are busing because there is no neighbourhood school. Mr. Malazdrewicz responded that approximately 400 students are being bused who would be within a 5-10 minute walk to a neighbourhood school.

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

Carried.

(Trustee Bambridge exited at 8:45 p.m. and returned at 8:48 p.m.)

c) Education and Community Relations Committee Meeting

The written report of the Education and Community Relations Committee meeting held on December 4, 2017 was circulated.

Trustee Murray suggested using funds from the PD Budget on Anti-Bullying initiatives and sessions for teachers. Trustee Ross indicated she thought this was an operations matter, not a Board

decision. Trustee Kruck noted that student safety is a Board responsibility. Trustee Buri asked Senior Administration to advise if there will be PD on Anti-Bullying. Dr. Casavant responded that the Division is currently unpacking the social behavioural issues that schools are identifying. It is his hope that whatever they unpack that are the issues in the schools become the focus of the direction that the Division will be going to help deal with those social behavioural issues.

Mr. Buri – Mr. Kruck  
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) Memo – North Forge Partnership to Develop Options for Provincial Early Years Literacy/Numeracy Strategy

Mr. Malazdrewicz indicated that the parameters around this partnership focus on early years and bridging into pre-school and really are looking to develop levels of performance in preparation for grade 1. It is an early intervention approach. The partnership outline was circulated to the Division's community partners across the city and there was a presentation at the last Board meeting from Veronica Adams with regards to her inter-agency work. Mr. Malazdrewicz has spoken with Ms. Adams around exploring this with 2 or 3 of the partnerships the Division has around the Healthy Child Coalition. Ms. Adams will find out if there are partners interested in exploring this.

- b) Ebulletin – November 22, 2017
- c) Minister's Letter re: Respect in Schools Program
- d) Save the Date re: Manitoba Summit

Trustee Sumner spoke and provided information on the upcoming MSBA Provincial Summit on Literacy and Numeracy on January 9, 10 and 11, 2018 in Winnipeg. Asked if there is a will on the part of the Board to have a representative from Brandon School Division at this summit.

Trustee Ross asked that the Board stay after the meeting to discuss this matter further.

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

### **5.05 Motions**

102/2017 Mr. Buri – Ms. Bambridge

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 4 (four) increments for the remaining years of experience, providing a total of 7 (seven) increments for work related experience be recognized for Mr. Timothy Taylor.

Trustee Bartlette asked why, since this information is covered in the Collective Agreement, does this information continue to come to the Board as a motion.

Mr. Malazdrewicz responded that the method for calculating the accrual for the individual employee is covered under the Collection Agreement, but as it's a technical education position it has to be approved by the Board of Trustees because of its contractual and financial obligation.

Carried.

## **5.06 Bylaws**

Mr. Sefton

### **By-Law 13/2017**

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

That By-Law 13/2017 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 3/2014 passed on September 22, 2014 (as amended by By-law 6/2014 on January 12, 2015, By-law 10/2015 on January 11, 2016, By-law 3/2017 on April 24, 2017 and By-law 9/2017 on October 10, 2017) be now read for the second time, having been first read on November 27, 2017.

Carried.

Mr. Bartlette

### **By-Law 14/2017**

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

That By-Law 14/2017 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2014 passed on September 22, 2014 (as amended by By-Law 2/2015 on April 13, 2016, By-Law 1/2016 on March 7, 2016, By-Law 10/2017 on September 11, 2017) be now read for the second time, having been first read on November 27, 2017.

Carried

Mr. Kruck

### **By-Law 1/2018**

#### 1<sup>st</sup> Reading:

That By-law 1/2018 being a borrowing by-law in the amount of \$781,200 upon the credit of the Division by the issue and sale of the security to meet partial costs for several construction projects in the Division be now read for the first time.

Carried.

## **5.07 Giving of Notice**

## **5.08 Trustee Inquiries**

## **6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, December 19, 2017, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, January 8, 2018, Boardroom.

c) Upcoming Budget Dates:

- Regular Board Meeting – Presentation of Preliminary Budget – 7:00 p.m., Monday, February 12, 2018, Boardroom.
- Public Budget Consultation Forum – 7:00 p.m., Thursday, February 15, 2018, Green Acres School Gymnasium.
- Budget Deliberations – 9:00 a.m., Tuesday, February 20, 2018, Boardroom.
- Regular Board Meeting – Public Presentations re: Proposed 2018-2019 Budget – 7:00 p.m., Monday, February 26, 2018, Boardroom.
- Regular Board Meeting - Final Budget Approval – 7:00 p.m., Monday, March 12, 2018, Boardroom.

**7.00 ADJOURNMENT**

Mr. Buri – Mrs. Bowslaugh  
That the Board do now adjourn. (9:51 p.m.)  
Carried.

\_\_\_\_\_  
Chairperson

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



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

January 8, 2018

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. YOUTH WELLNESS DAY 2017

Approximately 550 Grade 9 students from Brandon School Division attended the 14<sup>th</sup> Annual Youth Wellness Day hosted by Brandon Suicide Prevention Implementation Network (SPIN) on December 8, 2017.

##### 2. CHRISTMAS CHEER

During the month of December, Youth Revolution Teams consisting of 8-10 students and 2 chaperones from Linden Lanes, Kirkcaldy Heights, George Fitton, Betty Gibson, Waverly Park and Valleyview Centennial Schools spent countless hours with the Christmas Cheer Organization. Students spent their time preparing 1200 candy bags for children who attend the Westman Traditional Christmas Dinner, and packed 1000 bags of Christmas oranges for families receiving food hampers this holiday season.

##### 3. VINCENT MASSEY HIGH SCHOOL – STUFF THE BUS

Vincent Massey High School hosted its 3<sup>rd</sup> Annual *Stuff the Bus* in support of Samaritan House throughout the month of December. Students involved with Vincent Massey's Youth Revolution and Youth in Philanthropy groups literally stuffed the bus on Tuesday, December 19 with approximately 1,212 pounds of non-perishable food and personal hygiene items.

#### II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from December 6, 2017 to December 22, 2017.

*“Accepting the Challenge”*

- December 11, 2017 – meeting with Mr. Jason Gobeil, Aboriginal Community Coordinator, Brandon Urban Aboriginal Peoples’ Council
- December 11, 2017 – meeting with Mr. Rod Sage, Chief Administrative Officer, City of Brandon
- December 11, 2017 – telephone meeting with Chief Wayne Balcaen, Brandon Police Service
- December 12, 2017 – Divisional Leadership Team meeting
- December 13, 2017 – meeting with Ms. Janet Tomy, Coordinator, Student Achievement, Support and Innovation; Ms. Sandra Drzystek, French Immersion Liaison Officer; Ms. Lynne Michaud, Curriculum Consultant, Manitoba Education; Mr. Mathew Gustafson, Assistant Superintendent; Ms. Eva Eberts, French Language Specialist
- December 14, 2017 – meeting with Gay Straight Alliance advisors
- December 14, 2017 – Council of School Leaders meeting
- December 15, 2017 - Southwest Superintendents Meeting
- December 19, 2017 – meeting with High School Counselors
- December 19, 2017 – Manitoba Association of School Superintendents (MASS) Field Led Course
- December 21, 2017 – School visit and meeting with School Leader – Green Acres School
- December 21, 2017 – School visit and meeting with School Leaders – Riverheights School

### III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Elementary School	3 total	2 – 3 day 1 – 3 day	Assaultive Behaviour Unacceptable Behaviour
High Schools	25 total	7 – 3 day 1 – 3 day 3 – 3 day 1 – 5 day 5 – 5 day 3 – 5 day 1 – 10 day 2 – 10 day 1 – 10 day 1 – 13 day	Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour Weapons Drug and Alcohol Policy Unacceptable Behaviour Weapons Drug and Alcohol Policy Assaultive Behaviour Unacceptable Behaviour

**IV. INFORMATION ITEMS**

**V. PRESENTATIONS**

**1. INDIGENOUS EDUCATION LEARNING SPECIALIST**

For Information ..... A. Martin

Ms. Amie Martin, Indigenous Education Learning Specialist, will provide an update on her portfolio. Please see Appendix A.

**2. CONTINUOUS IMPROVEMENT PLAN DATA**

For Information ..... M. Wilson

Ms. Marnie Wilson, Research, Assessment, and Evaluation Specialist, will provide an update on current baseline data pertaining to the Continuous Improvement Plan.

**3. CONTINUOUS IMPROVEMENT AT RIVERHEIGHTS SCHOOL**

For Information ..... J. Minshull, N. Warwaruk, S. Bartley, P. Gerry, A. Lenton

Mr. John Minshull, Principal, Ms. Nicole Warwaruk, Vice-Principal, Ms. Sharon Bartley, Continuous Improvement Coach, and Grade 6 Teachers Ms. Pamela Gerry and Ms. Andrea Lenton will present on how Professional Learning Community work is affecting student achievement in numeracy and supporting the Brandon School Division Continuous Improvement Plan.

**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. ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL OFF-SITE ACTIVITY REQUEST**

For Action ..... G. Malazdrewicz

École secondaire Neelin High School has submitted an off-site activity request (attached as Appendix B for Board of Trustees consideration) for eight (8) male and twenty-five (25) female History students in grades 10 to 12 to make a trip to Italy, March 23, 2018 to April 2, 2018. The focus of the trip is to learn more about how

Canada's presence on the world stage was shaped by its role in the Second World War.

Mr. Ken Seekings, Principal, École secondaire Neelin 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 from École secondaire Neelin High School involving eight (8) male and twenty-five (25) female History students in grades 10 to 12 to make a trip to Italy, March 23, 2018 to April 2, 2018 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**



# Indigenous Education

“Closing the gap”

---

Amie Martin  
Indigenous Education Learning Specialist  
January 8, 2018

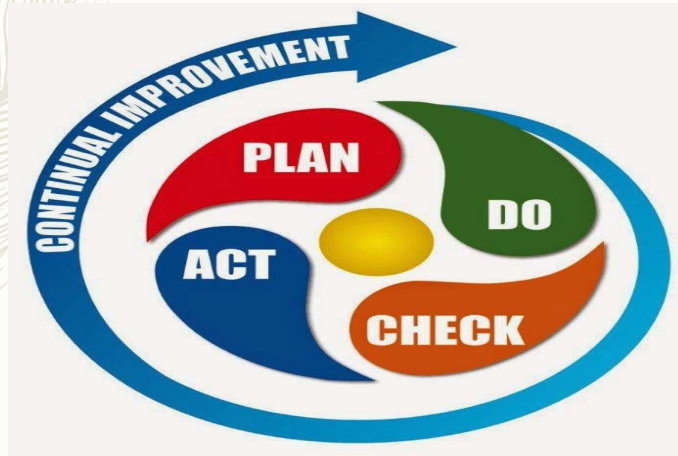
Brandon School Division



**The Specialist VS The Generalist**

## Support to the Continuous Improvement Plan

---



## Illustration statements

---

### *Principals/Teachers/Students...*

- *"the dedication, energy, and positive attitude shown.."*
- *"a great plan.."*
- *"meeting with teachers.."*
- *"very excited and looked at many of the books.."*
- *"I was happy when you came.."*





## BRANDON SCHOOL DIVISION

# Finance and Facilities Committee Minutes

Tuesday, December 19, 2017 – 1:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner  
D. Labossiere, E. Jamora, M. Clark  
Guests: L. Ross, G. Malazdrewicz, B. Ewasiuk

---

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

The Finance and Facilities Committee Meeting was called to order at 1:02 p.m. by Committee Chair Trustee Sefton.

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

The agenda was approved as circulated.

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

The Minutes of the November 30, 2017 meeting were received as information.

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

#### **A. 2018 – 2019 Budget – Public Consultation – February 15, 2018**

The Committee reviewed, discussed and provided feedback on a room layout for the upcoming Public Budget Consultation, which will take place in the Green Acres School gymnasium. The Committee also discussed the low attendance at the public budget consultations in the past (65 people in 2017, 92 people in 2016) and what other divisions do regarding public consultations.

Further review of the process will occur after the February public consultation.

#### **B. Facility Planning, Capacity, Enrolment**

Mr. Greg Malazdrewicz, Assistant Superintendent, reviewed the Facilities Planning, Capacity and Enrolment Report and discussed the current process used (7001.2 – Assignment to Schools – School of Choice Administrative Procedures) regarding accepting School of Choice students within the Division and from outside the Division.

Mr. Malazdrewicz briefly spoke on the upcoming Modular Classroom request, which is due to the Province at the end of January. He anticipated that the Division may require seven (7) modular classrooms and that further information will be provided at the January meeting. Mr. Labossiere also noted that the Province has asked for a report on how the Division is currently using its modular classrooms. Trustees asked questions for clarification regarding catchment areas and possible future considerations.

Mr. Malazdrewicz indicated that School of Choice student placement is determined primarily based on school capacity and the distribution of students with consideration given to:

- Siblings currently attending a requested school of choice
- Proximity to the school of choice
- Individual student programming request

Mr. Malazdrewicz discussed the difference between capacity and utilization and noted that:

- Capacity – Maximum total enrolment for a school as set by the Division in consultation with the Public Schools Finance Board and reported annually in the Brandon School Division Facilities Report.
- Utilization – Number of classrooms in use, compared with the maximum number of classrooms available for classroom instruction.

Trustees asked questions for clarification and discussed different percentages to be used for capacity and classroom utilization when declining School of Choice applications.

To protect the potential needs for pupils moving into the school catchment area prior to the commencement of classes, the Committee discussed refusing School of Choice applicants when: *the forecasted total school enrolment for the requested school is at or above 90% of either capacity or classroom utilization.*

Pupils wishing to exercise School of Choice will be considered in the following order:

1. Resident, catchment area pupils;
2. Pupils previously approved to attend the school;
3. Resident pupils residing outside the catchment area of the school wishing to attend the school as a School of Choice;
4. Non-resident pupils (outside the Division).

The Committee also discussed the current utilization of New Era and Riverview Schools. Suggestion was made that when Kindergarten students are being registered in select schools, other school options be provided to the parent/guardian.

The Committee agreed to bring forth a recommendation to the January 8, 2018 Board meeting to provide direction to Senior Administration regarding School of Choice requests in order to manage school enrollments.

**Recommendation:**

That Senior Administration be directed to decline school of choice requests for schools at or above 90% of either capacity or classroom utilization.

(Trustee Sumner exited at 1:21 p.m.)

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. School Bus Procurement Process**

Mr. Labossiere reviewed a letter from the Manitoba Association of School Business Officials (MASBO) regarding a resolution to update the school bus procurement process. Mr. Labossiere noted that in the past, not all Manitoba school divisions were using the Central Tender process. Mr. Labossiere reviewed the Rationale given by MASBO to change the process and noted the following from MASBO's letter:

“Approximately half of the school divisions are currently participating in the central tender process and it is believed a “menu” type bid process, whereby multiple vendors would be awarded the tender, would see 100% participation. Many factors go into the decision making process for school bus purchasing. The

purchase cost is a significant component but several other factors are also of critical importance:

- Vehicle Equipment Options
- The lowest life cycle cost for the bus
- Inventory management and bus maintenance costs”

Mr. Labossiere also noted that the Minister of Education approved the MASBO resolution in July 2017.

### **B. Student Information System Software - RFP**

Mr. Brent Ewasiuk, Director of Management & Information Systems Technology, spoke to this item and reviewed the memo and costing analysis provided to the Committee.

Mr. Ewasiuk noted that the Division’s current Student Information System (SIS) is built on an old database platform and is being retired by the vendor at the end of June 2018. Once retired, not only will the application not be enhanced any further, it will no longer be supported. Any issues presented by the old software will not be fixed. It is imperative that the Division be operating on a current version of a SIS by September 2018.

In searching for a replacement SIS, it was felt that it was prudent that the search consider the longer term need to meet the data and operational requirements identified by the IBM Data Needs Project.

The user groups reviewed and scored the vendor submissions and presentations on the following:

- Meets needs
- Intuitive
- Visual appeal
- Language

Mr. Denis Labossiere, Secretary-Treasurer, indicated that the proposed Student Information System Software will result in a budget increase (before applicable taxes) of \$126,790 for Year 1, \$83,039 for Year 2 and \$86,621 for Year 3.

Trustees asked questions for clarification on the process used when recommending the vendor and whether other Manitoba school divisions are using the 3 vendors who submitted proposals. Mr. Ewasiuk provided information on how many Manitoba school divisions are currently using each vendor.

(Trustee Ross exited at 1:52 p.m.)

(Trustee Sumner returned at 1:55 p.m.)

Mr. Malazdrewicz noted there is also a Special Education module that can be added to the recommended software program which will benefit the Division’s operations. Further evaluation on this module and other options will occur in January/February prior to putting forth a recommendation for the additional module.

The Committee agreed to the recommendation as presented.

### **Recommendation:**

That the Proposal from PowerSchool in the amount of \$422,727.67 (plus applicable taxes) for a Student Information System be accepted.

### **C. Sub-Committee Reports**

- Workplace Safety and Health Committee (WPS&H)
  - NIL

**D. Confirm Payments of Account (November)**

The payments of account for the month of November were provided for information. Mr. Labossiere noted the changes in the report using the new AtrieveERP system. The reports were accepted as circulated.

**E. Review Monthly Reports (November)**

The monthly reports for the month of November were accepted as circulated.

**6. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided updates on the following projects:
  - Waverly Park Roof Repairs
  - King George Roof Replacement
  - George Fitton Roof Replacement
  - Earl Oxford Grooming Room
  - École Harrison Steam Heating System Replacement
- The Secretary-Treasurer provided additional updates on the following:
  - **Manitoba Schools Insurance Program Rebate**  
As a result of the Manitoba Schools Insurance Program for 2016-2017, an amount of \$966,968.55 is being rebated to divisions in respect of the property, liability and crime self-insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols). Our Division's share of the rebate for liability coverage is \$30,963.77 (last year \$3,698.23).
  - **Manitoba School Boards Association (MSBA) – Public Sector Compensation Disclosure Amendment Act – Bill 6**  
Under the proposed legislation, the threshold for reporting is being changed in 2019 from \$50,000 to \$75,000 (indexed) and the public sector body must publish the information on its website.
  - **Brandon Transit**  
Mr. Labossiere advised that Mr. Ron Harkness, Supervisor of Transportation, has been working with Brandon transit regarding upcoming changes to the City bus routes. The City of Brandon noted that no major adjustments will occur for Home Ec/Industrial Arts students using the City buses.

**7. NEXT REGULAR MEETING: Tuesday, January 16, 2018, 1:00 p.m., Boardroom.**

The meeting adjourned at 2:43 p.m.

Respectfully submitted,

\_\_\_\_\_  
M. Sefton (Chair)

\_\_\_\_\_  
G. Kruck

\_\_\_\_\_  
K. Sumner

\_\_\_\_\_  
P. Bartlette (Alternate)



## CONVENTION UPDATE

We are pleased to confirm that the opening keynote speaker for our March convention will be [Jamie Vollmer](#). Jamie is an award-winning advocate of public education who has worked for the past 29 years to help schools and communities come together to remove obstacles to student learning. His Thursday morning [address](#) will focus on “the great conversation,” and examine how school boards can exercise their power to build support for Manitoba’s schools one community at a time. Following his keynote presentation, Jamie will be delivering one in an exciting roster of workshops; full details on all concurrent sessions will be posted to our website and distributed first thing in the New Year.



Jamie Vollmer

- The [Middle Years Education in Manitoba: Grades 5 to 8 Students at the Centre](#) brochure has been posted. This brochure provides information about the developmental issues of young adolescents and the characteristics of Middle Years teachers and learning environments.
- The [Early Childhood Education](#) (ECE) website has been updated to include information about how culturally responsive early childhood education supports newcomer children and their families.

## CANADA THROUGH THE LENS OF RECONCILIATION



The National Centre for Truth and Reconciliation (NCTR) at the University of Manitoba is once again inviting youth across the country to Imagine a Canada through the lens of reconciliation. Now entering its third year, Imagine a Canada is a national arts and leadership program that invites young people, kindergarten to post-secondary, to share their thoughts on what the future of Canada will look like through the lens of reconciliation. One entrant from each province and territory will be selected to attend a national celebration of Imagine a Canada and take part in a leadership workshop to become Reconciliation Ambassadors in their own community. The [Imagine a Canada](#) website has background information and tools to get involved. The submission deadline is March 1, 2018.

**LEADERSHIP, SERVICE AND ADVOCACY**

54th Annual Convention  
March 15 - 16, 2018  
Delta Winnipeg  
350 St. Mary Ave.

MANITOBA  
**School Boards**  
ASSOCIATION

And don't forget—Phase 1 of guest room bookings at The Delta Hotel closes on December 15! During this initial phase, each division is able to book up to six guaranteed rooms by completing and returning the [required form](#) to The Delta. From December 19 to January 26, any remaining rooms in our block will be available for booking online. A room-booking link will be distributed to all secretary-treasurers before that date. As of January 27, all remaining rooms in our block will be released to the general public, and our preferred rate will no longer be available.

## COMMITTEE OPPORTUNITY

We are currently looking for a volunteer to fill an immediate opening on the provincial Interorganizational Curriculum Advisory Committee. To volunteer, complete and submit the [committee volunteer form](#), or email Executive Assistant [Andrea Kehler](#). To learn more about the curriculum development and implementation process in Manitoba, visit the department's [website](#).

## AND SPEAKING OF CURRICULUM . . .

Curriculum Development and Implementation recently posted several updates that may be of interest to trustees and administrators.

- The [French Language Education Review 2015-2016, Provincial Report: Profile of Initiatives, French \(English Program\)](#) has been posted. This report presents the data collected from the 2015-2016 School Division Questionnaire with responses from 27 of 36 school divisions offering French courses (English Program) in Manitoba.

## LATEST CENSUS RELEASE

Statistics Canada [most recent release](#) of data from the 2016 census focused on the changing face of education in Canada. Among the findings:



2016

CENSUS · RECENSEMENT

- Canada has the highest proportion of college and university graduates in the OECD.
- First Nations people, Métis and Inuit all made gains in postsecondary education at every level. In 2016, 10.9% of Aboriginal people overall aged 25 to 64 had a bachelor's degree or higher, up from 7.7% in 2006. The proportion of Aboriginal people with a college diploma rose from 18.7% to 23.0%.
- In 2016, gains in education were also evident among refugees, with close to one-third (31.5%) of refugees who became permanent residents in Canada having upgraded their educational credentials after arriving in the country.

This is the last issue of the e-bulletin until the New Year. See you in 2018!

**HAPPY NEW YEAR**

December 21, 2017

## MEMO

**TO:** All Board Chairs

**FROM:** Ken Cameron  
President

**RE:** **Revised Process for 2018 “Bear-pit Session” with Minister of Education and Training**

---

Dear Chairs:

At its meeting of November 6, 2017, the Provincial Executive of the Manitoba School Boards Association reviewed some final draft items relating to the 2018 AGM and convention.

One of the items that we reviewed pertained to the annual meeting between the Minister of Education and Training and all board chairs, which is often informally referred to as the “bear-pit session”.

While our association will continue its practice of inviting the Minister of Education to participate in such a session in 2018 and future years, Executive was of the perspective that it might be more effective and efficient use of our shared time, if chairs would consult with their respective boards and then, based on this consultation, to 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 revised 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.

With this new process in place, MSBA will then have another opportunity during the year to check in with all boards to determine your continuing priorities for the system. Previously, when boards has submitted their top question for the purposes of the electoral candidates’ debate that was held in spring 2016, this was a very useful exercise for MSBA, as it allowed us to hear from all boards and to then communicate your priorities on a wider scale to all political parties and candidates.

We would therefore request that **each board submit its question for the Minister to our Association by 1 March, 2018**, in order for us to compile all questions in time for this coming year's AGM and convention. You can submit your questions directly to Executive Director Josh Watt at: [jwatt@mbschoolboards.ca](mailto:jwatt@mbschoolboards.ca)

If you have any questions or would like to provide feedback on this new process for 2018, please also do not hesitate to follow-up with Josh, at your convenience.

Sincerely,



Ken Cameron  
President