



BRANDON SCHOOL DIVISION

March 21, 2018

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

TO BE HELD MONDAY, MARCH 26, 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) Board Meeting, March 12, 2018.
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 – March 26, 2018.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Personnel and Policy J. Murray
- b) Finance and Facilities M. Sefton

5.02 Delegations and Petitions (Max. 15 minutes)

- a) Ms. Erin Gobeil, concerned parent, expressing concerns about bullying in the school system.
- b) Ms. Kim Richardson, Facilitator, Lucky Break Ranch, providing information on their equine assisted learning program for youth aged 8 years and up.

5.03 Business Arising

- From Previous Delegation

- a) His Worship Mayor Rick Chrest, City of Brandon, on the City's vision to host a Mayor's Forum(s) on Youth Addictions Prevention.

- From Board Agenda

- MSBA Issues

- a) eBulletin – March 7, 2018 (Appendix 'A')

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 22/2018 That the Five-Year Capital Plan 2019-2020 to 2023-2024 be approved for submission to the Public Schools Finance Board.

23/2018 That the following tuition fees be approved for the 2018-2019 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,785
Non-Resident (First Nations)	\$12,100
International Student Fees	\$12,100

24/2018 That the low tender from Powerland in the amount of \$67,176.00 (plus applicable taxes) for the supply of 36 Computer Laptops funded through the 2017-2018 Operating Budget be accepted.

25/2018 That the proposal to extend the Konica Minolta Lease for 18 months to April 1, 2021 be approved and accepted.

5.06 Bylaws

5.07 Giving of Notice

I hereby give notice that at the next Regular meeting of the Board of Trustees, I, or someone in my stead, will introduce an amendment to Board Policy 9 – Board and Superintendent/CEO Relationship.

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, April 9, 2018, 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, March 12, 2018.

PRESENT:

Dr. L. Ross, Chairperson, Ms. S. Bambridge (by phone), 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, Ms. E. Jamora, Assistant Secretary-Treasurer.

REGRETS:

The Chairperson called the meeting to order at 6:06 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

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

Mrs. Bowslaugh – 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 February 26, 2018 were circulated.

Mr. Kruck – Mr. Buri
That the Minutes be approved.
Carried.

Mr. Kruck – Mr. Sefton
That the Board do now resolve into Committee of the Whole In-Camera. (6:07 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.

- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
 - a) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Property Matter.
 - b) Dr. Marc Casavant, Superintendent/CEO, advised the Board on a Property Matter.

- Trustee Inquiries

2.04 Board Operations

- Reports
 - a) The Superintendent/CEO provided information on a Board Operations Matter and requested Board direction.
 - b) The Secretary-Treasurer provided information on a Board Operations Matter.
 - c) Trustee Sumner discussed a Board Operations Matter.

- Trustee Inquiries

Mr. Kruck – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board. (6:51 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 began the meeting on a happy note, indicating that in the Provincial Budget announcement that day, Brandon would be receiving one of five new schools being built in the Province and upon consideration the Province has opted not to go the P3 school route. On behalf of the Board and the community of Brandon, Trustee Ross thanked the Province and applauded them for doing their due diligence in this process and listening to concerns that had been raised. The Division will celebrate the fact that it is getting a new school.

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

- a) Trustee Ross reviewed a summary of the letter received from Ms. Tami-Rae Rourke, President, The Brandon Chamber of Commerce, regarding the Budget.
Ordered filed.

3.03 Communications For Action

- a) Mr. Trevor Maguire, Western Manitoba Science Fair, undated, noting this year's Western Manitoba Science Fair is to be held on Tuesday, April 10, 2018 at the Healthy Living Centre. Donations from school divisions and corporate and private sponsors, allows for the provision of awards and assists in sending students to the Canada Wide Science Fair.

They are asking for the Division's continued support of this event. The letter, Profit and Loss Standard and Sponsor Package are attached for information.

Referred Motions.

- b) Mr. Malcolm Oldcorn, Organizer, Division-wide Middle Years Oratorical Event, dated March 2, 2018, requesting support for the Division-wide Middle Year's Oratorical Event. This year's event takes place on May 9, 2018 in the Lorne Watson Recital Hall at Brandon University. A copy of last year's program and a breakdown of expenses are included.

Referred Motions.

4.00 REPORT OF SENIOR ADMINISTRATION

Dr. Marc Casavant, Superintendent/CEO, provided highlights on the following items from the March 12, 2018 Report of Senior Administration:

- Administrative Information
 - Celebrations
 - Kindness Meter – Vincent Massey High School
 - “*We Choose Kind*” – Riverheights School
- Information Items
 - Presentations
 - English as an Additional Language Specialist – Ms. Joanna Ford

Trustees thanked Ms. Ford for her presentation and asked questions for clarification.

Trustee Sefton quoted a Vincent Massey Student who was recently recognized at the Women of Distinction Awards: “*Kindness is a lifestyle, and it's never too late to start.*”

Ms. Bambridge – Mr. Sefton

That the March 12, 2018 Report of Senior Administration be received and filed.

Carried.

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

5.02 Delegations and Petitions

- a) His Worship Mayor Rick Chrest, City of Brandon, spoke to the Board on the topic of addictions and the presence of drugs in the community. Mayor Chrest noted that drug use and addiction typically leads to some form of crime as well, as well as anti-social or difficult behaviour. The behaviour has been spiking in many communities and Brandon is no different.

Mayor Chrest indicated he would like to see a joint initiative between the City of Brandon and the Brandon School Division aimed at the young people of the community with a view to preventing addiction. He would like the City and the Division to work together to get in front of high school students and possibly middle years students also, with as much information as possible.

Mayor Chrest would like the Board's blessing for this event and hopes that this initiative can be brought in front of the community's young people in such a fashion that it will make a difference. Mayor Chrest would like this event to take place in spring or late spring. The Mayor asked for expertise and resources from the Division for this initiative, including specialists and students, who would be involved as part of a steering committee.

Mayor Chrest thanked the Board for allowing him to share his story and hoped the Division is as committed to this as he is, for the sake of the young people in the community.

Trustees spoke in support of this initiative and thanked Mayor Chrest for attending and speaking and for making the youth in the community such an important priority. Trustee Sumner thanked Mayor Chrest for his advocacy over many years in joining the Division and voicing the need for a new school in the City of Brandon.

Public Budget Feedback Presentations

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Matters

5.04 Public Inquiries (max. 15 minutes)

5.05 Motions

Postponed from February 26, 2018 Board Meeting:

- 11/2018 Mr. Kruck - Mrs. Bowslaugh
That the new Administrative Procedures Manual be approved, as presented.
Carried.
- 14/2018 Mr. Sefton – Mr. Bartlette
That the Final Budget for 2018-2019 and the 2018 Special Levy be approved as follows:
- | | |
|-------------------------------|-----------------------|
| Total Operating Expenditures | \$ 104,241,300 |
| Total Capital Expenditures | <u>\$ 3,492,400</u> |
| Total Expenditures | <u>\$ 107,733,700</u> |
| 2018-2019 Special Requirement | <u>\$ 48,712,200</u> |

2018 Special Levy to be raised from Municipalities \$ 47,696,704

Trustee Sefton indicated that the Budget numbers he read were different than the numbers previously provided. The Secretary-Treasurer explained that further to the adjustments to the numbers, the budget includes previous funding of \$851,223 for the Early Learning Enhancement Grant received from the Provincial Government for 2017-2018. Although the Grant allocation has not been announced, the Schools' Finance Branch has suggested that the Division include last year's amount in the Division Budget. Mr. Labossiere added that the Division had submitted requests for seven (7) modular classrooms in late January, and through discussion with PSFB, the Division has been informed that the province now uses 25 students per classroom for grades Kindergarten to 12 when calculating classroom capacities. Mr. Labossiere received notification that one (1) modular classroom has been approved for Earl Oxford School. Based on the communication from PSFB, Mr. Labossiere recommended to the Board that \$51,000 be removed from budget, which is \$8,500 for each of the six (6) modular classrooms the Division did not receive as they were not approved by PSFB. The numbers that Trustee Sefton read was the change in numbers with the \$51,000 removed from Budget.

Mr. Labossiere noted that the net effect on the homeowner is a school tax increase of 2.23% for the typical home, which amounts to an annual increase of \$37.60 for a typical 1,200 square foot home. With the change, he indicated that the Special Requirement increase is 0.77% and the Mill Rate increase is 0.93%.

Carried.

15/2018 Mrs. Bowslaugh – Mr. Kruck

That the Collateral Agreement and the Letter of Agreement between the Brandon Teachers' Association and the Brandon School Division with respect to the Extended Health and Dental Plan premiums for the 2017-2018 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.

Carried.

16/2018 Mr. Kruck – Mr. Bartlette

That the request of the Western Manitoba Science Fair for financial support be approved in the amount of \$2,000.

Carried.

17/2018 Mr. Buri – Mr. Murray

That support for the Division Wide Oratorical Event for Middle Years in the amount of \$500 be approved.

Carried.

18/2018 Mr. Murray – Mr. Sumner

That the request involving twelve (12) male and fifteen (15) female Vincent Massey High School music students in grades 9 to 12 to make a trip to Japan, May 15, 2019 to May 26, 2019 be approved and carried out in accordance with Board Policy #9 – Board and Superintendent/CEO Relationship, as per the Board Governance Decision-Making Matrix.

Carried.

19/2018 Mr. Buri – Mr. Murray

That Trustees Bambridge and Sefton be approved to serve as members of the Scholarship Committee for 2017-2018.

Carried.

20/2018 Mr. Sumner – Mr. Murray
That the Trustees be paid the appropriate indemnity for attending Budget Deliberations on February 20, 2018.
Carried.

21/2018 Mr. Sumner – Mr. Murray
That the Trustees be paid the appropriate indemnity for attending the Manitoba School Boards Association 2018 Convention to be held March 15 and 16, 2018 at the Delta Inn, Winnipeg, Manitoba.
Carried.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Monday, March 19, 2018, Boardroom.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, March 26, 2018, Boardroom.

7.00 ADJOURNMENT

Mr. Murray – Mr. Buri
That the Board do now adjourn. (8:00 p.m.)
Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

March 26, 2018

A. Administrative Information

I. CELEBRATIONS

1. WINNIPEG BRAIN BEE – VINCENT MASSEY HIGH SCHOOL

On March 10, 2018, six students from Vincent Massey High School took part in the 4th annual Winnipeg Brain Bee, hosted by the Manitoba Neuroscience Network. The Brain Bee consists of two rounds of competition followed by breakout sessions where students are able to learn about current research and career opportunities in neuroscience. Participating students were Juliana H., Bailey D., Sydney F., Elayna P.T., Azka A., and Muhammad H. Azka A. placed 3rd and Muhammad H. placed first overall. Muhammad H. will now go on to represent Manitoba at the Canadian National Brain Bee competition in May at McMaster University, where he will compete for the chance to represent Canada at the International Brain Bee in Berlin, Germany.

2. HERITAGE DAYS - VINCENT MASSEY HIGH SCHOOL

Vincent Massey High School Heritage Days occurred on March 20-21, 2018. Heritage Days are a celebration of the cultural diversity within the school and community. Since this event began more than 12 years ago, it has expanded into a two-day event involving more than 200 students and approximately 14 pavilions.

3. CULTURAL EXTRAVAGANZA – KING GEORGE SCHOOL

King George School hosted a Cultural Extravaganza on March 21 and the evening of March 22, 2018. On March 21, students and guests were invited to visit eight unique cultural experiences, involving dance, songs, stories, historical relics and food. On the evening of March 22, the school hosted a musical interlude, where students shared their talents along with special guest Allison Granger.

“Accepting the Challenge”

II. COMMUNITY CONNECTIONS

The following community connections were made by Dr. Casavant, Superintendent/CEO from March 7, 2018 to March 20, 2018.

- March 7, 2018 – Parent/Guardian/Division Advisory Committee Meeting
- March 8, 2018 – School Visit and meeting with teachers, Spring Valley Colony School; and meeting with Mr. Sam Hofer, Spring Valley Colony
- March 13, 2018 – Divisional Leadership Team meeting
- March 13, 2018 – telephone meeting with Mr. Konrad Erickson, Acting Executive Director, Public Schools Finance Board
- March 15-16, 2018 – Manitoba School Boards Association Annual Convention
- March 16, 2018 - meeting with Ms. Andrea Lawson, Senior Project Leader, Public Schools Finance Board
- March 19, 2018 – meeting with Ms. Andrea Lawson, Senior Project Leader, Public Schools Finance Board

III. SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	23 total	2 – 3 day	Drug and Alcohol Policy
		1 – 3 day	Cyberbullying
		10 – 3 day	Unacceptable Behaviour
		4 – 5 day	Drug and Alcohol Policy
		1 – 5 day	Assaultive Behaviour
		3 – 5 day	Unacceptable Behaviour
		1 – 20 day	Weapons
		1 – 20 day	Drug and Alcohol Policy

IV. INFORMATION ITEMS

1. **NEW SCHOLARSHIP AGREEMENT – IANE STAR BLANKET AWARD**

For InformationD. Labossiere

The following new scholarship agreement has been requested by the contributor for the 2017/2018 school year:

IANE Star Blanket Award: the Interprovincial Association on Native Employment (IANE) has established a scholarship to honour one graduating grade 12 student in each high school (Crocus Plains Regional Secondary School, École secondaire Neelin High School, Vincent Massey High School, Neelin Off-Campus) by presenting them with a star blanket. Recipients of this award will be a deserving Indigenous student

who has excelled in some capacity or meets any of the following criteria: community involvement, school involvement, role model for other/mentor/leader, volunteer, good attendance/grades, and/or showed improvement in any area. The Division will undertake to circulate information on the award to potential applicants, supervise the selection of the successful candidate, and notify IANE in order that the President or his/her designate may participate in the annual presentation of the award. The preparation of a blanket to be given to the recipient at the annual presentation of the award shall be the responsibility of IANE.

This is provided as information.

V. PRESENTATIONS

1. LEAN EVENT – ENGLISH AS AN ADDITIONAL LANGUAGE REGISTRATION KAIZEN

For Information M. Gustafson

Mr. Mathew Gustafson, Assistant Superintendent, will present on a LEAN event conducted by School Leaders and Welcome Centre staff. Please see Appendix A.

2. 2018-2019 ST. AUGUSTINE SCHOOL KINDERGARTEN REGISTRATION SUMMARY

For Information M. Gustafson

Random Selection Process

- 25 applications received via the electronic web based submission process
 - 1 application received with multiple students listed (twins/siblings)
- 9 applications received in person by the Superintendent's Office (paper)
- 34 applications received for a total of 35 students

Registration Process

- 14 registrations received for students with siblings currently attending St. Augustine School
 - 1 registration received with multiple students listed (twins/siblings)
- 5 registrations received of the randomly selected students

Waitlist

- 15 students placed on the waitlist
 - 9 students without siblings currently enrolled – Baptized Catholic
 - 5 students without siblings currently enrolled – Non-Baptized
 - 1 student without a sibling currently enrolled – Baptized Catholic – Out of Division

3. 2018-2019 FRENCH IMMERSION KINDERGARTEN REGISTRATION SUMMARY

For Information M. Gustafson

Random Selection Process

- 73 applications received via the electronic web based submission process
 - 2 applications received with multiple students listed (twins/siblings)
- 16 applications received in person by the Superintendent's Office (paper)
- 89 applications received for a total of 91 students
 - 3 registrations received were out of catchment (program not offered)

Registration Process

École Harrison

- 18 registrations received for students with siblings currently attending École Harrison
- 22 students were randomly selected
 - 1 student withdrew to register at their catchment school
- 21 students were placed on the waitlist
 - 1 student was registered from the waitlist
 - 12 students registered at École New Era School
 - 3 students withdrew to register at their catchment schools
 - 1 student withdrew to register at St. Augustine School
 - 2 students withdrew to register at École La Source
 - 2 students have not registered

École New Era School

- 12 registrations received for students with siblings currently attending École New Era School
- 10 registrations received for students without siblings currently attending École New Era School
- 12 of the 21 redirected students have registered at École New Era School
 - 1 student was placed at École Harrison when another student withdrew
 - 3 students withdrew to register at their catchment schools
 - 1 student withdrew to register at St. Augustine School
 - 2 students withdrew to register at École La Source
 - 2 students have not registered

École O'Kelly School

- 1 registration received for a student with a sibling currently attending École O'Kelly School
- 7 registrations received of the 8 applications

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.

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

LEAN Event: English as an Additional Language (EAL) Registration Kaizen


Board Presentation March 26, 2018

"Accepting the Challenge"




TEAM





Charter

Sponsor: Mathew Gustafson		Facilitator: Kurt Shaw		Dates: 10-Oct-17	
Purpose:	The current process for registering new comers to Canada in the Brandon School Division is not meeting the needs of the stakeholders. Families are frequently redirected - creating delays in registering them at the appropriate school. The purpose of this kaizen is to redesign the process and make it simpler for all stakeholders.				
SMART Goal:	The project team will reduce the time to register new comers in the BSD from XX to YY days by Nov 30, 2017.				
Deliverables:	<ol style="list-style-type: none"> 1) Revised process for new arrivals 2) Developed tool(s) to assist schools and other stakeholders 3) Training materials and/or a communication plan 				
Work plan:	<ol style="list-style-type: none"> 1) Confirm problem and SMART goal 2) Assess the needs of the various stakeholders 3) Map the current process 4) Review wastes, problems and opportunities 5) Design future state 6) Develop training and communications plan 				



EAL Registration – Current Issues

- Staff use “work arounds” to make the process faster
- Process has several hand-offs which increase waiting time for families
- Families aren’t aware of the process and contact schools directly instead of the Welcome Centre
- Language barriers make interactions difficult

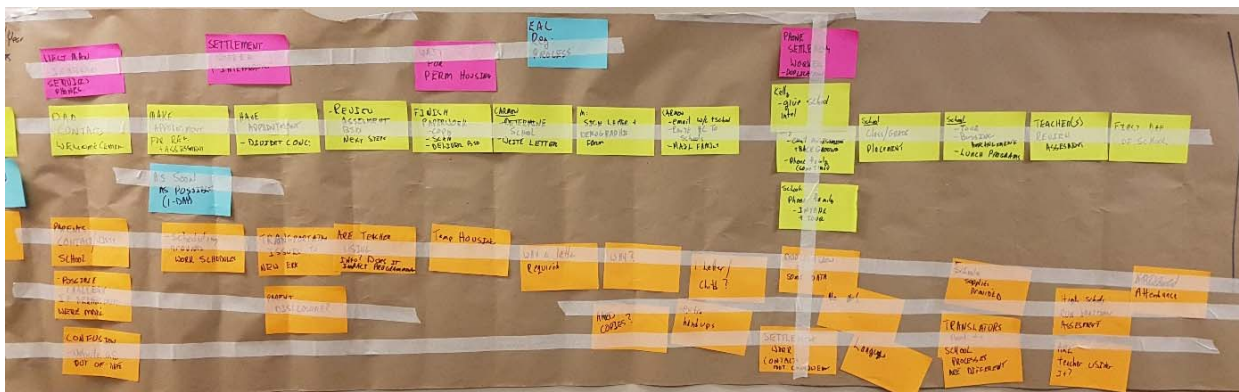



Stakeholder review

- Families
 - Want what’s best for their child
 - Need to understand the logistics of school: bussing, lunches, policies, etc.
 - Need help overcoming communication and language challenges.
- Schools
 - Want a clear & robust process
 - Better communications
 - Help with language issues
- Welcome Centre
 - Desire to have consistent messaging
 - Want to work more closely with schools
 - Want schools to know what skills & services (ie. languages) Welcome Centre staff offer




Current State





Current State

Process	1	2	3	4	5	6	7	8	9	10	11	12
	Dad Contacts Welcome Centre	WC: Make appointment	WC: Host Appointment - EAL Assessment - Registration - BSD Overview - Next steps	WC: Finish Paperwork	SD PPW - Determine school - prepare letter	Division: - Sign letter - Sign demographic form	Division: - email WC & school - route paperwork to schools - mail family	WC: - Provide schools with family intel (if required) - Email assessment to school - Contact family (sometimes) Schools - Phone family to schedule intake & tour	School: - Determine class/grade placement	School: - Conduct tour - Provide info on bussing, lunches & orientation manual - Provide school supplies	Teacher: - Review assessment	First day of School
Duration/Timing			1 Hr	Complete by end of day								
Issues	Parents contact the school directly (not WC)	Scheduling around parent work schedules	Transportation to Welcome Centre can be a challenge	Impossible to finish paperwork if family is in temporary housing	Not sure why letters are required	WHY?		Difficulties contacting family due to phone/language issues			- Some schools are running a 2nd assessment	
	Website information is hard to find/not detailed		Parents may not disclose all relevant information		Details to prepare/receive letters			School may request duplicate information				
	Possible conflicts if parents made arrangements to be off work or bring translator		Assessment may not be consistently used by teachers		1 letter is sent for each child			Information is being received 2nd hand				
					This is an extra handoff							



Revised Process

Process	1	2	3	4	5	6	9	10	11
	Initial Contact	WC: Confirm school during call	WC: - Schedule review and assessment at school - Consult with school calendar	WC: - Notify school via calendar	School: - Determine initial class/grade placement	Appointment @ school WC: - Conduct assessment & registration School: - Provide tour and overview - Confirm start date	WC: - Complete PPW - Email required information to school division office	Teacher - Review Assessment	First Day of School

Estimated time to 1st day of school: 3-5 Days



Proposed Process - SWOT

Strengths

- Students and parents will see/start school sooner
- Students will make friends sooner
- Translator will be available for school tour
- School will receive 1st hand information
- Transportation issues resolved (mostly) as catchment schools will be in the neighbourhood
- More interaction between Welcome Centre and schools
- Families build relationship with school immediately

Weaknesses

- May not be a good assessment environment
- Staff may be pulled out to meet families
- Welcome Centre may not have enough capacity
- Welcome Centre staff will need to be mobile
- New Era School will not be able to rely on WC staff for support
- Summer registrations may require an alternate process



New Process Data

- Process started Feb. 14th
- 24 Kindergarten registrations for next year
- 6 registrations for current year students
- Registrations occurred in 9 schools
- Have not maxed out on available time



Feedback to date

- Great to be able to work with Welcome Centre staff more closely
 - Great to have translators at the school
 - Process is beneficial when meeting new families and orientating them to the school
 - No delays in entering students in SIRS
 - Still some concerns with language barriers
 - Process takes more time at beginning (initial contact, booking, finding space, preparing forms), however we make the time up as the process is entirely complete when the family leaves the school
 - Welcome Centre great at communicating with everyone, still some difficulties in contacting people
-



BRANDON SCHOOL DIVISION

Personnel and Policy Committee

Minutes

Thursday, March 8, 2018 – 3:30 p.m.

Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge, L. Ross, M. Sefton (Alternate)
M. Casavant, D. Labossiere

Regrets: B. Switzer

1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:34 p.m. by Committee Chair, Trustee Murray.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The February 13, 2018 Minutes were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. BOARD POLICY #9 – BOARD AND SUPERINTENDENT/CEO RELATIONSHIP

The Committee reviewed the briefing notes that Dr. Marc Casavant, Superintendent/CEO provided. Dr. Casavant requested clarification of Board Policy #9 – Board and Superintendent/CEO Relationship in regards to the hiring and assignment of the Superintendent/CEO, Secretary-Treasurer, Assistant Superintendent(s), and Assistant Secretary-Treasurer and the Board's role in the hiring process. The Superintendent/CEO provided the Committee with various options regarding the responsibility and authority to decide and act on the hiring of Principals, Vice-Principals and Directors.

The Committee reviewed, discussed and made draft edits to the Board Governance Decision-Making Matrix in Policy #9 – Board and Superintendent/CEO Relationship, regarding hiring authority, which will be brought forward as a Giving of Notice to the March 26, 2018 Board meeting.

Recommendation:

That the Board Governance Decision Making Matrix under Policy #9 be adopted as amended.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Sub Committee Reports – The Committee received as information and reviewed the following:

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee – NIL
- Teacher Liaison Committee – NIL

6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - NIL

7. NEXT REGULAR MEETING: Tuesday, May 8, 2018, 3:30 p.m., Boardroom.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

J. Murray (Chair)

S. Bambridge

L. Ross

M. Sefton (Alternate)



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, March 19, 2018 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, M. Casavant (arrived 1:25 p.m.), E. Jamora, C.
Cramer

Guests: B. Ewasiuk

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:03 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added one In-Camera item to the agenda. Trustee Kruck requested a Trustee-only In-Camera session after the meeting. The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the January 16, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2018–2019 Budget Process

Discussion took place regarding the 2018-2019 Budget process and it was noted that transparency is critical in ensuring and maintaining openness with the public. The Public Budget Consultation was discussed. It was agreed that the 2019-2020 Budget Dates would be discussed and decided upon at an upcoming Facilities and Finance Committee meeting.

B. Five-Year Capital – 2019-2020 to 2023-2024

Mr. Labossiere reviewed the Five-Year Capital Plan for 2019-2020 to 2023-2024. Discussions were held regarding the summary of requests and Trustees asked questions for clarification. Mr. Labossiere noted that as a new school in southeast Brandon has been approved by the Provincial government, it has been removed from the Five-Year Capital Plan. Trustees asked questions for clarification regarding the priority level of items in the Capital Plan.

The top five capital requests for the Division are:

1. Refit old gym space – relocate Library, office(s)/reclaim classroom space at Green Acres School
2. New gym to meet K-8 provincial standard at Valleyview Centennial School
3. Culinary Arts practical classroom at Crocus Plains Regional Secondary School

4. Refit standard classroom into science lab at George Fitton School
5. Two (2) permanent classroom additions at Linden Lanes School

The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2019-2020 to 2023-2024 by motion to the Regular Board Meeting on Monday, March 26, 2018,.

Recommendation:

That the Five-Year Capital Plan 2019-2020 to 2023-2024 be approved for submission to the Public Schools Finance Board.

C. New School

Mr. Labossiere reviewed the New School Preliminary Milestones and Dates document received from PSFB. Dr. Marc Casavant, Superintendent/CEO, noted that the Division has been asked to select two representatives to make decision on the new school on behalf of the Division, and it was suggested that it be the Superintendent and Secretary-Treasurer.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tuition Fees – 2018-2019 School Year

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the Metro School Divisions Residual Fee Rates for 2018-2019.

The Committee agreed to the recommendation as presented.

Recommendation:

That the following tuition fees be approved for the 2018-2019 school year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,785
Non-Resident (First Nations)	\$12,100
International Student Fees	\$12,100

B. Computer Disposals

Mr. Brent Ewasiuk, Director of Management and Information Systems Technology, reviewed his letter to the Committee regarding a Tender to recycle/repurpose computers being removed and upgraded by the Division, back into the community. Mr. Ewasiuk noted that the Division replaces between 400 and 600 computers (both desktop and laptop) per year. Each computer being disposed of has an internal hard drive that may or may not have personal or business related information on it, which needs to be destroyed before the computer is redeployed. Data on a hard drive is destroyed by removing the hard drive and having it shredded, or by running software on the computer to ensure any information on the hard drive is deleted and unrecoverable.

Mr. Ewasiuk provided three options for Committee review, which included anticipated Division costs such as staff overtime, advertising, and storage and handling of equipment. Trustees discussed the three options provided and asked questions for clarification. The Committee gave direction to Mr. Ewasiuk to investigate the possibility of hiring a university/college student to erase the computer hard drives, and agreed that Mr. Ewasiuk should advertise a Request for Proposal (RFP) for 100 laptops to see if there is interest in them.

C. Tender – Supply of Computer Laptops

Ms. Eunice Jamora, Assistant 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 Powerland in the amount of \$67,176.00 (plus applicable taxes) for the supply of 36 Computer Laptops funded through the 2017-2018 Operating Budget be accepted.

D. Photocopier Lease - Extension

The Secretary-Treasurer reviewed a memo and cost analysis he provided to the Committee regarding the extension of the current lease for Division photocopiers. Mr. Labossiere noted that Konica Minolta Bizhub photocopiers have been located in all BSD schools and at the Administration Office since the summer of 2014, and that the current lease will expire in October 2019.

Mr. Labossiere noted several areas for efficiencies and improvement regarding photocopying and printing in the Division. Currently the Division uses three semi-truck loads of paper per year, and there are times when print jobs are not picked up, resulting in recycling of these print jobs. There are also challenges with printing confidential documents without other individuals having access to them.

Mr. Labossiere indicated that in consultation with the photocopier vendor, using Papercut software to track the number and size of print jobs being printed by staff and students, and enabling Division staff to have print jobs printed by presenting their proximity card, will result in savings and efficiencies for the Division. School Principals have been consulted on this proposed solution and they are satisfied with the current photocopiers and support. The proposed solution will enable Principals to evaluate the printing environment in their building. He noted the proposal is within budget and provides improved functionality and efficiencies.

The Committee agreed to the recommendation as presented.

Recommendation:

That the proposal to extend the Konica Minolta Lease for 18 months to April 1, 2021 be approved and accepted.

E. Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - January 23, 2018

F. Confirm Payments of Account (January & February)

The payments of account for the months of January and February were provided for information. Mr. Labossiere answered Trustee questions. The reports were accepted as circulated.

G. Review Monthly Reports (January & February)

Mr. Labossiere reviewed the monthly reports for the months of January and February and received direction from the Committee. The reports were accepted as circulated.

H. In-Camera Item – Forecast

The Secretary-Treasurer provided information regarding Forecast and answered Trustee questions.

6. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - École Harrison – Boiler Replacement
- The Secretary-Treasurer provided updates on the following projects:
 - Modular Classroom - Earl Oxford School - Approved
 - Modular Classrooms at JR Reid, Linden Lanes, Valleyview Centennial and Waverly Park Schools - Denied
- The Secretary-Treasurer provided additional updates on the following:
 - School Bus Request from the Canadian Legion 2018 Track and Field Championships
- The Assistant Secretary-Treasurer provided an update on the following:
 - Tenders under \$50,000 – Paper Tenders

7. NEXT REGULAR MEETING: Tuesday, April 17, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 2:52 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)

Committee Minute Form

Room 328, 340-9th Street
 Brandon MB R7B 2K8
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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: January 23, 2018 Date of next meeting: March 06, 2018 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Glen Kruck Craig Laluk Greg Malazdrewicz Caroline Cramer	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x x	Absent
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky Danae Heaman	BTA President Teacher Utility/CUPE President School Admin Assistant Educational Assistant	x x x x	 x
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	
	(Empty)	(Empty)	(Empty)	(Empty)

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Agenda Approval: P. Buehler, called the meeting to order at 1:05 p.m.	➤ The agenda for January 23, 2018 was accepted and filed without additions/deletions.	
	A. <u>Minutes: October 10, 2017</u>	➤ P. Buehler referred to the minutes and asked for any errors or omissions. The meeting minutes of October 10, 2017 were adopted as circulated. ➤ Accepted and Filed.	
2017/05/09	B. <u>Outstanding Issues:</u> 1. Right to Know – Members working with violent students – Update, G. Malazdrewicz	➤ G. Malazdrewicz informed the Committee that discussions are in place with legal counsel regarding the sharing of student information. He also explained that Resource Teachers have been reviewing the current information contained in student plans and have been examining existing protocols. G. Malazdrewicz also commented that the Division’s Resource Education Specialist will report back on the protocols/procedures used by other divisions after the SSAM conference in February 2018. In conclusion a realistic timeline for implementation would be September 2018, with on-going updates to the Committee. ➤ G. Malazdrewicz stated the current new atrieveERP software, allows Substitute Teachers/Educational Assistants to access teaching plans. Importantly, he reaffirmed the sharing of student information must be uniform across all schools. ➤ J. Rose agreed and reiterated the importance of keeping members safe in the workplace. He stressed the importance of identifying student triggers in teaching plans. P. Buehler stated the BTA shares this concern with CUPE members, and indicated that this concern extends to workers in contact with students outside the classroom context.	Report findings regarding the information contained in teaching plans for Teachers and Educational Assistants. – update – G. Malazdrewicz.

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 Caroline Cramer (x) Print Name of Worker Co-Chair P. Buehler

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)
2017/05/09	2. Procedures for HSL and BSSAP working alone.	<ul style="list-style-type: none"> ➤ G. Malazdrewicz advised that all School Leaders were surveyed during the October Division Leadership Team Meeting regarding this matter. The range of concern was two-fold: 1) Incidental trips; 2) Planned transport as a result of programming. The consensus among School Leaders is that there is a plan for the transportation of students as needed. The Committee discussed in detail the survey process, the responses, the existing procedures and the potential for danger. Across the Division the decision to transport varies from school to school. ➤ G. Malazdrewicz explained the BSD currently has a set of guidelines for Staff Working Alone (on-site). He offered the possibility of developing a set of guidelines for Staff Working Alone (off-site). ➤ It was agreed that a response from Senior Administration would first need to be heard before moving ahead with changes to existing guidelines. ➤ P. Buehler concluded by stating this item should remain on the Agenda. 	Report findings, Working Alone – update – G. Malazdrewicz
	C. <u>Review of Selected Site Inspection Reports:</u>	<ul style="list-style-type: none"> ➤ K-8 Schools: Alexander (Nov 8/17), Green Acres (Dec 18/17), Kirkcaldy Heights (Oct 16/17), Riverheights (Dec 20/17). ➤ High Schools: Crocus Plains (Oct 5/17). ➤ D. Armstrong reviewed the current site inspection reports. He informed the Committee there are 4 inspections/school/year. Two inspections are done with BTA reps and the other two with CUPE reps. A discussion around priority ranking, form completion, appropriateness of items reported, sign offs and the actual format occurred. ➤ The topic of inspections reports will be on the next Division Leadership Team Agenda slated for February 13, 2018. G. Malazdrewicz invited C. Cramer to attend and speak to inspection reports. ➤ Previous, K-8 Schools: George Fitton (May 28/17), King George (May 30/17), O’Kelly (June 15/17) and Valleyview (June 6/17). ➤ Previous, High Schools: Maintenance/Administration (May 16/17). ➤ D. Armstrong advised all previous inspection reports once completed and signed are posted in the portal. ➤ Lastly, D. Armstrong shared it continues to be difficult to get the signed completed inspection report back in a timely manner. 	Report findings, Inspection Reports – update – G. Malazdrewicz/ C. Cramer
	D. <u>Correspondence:</u> Workers Compensation Board of Manitoba – A Better Recovery with a Safe Return to Work Plan.	<ul style="list-style-type: none"> ➤ D. Armstrong shared the correspondence with the Committee, attached. ➤ WCB is in the process of auditing BSD’s claims: the process and the current return to work program. Findings and analysis will assist the BSD in the development of a return to work program, forms and training. ➤ The handout was distributed in the meeting. 	

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<p>E. New Business:</p> <p>1. Incident Report, September 23 2017 to December 31, 2017 – D. Armstrong</p>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the Incident Reports with the Committee. ➤ G. Malazdrewicz explained there was an increase in the number of concussions reported this winter. The severe temperature fluctuations resulted in extremely icy surfaces. An informative discussion around concussions, sports, protocols and training occurred. Parachute Canada’s concussions protocols have been utilized by the BSD. 	
	<p>2. Near-Miss Report – D. Armstrong</p>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the report and a discussion regarding priority ranking on inspection reports, lock-outs, tool box talks and safe work procedures occurred. D. Armstrong noted that a communication breakdown occurred. No one was injured. Due to the near-miss at Crocus Plains a PD session has been planned for February 14, 2018, involving Maintenance and Custodial employees. The session will revisit and update the current safe work procedures and the lock-out/tag-out rules and procedures. ➤ P. Buehler requested that the near-miss report be brought to the attention of the Crocus Plains WPSH Committee at their next meeting. 	
	<p>3. Memo – Hearing Assessment – Update - D. Armstrong</p>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the report from Hearing Innovators with the Committee. A total of 129 employees had been tested. He also advised that a follow up had occurred on January 16, 2018. ➤ For the Committee, D. Armstrong reiterated hearing tests are provided for employees that work in areas with sustained noise levels between 80dba and 85dba. 	
	<p>4. Training – Update – D. Armstrong</p>	<ul style="list-style-type: none"> ➤ D. Armstrong reviewed the training available and stated Committee members are entitled to two days of training and School based members are entitled to one day. The cost is covered by the Brandon School Division. 	
	<p>5. MPI Car Seat – J. Rose</p>	<ul style="list-style-type: none"> ➤ J. Rose referred to the MPI brochure “Child car seats: Securing your precious cargo”. G. Malazdrewicz advised as per legal counsel, the use of car seats was not required for the transportation of students within the Brandon School Division. There have been no updates from MSBA regarding this topic. A short discussion regarding the possibility of using taxis for the transportation of students occurred. ➤ J. Rose requested clarification from MPI in regards to the use of car seats. The information would be useful to staff who transport students. 	<p>MPI update re: car seats – Update - G. Malazdrewicz</p>

Other Business: Confirmation of Next Meeting: March 6, 2018
 The meeting was adjourned at 2:40 p.m.

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Signature _____ Signature _____



Appendix 'A'

e-bulletin

March 7, 2018

191 Provencher Blvd. Winnipeg, MB R2H 0G4
Phone: 204-233-1595 Toll Free: 1-800-262-8836

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FINAL COUNTDOWN TO CONVENTION

With only one week to go until convention, it's a good time to remind everyone about some of the changes you'll be seeing this year.

- Our program will be starting a little earlier, at 8:45 a.m. on both Thursday and Friday. Breakfast will be available starting at 7:30 a.m.
- The final call for nominations will take place at the call to order on Thursday, March 15. To find out more about current nominees, check out the [report of the nominating committee and candidate profiles](#) on our website.
- Elections, [resolutions and special business](#), and reports from the President and Executive Director will all take place on Friday, March 16.
- The board chairs meeting with the Minister of Education and Training takes place at 4:30 p.m. on Thursday, March 15, in the Assiniboine B room on the concourse level of the Delta Hotel.
- Award presentations have been incorporated throughout the program. Student awards will be presented at lunch on Thursday, and the Premier Award for School Board Innovation on Friday. The Presidents' Council Award presentation and long service trustee and retiring executive recognition will take place at the Friday evening President's Banquet.

The full [program](#) is posted on our website. It will also be included in delegate kits.



ADVOCACY UPDATE

Several additions have been made to our [advocacy page](#) in recent weeks. These include:

- an [editorial](#) by association President Ken Cameron, in response to the most recent provincial schools funding announcement;
- a [letter](#) to James Wilson, Deputy Minister of Education and Training, expressing the association's appreciation for the past work that has been done by the Manitoba Education Research Network (MERN), and asking that the department explore alternate means of facilitating the sharing of educational research upon MERN's cessation of operations later this year;
- a [letter](#) to Minister of Education and Training Ian Wishart, requesting that the province begin consultations with school boards and teachers on its announced move to provincial bargaining for teachers as soon as possible.

IMAGINE A CANADA

The deadline for submissions for Imagine a Canada has been extended to April 2, 2018, so there is still time to get involved!



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 entry 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.

DID YOU KNOW . . .

That the Government of Canada has information and resources about our [national anthem](#) on the Canadian Heritage website? These include a downloadable [poster](#) with the recently-adopted revised English-language lyrics, and audio files of the English, French, and bilingual versions of the anthem. The site also contains information about the history of the anthem, rules of timing and etiquette for anthem use, and answers questions about copyright and commercial use of the anthem.



TEACHING ABOUT THE HOLOCAUST

From June 27 to 29, the [Montreal Holocaust Museum](#), in partnership with the [USC Shoah Foundation](#), is offering a training session on "Teaching about the Holocaust and Human Rights in Canada." The seminar, which will be held at the museum, will explore the teaching of difficult subjects, with particular attention on the Holocaust and human rights from a contemporary Canadian perspective. Interested educators can apply until April 15 by filling out a [pre-registration form](#) on the museum's website. Scholarships for accommodation and transportation are available to qualified candidates.



POLICY #9

BOARD AND SUPERINTENDENT/CEO

RELATIONSHIP

The Superintendent/CEO, as Chief Executive Officer (CEO) of the Board of Trustees, shall be responsible for the management, under the Board's policies, of all sectors of the school system. See the *Board Governance Decision-Making Matrix* (p. 27), for a detailed delineation of the Superintendent/CEO's areas of authority and responsibility.

The Board is responsible for the adoption and monitoring of the Division-wide strategic plan.

The Board's sole official connection to the operational organization, its achievements and conduct will be through the Superintendent/CEO.

9.1 The Superintendent/CEO will take the necessary measures to ensure the Board is informed, supported and protected in its work.

9.2 The Superintendent/CEO is accountable to the Board. The Superintendent/CEO shall have the authority to delegate to other Division personnel the exercise of some powers and the discharge of some duties imposed upon the Superintendent/CEO by Board policies or by vote of the Board. The delegation of power or duty does not, however, relieve the Superintendent/CEO of responsibility for the action taken under such delegation.

9.3 The Board of Trustees delegates to the Superintendent/CEO, in accordance with Section 52 of The Public Schools Act, staffing authority.

9.4 Notwithstanding the expectation that all staff and executive perform their duties and responsibilities with honesty and integrity while complying with all applicable laws and regulations, the Superintendent/CEO is responsible to have in place a Whistleblower procedure for the purpose of raising any concerns regarding questionable financial or operational matters.

This procedure will ensure that any person raising such concern, the Whistleblower, will be protected from reprisal or victimization for raising the concern in good faith.

9.5 The employment agreement between the Board and the Superintendent/CEO is in the form of a written contract.

9.6 Only authorized decisions of the Board are binding on the Superintendent/CEO. Official directives to the Superintendent/CEO shall be through written policy. The Superintendent/CEO is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.



POLICY #9

BOARD AND SUPERINTENDENT/CEO

RELATIONSHIP

- 9.7** Decisions and instructions from individual Trustees are not binding on the Superintendent/CEO. Reporting to individual Trustees is not binding on the Superintendent/CEO. In the case of Board members or committees requesting information or assistance without Board authorization, the Superintendent/CEO may refuse requests that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the Division. The Trustee may refer a request to the full Board of Trustees for the Board's consideration.
- 9.8** The Superintendent/CEO is responsible for the actions of the staff of Brandon School Division, therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent/CEO.
- 9.9** The Board and individual Trustees shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO.
- 9.10 Superintendent/CEO Evaluation**
- i. The evaluation of the Superintendent/CEO shall be carried out by the Board and/or its committee. The evaluation shall be based on established criteria and guidelines which are known to both the Superintendent/CEO and the Board.
 - ii. The Superintendent/CEO shall be formally evaluated 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.
 - iii. The results of the evaluations shall be shared with the Superintendent/CEO by the Board.



POLICY #9

BOARD AND SUPERINTENDENT/CEO

RELATIONSHIP

Board Governance Decision-Making Matrix

Superintendent/CEO – has authority to decide & act	Superintendent/CEO – has authority to decide and act and the responsibility to inform the Board	Board has the responsibility and authority to decide and act. Superintendent/CEO may recommend
<ul style="list-style-type: none"> • Employ staff as delegated in the PSA (52) • Administer collective agreements • Grant applications • Implementation of Board Policy • Evaluate staff • Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement and implemented by the Board Annual Work Plan. • Professional development • Student overnight travel • Setting staffing levels based on budget. 	<ul style="list-style-type: none"> • Student suspensions up to six weeks • Administrative procedures • Any budget changes in excess of \$100,000 or involving FTE positions that would also impact future budgets. • Evaluate programs • Emergency school closures • Crisis situations (e.g. lockdown with immediate notification via email) • Superintendent/CEO professional development • Acceptance of resignations • Student out of province travel • Staff leaves of absence • Ongoing staffing reports. • Changes to the administrative organization chart with exception of Superintendent/CEO and Secretary-Treasurer. • Agreements with outside bodies. • Scholarship approvals. • All other responsibilities not explicitly stated elsewhere in this matrix. 	<ul style="list-style-type: none"> • Policy development and approval • Student expulsion • Student out of country travel • Employee compensation and benefits as per collective agreements and unionized out of scope and senior administration contracts. • Approval of budget • Special levies • Appeals • Corporate sponsorship • New programming • School calendar • Hiring and assignment of the Superintendent/CEO, and the Secretary-Treasurer, as outlined in the PSA (51 and 53) • Hiring and assignment of the Assistant Superintendent(s), and the Assistant Secretary-Treasurer, as outlined in the PSA (52), with minority Board representation on hiring committee • Hiring and assignment of Principals with minority Board representation on hiring committee • Teacher termination as outlined in the PSA (92) • Changes the administrative organization chart which involve the Superintendent/CEO and Secretary-Treasurer • Tenders within budget which exceed the threshold of \$50,000 • Over budget expenditures • Hiring additional staff outside formula • Division-wide strategic planning



POLICY #9

BOARD AND SUPERINTENDENT/CEO

RELATIONSHIP

		<ul style="list-style-type: none">• Evaluation of Superintendent/CEO• Catchment area changes• Renaming and naming of schools• School closure
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Reference:

Policy 2 – Board Governance Model

Policy 4 – Role and Responsibilities of the School Board

Legal Reference: *The Public Schools Act*