



# BRANDON SCHOOL DIVISION

April 20, 2016

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

TO BE HELD MONDAY, APRIL 25, 2016  
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Reference to Statement of Board Operations

#### 1.02 Approval of Agenda

#### 1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, April 11, 2016.  
Adopt.

### 2.00 GOVERNANCE MATTERS:

#### 2.01 Presentations for Information

#### 2.02 Reports of Committees

- a) Facilities & Transportation Committee Meeting G. Buri
- b) Personnel Committee Meeting J. Murray

#### 2.03 Delegations and Petitions

#### 2.04 Communications for Action

**2.05 Business Arising**

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

a) School Reports:

- 1) École secondaire Neelin High School
- 2) École New Era

b) Learning Support Services Report:

- NIL

c) Items from Senior Administration Report:

- P.E.O. Chapter R Scholarship – Refer Motions.

**2.06 Public Inquiries (max. 15 minutes)**

**2.07 Motions**

- 44/2016 That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as “The P.E.O. Chapter R Scholarship” in the amount of \$275.00 for the 2015-2016 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 45/2016 That the 2017-2018 to 2021-2022 Five-Year Capital Plan be approved for submission to the Public Schools Finance Board.
- 46/2016 That the appointment of MCM Architects Inc. to design and tender the New Era School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.
- 47/2016 That the appointment of Agassiz Consulting for the design, tender, contract/administration and inspections for the Crocus Plains Kitchen Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.
- 48/2016 That Agassiz Consulting be appointed as the roofing consultant for the Division Office Roof replacement.

**2.08 Bylaws**

**2.09 Giving of Notice**

**2.10 Inquiries**

- Trustee Inquiries

**3.00 ADMINISTRATIVE INFORMATION:**

**3.01 Report of Senior Administration**

**3.02 Communications for Information**

- a) Sharon Curtis, Secretary, Manitoba Education and Advanced Learning, April 6, 2016, enclosing the award of the Board of Reference with respect to the hearing held February 29, 2016, in Souris, Manitoba. The award of the board is final and has effect in accordance with its terms. However, The Public Schools Act does not preclude an application to the Court of Queen's Bench for judicial review respect the award. (Appendix 'A')

Refer to the Office of the Secretary-Treasurer.

**3.03 Announcements**

- a) Education Committee Meeting – 10:00 a.m., Thursday, April 28, 2016, Boardroom.
- b) Finance Committee Meeting – 2:00 p.m., Tuesday, May 3, 2016, Boardroom.
- c) Divisional Futures & Community Relations Committee – 12:00 p.m., Thursday, May 5, 2016, Boardroom.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, May 9, 2016, Boardroom.

**4.00 IN CAMERA DISCUSSION**

**4.01 Student Issues**

- Reports
- Trustee Inquiries

**4.02 Personnel Matters**

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

**4.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**4.04 Board Operations**

- Reports
- Trustee Inquiries

**5.00 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., MONDAY, APRIL 11, 2016.

## **PRESENT:**

Mr. M. Sefton, Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. K. Sumner.

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

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent (arrived at 7:29 p.m.), Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

## **REGRETS:**

Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Dr. D. M. Michaels, Superintendent/CEO.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance.

## **AGENDA**

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

#### **1.01 Reference to Statement of Board Operations**

#### **1.02 Approval of Agenda**

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one Property matter for In-Camera.

Mr. Mathew Gustafson, Assistant Superintendent, noted he had one Student matter for In-Camera.

Mr. Bartlette – Mr. Sumner  
That the agenda be approved as amended.  
Carried.

#### **1.03 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Regular Board Meeting held March 21, 2016 were circulated.

Trustee Sumner indicated he was listed as both in attendance and absent at this meeting, when he was in fact absent. The Minutes will be amended.

Mr. Buri – Mr. Murray  
That the Minutes be approved as amended.  
Carried.

## **2.00 GOVERNANCE MATTERS:**

### **2.01 Presentations For Information**

### **2.02 Reports of Committees**

- a) Joint Meeting with City of Brandon  
Trustee Sefton provided a verbal report from the Joint meeting with the City of Brandon held on March 22, 2016.

Mrs. Bowslaugh – Mr. Kruck  
That the Report be received.  
Carried.

- b) Trustee Sefton provided a verbal report on the Brandon School Division being presented with a plaque and certificate from the Interprovincial Association of Native Employment.

Mr. Kruck – Mrs. Bowslaugh.  
That the Report be received.  
Carried.

### **2.03 Delegations and Petitions**

### **2.04 Communications for Action**

- a) Ms. Hope Switzer, Energy Efficiency Coordinator, Brandon Neighbourhood Renewal Corporation (BNRC), April 5, 2016, addressed to Board Chair Mark Sefton and the Board of Trustees, noting that the BNRC would like to propose that Brandon School Division (BSD) work with BNRC and Brandon Transit to come up with a very low rate annual pass for high school students. Ms. Switzer added that Assiniboine Community College and Brandon University student unions have facilitated this process and have agreements for all of their students. The BNRC is proposing that BSD discontinue to provide busing to high school students within the city of Brandon, and use the savings to fund a far superior service through Brandon Transit. Ms. Switzer added that Brandon Transit is safe and reliable and is already successfully used by BSD to fulfill a number of its programming needs. She indicated that these passes would significantly increase flexibility, decrease the use of greenhouse gases, increase access to the community, and benefit all high school students particularly those of lower income.

Referred to Facilities & Transportation Committee

Trustee Kruck asked that this item be referred to the May 17, 2016 Facilities and Transportation Committee meeting as he is unable to attend the April 12, 2016 Facilities and Transportation Committee Meeting and he would like to be in attendance. Committee Chair Trustee Buri indicated that this item will be added to the May 17<sup>th</sup> meeting agenda.

### **2.05 Business Arising**

**- From Previous Delegation**

**- From Board Agenda****- MSBA issues (last meeting of the month)****- From Report of Senior Administration**

- a) School Reports:
  - NIL
- b) Learning Support Services Presentation:
  - NIL
- c) Items from Senior Administration Report:
  - Assiniboine Community College Comprehensive Health Care Aide Program – Memorandum of Understanding – Refer Motions.
  - École secondaire Neelin High School Off-Site Activity Request (Vancouver) – Refer motions.
  - Audit Engagement Letter – Refer Motions.

The Secretary-Treasurer spoke to the motions regarding the updated Memorandum of Understanding from Assiniboine Community College for approval and delivery of the Comprehensive Health Care Aide Program 2016-2017, and the Audit Engagement Letter.

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

40/2016 Mr. Bartlette – Mr. Sumner  
That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the delivery of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2016-2017 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Trustee Bowslaugh indicated she had shared this information with the Brandon Urban Aboriginal People's Council and they were very impressed and pleased as many of the students who participated in this program last year were indigenous students. She noted she is happy to see this program continue.

Carried.

41/2016 Mr. Buri – Mr. Murray  
That the trip involving twenty-one (21) female and male Neelin choir students in grades 9, 10, 11 and 12 to make a trip to Vancouver, BC from May 19 to May 25, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Trustee Kruck indicated that there were no costs listed on the trip form and indicated that he had brought up this matter in the past.

Mr. Gustafson, Assistant Superintendent, indicated that the fees are included later in the document and that Senior Administration will ensure in the future that the information is transferred into the summary portion of the submission.

Trustee Murray responded that the information is on page 3 and read out the breakdown of costs for the trip.

Trustee Kruck indicated that he understands that if he goes through the whole report he can find the amounts, but noted that the costing information was not filled out on the summary sheet for quick reference.

Trustee Kruck asked a procedural question for clarification.

Carried.

42/2016 Mr. Sumner – Mr. Bartlette

That the Auditor Letter regarding the audit engagement for the March 31, 2016 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

Carried.

## **2.08 By-Laws**

## **2.09 Giving of Notice**

## **2.10 Trustee Inquiries**

Trustee Kruck asked when the Tell Them From Me survey results would be provided to the Board.

Mr. Gustafson, Assistant Superintendent, responded that he anticipates this information will be presented in early May.

## **3.00 ADMINISTRATIVE INFORMATION:**

### **3.01 Report of Senior Administration**

Mr. Mathew Gustafson, Assistant Superintendent, provided a review 2016-2017 French Immersion Kindergarten Registration Summary.

Trustees asked questions for clarification regarding the École Harrison waitlist and applications received from outside the Brandon School Division catchment area.

Trustee Sumner asked if, out of 73 applications received from BSD catchment students, only 12 did not get their school of first choice in their first selection, and 3 of those have since been accommodated through the wait list. He noted that therefore there are only 9 students who did not receive their first choice.

Trustee Sefton indicated that, after being through the process one time, one of the questions from the community was to review the process. He asked if there are any tweaks, modifications, alterations for next year that would allow the process to run more smoothly.

Mr. Gustafson noted that at this point there are no modifications or changes to the process. He added that one thing that was highlighted was the changing residency for some of the applicants,

which meant their office had to ensure they were checking all the demographic information on the applications.

Trustee Sefton asked what was done to verify the applicant's home addresses.

Mr. Gustafson responded that the registration process is the same throughout all the Division schools, where the applicant is required to bring in a proof of residence which would be checked to ensure they live within city boundaries.

Mr. Mathew Gustafson, Assistant Superintendent, provided highlights on the following items from the April 11, 2016 Report of Senior Administration:

- Academic Preparedness – Riverheights School
  - Little PEEPS (Programming Enrichment and Engagement for Pre-School Success)
- Global Citizenship – Betty Gibson School
  - Cultural Day – May 19, 2016
  - Student Achievements
    - Daniel Lourenco – Silver Medal at the Westman Science Fair,
    - Betty Gibson Y-Revolution group collected 252 pounds of pasta and rice for the Samaritan House
    - Math Blast and Math Night
- Health and Wellbeing – King George School
  - Respectful climate and bullying prevention
  - Survey developed by the student leadership team
  - Cultural activities and cultural evening
  - Grades 7 & 8 Wellness Day
  - Riverview School Transition day
- Administrative and Statistical Information:
  - Suspensions

Trustee Sumner asked questions for clarification regarding the Suspension Information. Mr. Malazdrewicz noted he would respond to questions on this topic In-Camera, and added that this is an example of a one-off activity that the Division sees from time to time in the K-8 schools.

Mr. Buri – Mr. Kruck

That the April 11, 2016 Report of Senior Administration be received and filed.

Carried.

### **3.02 Communications for Information**

- a) Mr. Mark Wasyliv, Board Chair, Winnipeg School Division, March 24, 2016, addressed to Mark Sefton, Board Chair, noting that the Winnipeg School Division approved a motion on March 21, 2016 which supports the Indigenous Teacher Education Coalition. Mr. Wasyliv notes that the Indigenous Teacher Education Coalition (ITEC) has requested the Winnipeg School Division Trustees' support of their endeavors to facilitate the implementation of the ITEC 5 Point Plan to increase the number of Indigenous Bachelor of Education graduates in Manitoba. He encourages school divisions including the Manitoba School Boards Association to join this campaign and pledge their support for this initiative. Additional information on the

initiative is enclosed.

Ordered filed.

### **3.03 Announcements**

- a) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, April 12, 2016, Conference Room.
- b) Friends of Education Committee Meeting – 11:30 a.m., Thursday, April 14, 2016, Conference Room.
- c) Divisional Futures & Community Relations Committee luncheon visit at Riverheights School – 11:45 a.m., Thursday, April 14, 2016.
- d) Personnel Committee Meeting – 10:00 a.m., Tuesday, April 19, 2016, Conference Room.
- e) Policy Review Committee Meeting – 12:00 p.m., Thursday, April 21, 2016, Boardroom.
- f) Divisional Futures & Community Relations Committee luncheon visit at Neelin High School Off-Campus and Upper Deck – 12:00 p.m., Monday, April 25, 2016.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, April 25, 2016, Boardroom.

Mr. Murray – Mr. Buri

That the Board do now resolve into Committee of the Whole In-Camera. (7:38 p.m.)

Carried.

### **IN COMMITTEE OF THE WHOLE IN CAMERA**

#### **4.00 IN CAMERA DISCUSSION:**

##### **4.01 Student Issues**

###### **- Reports**

- a) Mr. Greg Malazdrewicz, Assistant Superintendent, provided information on a Student matter.
- b) Trustee Sumner requested information on a Student matter.

###### **- Trustee Inquiries**

##### **4.02 Personnel Matters**

###### **- Reports**

- a) Confidential #1 – Personnel Report was presented.
- b) Mr. Greg Malazdrewicz, Assistant Superintendent, provided information on a Personnel matter.
- c) Trustee Murray requested information on a Personnel matter.

###### **- Trustee Inquiries**

##### **4.03 Property Matters/Tenders**

###### **- Reports**

- a) The Secretary-Treasurer provided information on a Property matter.

###### **- Trustee Inquiries**

##### **4.04 Board Operations**

###### **- Reports**

**- Trustee Inquiries**

Mr. Buri – Mrs. Bowslaugh

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

Carried.

43/2016 Mr. Sumner – Mr. Bartlette

That the tender from Brandon Heating and Plumbing in the amount of \$100,439.75 (plus applicable taxes and consulting fees) for the supply and installation of DDC Controls for the nine (9) air handling units at Vincent Massey High School be approved.

Carried.

**5.00 ADJOURNMENT**

Mr. Murray – Mr. Sumner

That the meeting does now adjourn (8:15 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Tuesday, April 12, 2016 – 11:30 a.m.  
Boardroom, Administration Office

Present: G. Buri (Chair), J. Murray, M. Sefton.  
D. Labossiere, G. Malazdrewicz, M. Clark, R. Harkness.  
Regrets: G. Kruck.

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### 1. CALL TO ORDER.

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

### 2. APPROVAL OF AGENDA

The Secretary-Treasurer noted he had two items for Operations Information.

The agenda was approved as amended.

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

The Minutes of February 23, 2016 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) **Five Year Capital Plan – 2017-2018 to 2021-2022**

Mr. Mel Clark, Director of Facilities and Transportation, reviewed the Five Year Capital Plan 2017-2018 to 2021-2022. Discussions were held regarding the summary of requests and the Committee asked questions for clarification. Mr. Clark and Mr. Labossiere, Secretary-Treasurer, indicated that since a new school in southeast Brandon has been announced by the Province, the Division's top priority in 2017-2018 is a new gym for Valleyview Centennial School and renovations of the old gym spaces at Green Acres School and Valleyview Centennial School. The Committee agreed to bring forth the recommendation to approve the Five Year Capital Plan 2017-2018 to 2021-2022 motion to the Regular Board Meeting to be held on Monday, April 25, 2016.

#### **RECOMMENDATION:**

That the 2017-2018 to 2021-2022 Five-Year Capital Plan be approved for submission to the Public Schools Finance Board.

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) **New Era School Grooming Room**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the correspondence from Public Schools Finance Board. The Committee agreed to recommend MCM as the architects of choice for this project.

#### **RECOMMENDATION:**

That the appointment of MCM Architects Inc. to design and tender the New Era School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

**B) Crocus Plains – Kitchen Roof Replacement**

Mr. Clark provided information on this project and the Committee agreed to recommend Agassiz Consulting for the design, tender, contract/administration and inspections for this project.

**RECOMMENDATION:**

That the appointment of Agassiz Consulting for the design, tender, contract/administration and inspections for the Crocus Plains Kitchen Roof Replacement, be approved, subject to approval by the Public Schools Finance Board.

**C) Busing – Alexander School - Band**

Mr. Malazdrewicz, Assistant Superintendent, spoke to this item and answered Trustee questions. He noted that there would be a loss of 3-4 hours instructional time per week should the students be bused to Brandon for band. Mr. Malazdrewicz also indicated that there currently is a music teacher in place at Alexander School.

**D) Home Ec Students – Busing and concerns with Brandon Transit**

The Committee discussed this matter and no further action was recommended.

**E) Monitors on Buses**

Mr. Labossiere responded to Trustee questions regarding this matter. It was noted that an Educational Assistant is placed on a bus if there are issues and the response is “as needed”. The Committee discussed the use of Video cameras that are currently installed on some buses. Mr. Harkness, Supervisor of Transportation, indicated that the current cameras installed on buses have been effective in dealing with inappropriate behaviour of students. Future options for Professional Development for employees was discussed.

**F) BNRC Proposal to Bus High School Students via Brandon Transit**

This matter was deferred to the May 17, 2016 Facilities and Transportation Committee Meeting Agenda.

**G) Sub Committee Reports**

The Committee reviewed the Workplace Safety and Health Committee minutes from March 8, 2016.

The Refusal to Work Form was distributed to the Committee members for review. The form will be discussed at the May 16, 2016 Facilities and Transportation Committee Meeting.

**H) Division Office Roof Replacement**

Mr. Labossiere added this late item to the agenda. He recommended that Agassiz Consulting be appointed as the roofing consultant for the Division Office roof replacement. Trustees asked questions for clarification.

**RECOMMENDATION:**

That Agassiz Consulting be appointed as the roofing consultant for the Division Office Roof replacement.

**6. OPERATIONS INFORMATION**

- Facilities Project Update – Mr. Clark provide updates on the following:
  - Green Acres Gymnasium
  - Earl Oxford Boiler
  - New Bus Bays at the Maintenance Building

- Vincent Massey Steam Heating System Replacement
- New Era Grooming Room
- ACC – Facility Condition Assessment Update:
  - Mr. Labossiere indicated that the report is to be presented by Stantec in the next two weeks.
- Mr. Labossiere spoke to the Board of Reference hearing held in Souris on Monday, February 29, 2016. He indicated the award was received and that there will be a transfer of property from Southwest Horizon School Division to Brandon School Division and that Mr. Ron Harkness, Supervisor of Transportation, will be making arrangements for busing the students.

**7. NEXT REGULAR MEETING: Tuesday, May 17, 2016, 11:30 a.m., Boardroom**

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

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G. Buri, Chair

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G. Kruck

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J. Murray

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P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Tuesday, April 19, 2016 – 10:00 a.m.  
Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge.  
D. Labossiere, B. Switzer.

Regrets: L. Ross, M. Gustafson.

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### 1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 10:15 a.m.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of February 18, 2016 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Home School Liaison – Position Description

The Home School Liaison position and responsibilities was discussed by the Committee. The Committee was advised that Senior Administration is currently working with School Administrators to clarify the responsibilities and expectations of the Home School Liaisons.

#### B) Policy Procedures #4049 (C) – Protocol for cases of Fifth Disease (Erythema Infectiosum)

Ms. Becky Switzer, Director of Human Resources, spoke to the protocol when dealing with Fifth Disease and answered Trustee questions. The current guidelines used for nursing mothers and pregnant employees are incorporated into the new Policy Procedures. Employees who are receiving chemo therapy treatments have also been added to the new Policy Procedures.

It was agreed to refer this matter to the Policy Review Committee.

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Sub Committee Reports

The Committee reviewed the Support Personnel Labour/Management Committee meeting minutes from November 12, 2015 and March 3, 2016. Trustees asked questions for clarification.

**6. OPERATIONS INFORMATION**

The Committee received as information the following:

- MSBA Collective Bargaining Update:
  - April 8, 2016
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
  - Beautiful Plains School Division (Teachers)
  - Garden Valley School Division (Teachers)
  - Park West School Division (CUPE)
  - Prairie Rose School Division (Teachers)
  - Sunrise School Division (Teachers)
  - Turtle River School Division (Teachers)

**7. NEXT SCHEDULED COMMITTEE MEETING: Tuesday, May 17, 2016, 10:00 a.m., Boardroom.**

The meeting adjourned at 11:03 a.m.

Respectfully submitted,

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J. Murray, Chairperson

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L. Ross

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S. Bambridge

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G. Kruck (Alternate)



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

April 25, 2016

### A. Business Arising for Board Action

- I. Presentations
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- II. Human Resources
- III. Secretary-Treasurer
  - 1. P.E.O. Chapter R Scholarship ..... 1
- IV. Superintendent of Schools
- V. Senior Administration Response to Trustee Inquiries

### B. Administrative Information

- I. Human Resources
  - 1. Personnel Report ..... 2
- II. Secretary-Treasurer
- III. Superintendent of Schools
  - 1. School Visits (April 2 to April 13, 2016) ..... 2
  - 2. School Information – Implementation of Strategic Plan 2014-2017
    - A. Academic Preparedness
      - Academic Preparedness at Riverview School ..... 2

.../2

*“Accepting the Challenge”*

<b>B. Global Citizenship</b>	
• Global Citizenship at Crocus Plains Regional Secondary School.....	4
<b>C. Health and Wellbeing</b>	
• Health and Wellbeing at Kirkcaldy Heights School.....	5
<b>3. Administrative and Statistical Information</b>	
• Suspensions.....	6
• English as an Additional Language (EAL) Enrolment Update / March 31, 2016 .....	6

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

**Denis Labossiere, CPA, CGA  
Secretary-Treasurer**

## **A. Business Arising for Board Action**

### **I. PRESENTATIONS**

#### **1. FROM SCHOOLS**

École New Era School  
École secondaire Neelin High School

### **II. HUMAN RESOURCES**

### **III. SECRETARY-TREASURER**

#### **1. P.E.O. CHAPTER R SCHOLARSHIP**

For Action.....D. Labossiere

P.E.O. Chapter R of Brandon would like to renew a scholarship for a female student graduating from the Neelin High School Off-Campus Program. The conditions for establishing the scholarship have now been completed and an Agreement has been prepared. The scholarship is to be known as "The P.E.O. Chapter R Scholarship" in the amount of \$275.00 for the 2015-2016 school year for a graduating female student from the Neelin High School Off-Campus Program. The Agreement is attached as Appendix A. A recommendation approving the Agreement is included in the agenda. Please contact me should you have any questions in this regard.

#### ***RECOMMENDATION:***

*That the Agreement for establishment of a scholarship for a female student graduating from the Neelin High School Off-Campus program to be known as "The P.E.O. Chapter R Scholarship" in the amount of \$275.00 for the 2015-2016 school year be approved and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.*

### **IV. SUPERINTENDENT OF SCHOOLS**

### **V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

## **B. Administrative Information**

### **I. HUMAN RESOURCES**

#### **1. PERSONNEL REPORT**

For Information..... B. Switzer

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

### **II. SECRETARY-TREASURER**

### **III. SUPERINTENDENT OF SCHOOLS**

#### **1. *SCHOOL VISITS (APRIL 2 TO APRIL 13, 2016)***

##### School Visits

The following school visits were undertaken by Assistant Superintendent Gustafson during this reporting period:

- April 4, 2016 – Crocus Plains Regional Secondary School
- April 8, 2016 – Vincent Massey High School
- April 12, 2016 – Neelin High School Off-Campus

##### School Update Meetings

The following school update meetings were undertaken by Assistant Superintendent Malazdrewicz during this reporting period:

- April 8, 2016 – Chad Cobbe, Principal, Crocus Plains Regional Secondary School
- April 11, 2016 – Nancy Hamilton, Principal, Kirkcaldy Heights School
- April 12, 2016 – Kathy Brigden, Principal, Linden Lanes School

#### **2. *SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017***

##### **A. ACADEMIC PREPAREDNESS**

###### **ACADEMIC PREPAREDNESS AT RIVERVIEW SCHOOL**

*Report prepared by Mr. Kelly Braun, Principal, Riverview School*

The Brandon School Division's Master Goal is to engage all students actively in their learning through the provision of equitable, fair access to quality personalized learning opportunities. As such, the Brandon School Division Personalized Learning Committee has defined Personalized Learning as: a self-guided process that provides students with the opportunity to take ownership, (based on curricular outcomes/student specific learning outcomes) of what they learn, how, when, and

where they learn it. Learning is tailored to the students' needs, skills and interests. The classroom planning, instruction, assessment and environment are designed for students to have “Voice and Choice” in their learning. In order to ensure academic preparedness, global citizenship and health and wellbeing, flexibility, accountability, collaboration and mentorship are vital from students, parents, teachers and other adults involved in personalized learning. Riverview School became one of the next Personalized Learning Cluster schools. With the Brandon School Division master goal in mind Riverview School created a new school goal under the umbrella of “Personalized Learning”. Our school team created a smart goal statement:

By June of 2019, one hundred percent (100%) of Riverview School students will report high Levels of engagement and ownership of their learning. From this goal our two target statements were created:

- one hundred percent (100%) of all Riverview School students will demonstrate a high level of understanding and skill ability to help direct their own learning; and
- one hundred percent (100%) of students will report high levels of engagement and inclusion.

### Student Achievements

December	WE Are Silent (Human Rights Awareness)	Our Youth Revolution (YR) students volunteered to “Go Silent” for the day to create awareness for Human Rights. The YR Kids wore little tags to let their teachers and friends know that they were not talking in respect of children around the world who don’t have a voice and are not allowed to go to school.
January	We Collect Food (January 18 to 27, 2016) Samaritan House presented. We collected rice and pasta.  Red Cross Day of Pink	Marcia Hamm-Wiebe came and presented to our grade 5/6 classes and explained all about Samaritan House (how hampers are made and what they need). The students asked about how they can best help Samaritan House and she suggested that they are most in need of rice and pasta. We raised over one hundred fifteen (115) pounds of food! The project leaders went with Mrs. McGuire Holder and Ms. Paulishyn and dropped the food off. Once there they were given a tour of the building. This project was also to help the students for next year earn tickets for WE Day. Whole school wore pink for Bully Awareness on Wednesday April 13, 2016.

February	Homemade Sale February 12, 2016	YR project leaders asked all YR kids to bring in homemade items to sell and raise money for our “WE Day Global Goal”. Items included baking, rainbow loom bracelets, pencils grips and charms, pillows, neck warmers and art.
March	We Create Change March 14 to 18, 2016  Spirit Week March 21 to 25, 2016	YR project leaders collected change to add to our total for our “WE day global Goal”.  YR project leaders organized “Spirit Week” for the school. Monday: Raven colours (black and yellow) Tuesday: Dress like a teacher Wednesday: Crazy hat day Thursday: Rainbow day. Each class was dressed in a specific colour. The whole school had an effective behaviour support (EBS) assembly in the gym where the “school trophy” was awarded to the class with most participation.

## B. GLOBAL CITIZENSHIP

### GLOBAL CITIZENSHIP AT CROCUS PLAINS REGIONAL SECONDARY SCHOOL

*Report prepared by Mr. Chad Cobbe, Principal, Crocus Plains Regional Secondary School*

Global Citizenship is at the forefront of our work at Crocus Plains Regional Secondary School. There are numerous examples of activities that focus on the specific areas of Personal Growth and Ethical Citizenship.

In December, at least three groups were hard at work giving back to our community. Ms. Praznik’s Academic Support class sold baked goods for funds towards our “Safe and Warm” and “Women’s” shelters. As well, there were two events involving Samaritan House - our Youth Revolution group held a food drive to collect non-perishables for the organization while our Hairstyling students provided complimentary haircuts and manicures to community members who use Samaritan House services.

This past February, students from Ms. Rice’s and Ms. Redekop’s English Language Arts classes toured some Early Years classrooms to read and present literacy lessons to younger students in recognition of “I Love to Read” month. As well, one of our students, Kendra Jaffray, attended the Forum for Young Canadians in Ottawa, thanks in part to support from the Board.

During the month of March, Kevin Lamoureux (an expert in cultural relations from Univeristy of Winnipeg) presented to Crocus Plains Regional Secondary School and

École secondaire Neelin High School teaching staff during our professional development day on March 18, 2016. The focus of his presentation (which was well received) was to help educators understand the role that culture, privilege, and poverty play in our schools.

Finally, in the month of April, we held a Day of Pink celebration on April 13, 2016 that included a school “group photo” at the front of the school. As well, Ms. Fines has partnered with the Girls Club at Betty Gibson School which involves some Crocus Plains Regional Secondary School students providing mentorship and positive role modeling for Middle Years Betty Gibson School students on a weekly basis.

In closing, it should be noted that our work also continues in the area of Digital Citizenship, especially with regard to appropriate cell phone use. What guides our work is an acceptance that cell phones are ubiquitous and that our role is to support students with how to use them safely, ethically, and as effective tools for learning.

## **C. HEALTH AND WELLBEING**

### **HEALTH AND WELLBEING AT KIRKCALDY HEIGHTS SCHOOL**

*Report prepared by Ms. Nancy Hamilton, Principal, Kirkcaldy Heights School*

Kirkcaldy Heights’ staff and students continue to work towards being more active while in school. The students and staff continue with the school-wide movement and brain breaks daily. The multi-age classes discussed in their professional learning community (PLC) groups which movement activities they would like to implement daily. The grades choices are as follows:

- grade 1/2s - Me Moves, GoNoodle, and various songs with movement;
- grade 3/4s - Me Moves, GoNoodle, Super brain Yoga, Strong Kids, and 3 Brain Gym Moves;
- grade 5/6s - 65 Energy Blasts, Just Dance, and Me Moves be physically active throughout the school day; and
- grade 7/8s - Get Strong 101, 6 Fit for Kids, and other regular movement activities throughout the day.

Another initiative related to the health and well-being area on our school development plan is for our students to feel safe and reduce the bullying in our community. A group of staff have continued studying/actionalizing Dr. Greene’s *Collaborative Problem Solving (CPS) Plan B Approach (Group 1)* and another group have had a book study *Lost at School* by Dr. Greene related to the CPS Plan B approach. This restorative, collaborative approach identifies the lagging skills and unsolved problems proactively planning towards a solution and then relinquishes the challenging behaviours.

The school has completed many initiatives throughout the year to address bullying: social skill development, Lighthouse Program, Youth Revolution Committee, and seven students completed the Red Cross training program for Beyond the Hurt in the 2014/2015 school year. This year, the students who were trained completed a refresher course, presented to classrooms, and did a school-wide presentation. Our School-Wide Day of Pink activities were: scavenger hunt, presentations, and t-shirt orders. In addition, this year twelve grade 6 students will take the two day Beyond the Hurt Training program and then be trained facilitators for grades 7/8. Grades 7/8 students attended the Travis Price presentation. Teachers in grades 4 to 8 had Brandon City Police do presentations on bullying and harassment. To facilitate the development of positive social skills and anti-bullying behaviours, some students have been referred for programming supports, such as the Assiniboine Community College Mentorship Program, Big Brothers and Sisters In-School Mentoring Program, Career Trek, and The Power of Being a Girl. Lastly, our Guidance Counsellor went into all grades 3 to 6 classrooms for eight sessions focusing on social skill development.

#### Student Achievements

Our multi-age grade 5/6 classrooms completed Les Voyageurs mini plays to teach their classmates about the history of the Voyageurs, our grades 7/8 multi-age classrooms created brochures explaining facts about their chosen country, and our 1/2 multi-age classrooms created dioramas and a written page explaining the facts about penguins.

### **3. ADMINISTRATIVE AND STATISTICAL INFORMATION**

#### **SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Crocus Plains	4 total	1 – 5 day	Drug and Alcohol Policy
		2 – 5 day	Assaultive Behaviour
		1 – 5 day	Unacceptable Behaviour
George Fitton	1 total	1 – 5 day	Assaultive Behaviour
Neelin	4 total	1 – 5 day	Weapons
		2 – 5 day	Drug and Alcohol Policy
		1 – 5 day	Assaultive Behaviour

#### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / MARCH 31, 2016**

Currently the Brandon School Division has 1305 English as an Additional Language (EAL) students.

- 3 new registrations were received from March 1 - 31, 2016;
- 8 students left the Brandon School Division from March 1 - 31, 2016.

The number of new EAL registrations received to date for the 2015/2016 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2015	178
October 2015	17
November 2015	18
December 2015	5
January 2016	16
February 2016	5
March 2016	3
<b>Total</b>	<b>242</b>

The current school totals for *continuing students* are as follows:

	Current Total	Students who have left the Division 2015/2016	Students who have left the Division 2014/2015	EAL Discontinued (Stage 5+) 2015/2016	EAL Discontinued (Stage 5+) 2014/2015
Alexander	3		1		
Betty Gibson	118	5	6		
Crocus Plains	83	7	30	82	115
Earl Oxford	65	5	6		
George Fitton	98	12	9		
Green Acres	23		3		
Harrison	5				
J.R. Reid	41	3	3		
King George	100	5	6		
Kirkcaldy Heights	34	2	3		
Linden Lanes	30	1			
Meadows	98	5	15		
Neelin	43	7	7		
New Era	124	14	4		
O'Kelly	23	9	2		
Riverheights	115	2	5		
Riverview	42	1	2		
Spring Valley	32				
St. Augustine	50	1	1		
Valleyview Centennial	15	3			
Vincent Massey	107	10	7	45	38
Waverly Park	56	2			
<b>Total</b>	<b>1305</b>	<b>94</b>	<b>110</b>	<b>127</b>	<b>153</b>

The number of students who left Brandon School Division from March 1 - 31, 2016 is eight (8). Of these students:

- two (2) moved out of Division;
- three (3) moved out of province; and
- three (3) withdrew with no exit path indicated.

One (1) student changed catchment areas from March 1 - 31, 2016.

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BETWEEN:

THE P.E.O. CHAPTER R OF BRANDON  
Hereinafter called P.E.O. Chapter R

AND:

THE BRANDON SCHOOL DIVISION  
Hereinafter called the Division

WHEREAS P.E.O. Chapter R has offered to fund an award in the Brandon School Division;

AND WHEREAS the monies for this award will be provided for the 2015-2016 School year;

NOW THEREFORE, the parties hereto mutually agree as follows:

1. That the name of the scholarship shall be known as "The P.E.O. Chapter R Scholarship".
2. That the scholarship shall be in the amount of \$275.00 and shall be awarded to a female graduating student from the Neelin High School Off-Campus Program.
3. That the application guidelines for this award shall be as follows:
  - a. A female who has Graduated/Completed the Grade 12 Program of Studies through attendance in the Off-Campus Program;
  - b. Enrolment in a Post Secondary Program;
  - c. Financial Need.
4. That the Division will select the successful student and notify Ms. Priscilla Stone, Treasurer, P.E.O. Chapter R, in order that a member of Chapter R may participate in the annual award presentation. The preparation of a letter or certificate to be given to the recipient shall be the responsibility of P.E.O. Chapter R. The actual payment of the award shall be made by the Brandon School Division's Friends of Education Fund, upon presentation by the recipient of proof of her successful enrolment in a post secondary institution or program at which time a check in the amount of \$275.00 will be forwarded to the student's account at that institution or program.
5. That this Agreement shall remain in effect for the 2015-2016 school year.

DATED at Brandon, Manitoba this \_\_\_\_\_ day of \_\_\_\_\_, 2016

AGREED to on behalf of The Brandon School Division

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY-TREASURER

AGREED to on behalf of The P.E.O. Chapter R of Brandon

\_\_\_\_\_  
President



**Education and Advanced Learning**

**Board of Reference**

507 -1181 Portage Avenue, Winnipeg, Manitoba R3G 0T3  
T 204-945-6899 F 204-948-2154  
www.manitoba.ca

April 6, 2016

Mr. Mark Sefton  
Chair  
The Brandon School Division  
1031 – 6<sup>th</sup> Street  
Brandon MB R7A 4K5

Dear Mr. Sefton:

**AWARD OF THE BOARD OF REFERENCE**

**PROVINCE OF MANITOBA**

Please find enclosed the Award of the Board of Reference with respect to the hearing held February 29, 2016 in Souris, Manitoba granting the application from Chantal and Rory Ardiel requesting a transfer of their property from The Southwest Horizon School Division to The Brandon School Division.

The Award of the Board is final and has effect in accordance with its terms. However, *The Public Schools Act* does not preclude an application to the Court of Queen's Bench for judicial review respecting the award.

Sincerely,

Sharon Curtis  
Secretary  
Board of Reference

Enclosure

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**AWARD OF THE BOARD OF REFERENCE  
UNDER THE PUBLIC SCHOOLS ACT, R.S.M. c. P250**

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**THE SOUTHWEST HORIZON SCHOOL DIVISION  
AND  
THE BRANDON SCHOOL DIVISION**

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**COPIED FROM ORIGINAL**

WHEREAS the Secretary to The Board of Reference received a written request from Chantal and Rory Ardiel that

The Sly 1320 Feet Perp located in the Northwest Quarter of Section 25, Township 8,  
Range 20 West

be transferred from The Southwest Horizon School Division to The Brandon School Division;

AND WHEREAS a hearing of the Board of Reference was fixed for February 29, 2016 at 1:30 p.m. in Souris, Manitoba;

AND WHEREAS the Board of Reference gave written notice as required by *The Public Schools Act, R.S.M. c. P250*;

AND WHEREAS a hearing was held on that date at that time at the place fixed by the Board of Reference at which persons interested in the matter or their representatives were heard;

AND WHEREAS the Board is of the opinion that an educational purpose is a broadly encompassing term that includes facilitating access to daily educational programming in classrooms as well as facilitating access to extra-curricular activities forming part of a full educational experience;

AND WHEREAS the Board is satisfied that this request to transfer land has been made for an educational purpose;

AND WHEREAS the Board of Reference is of the opinion that granting the request does not have a materially detrimental impact on the ability of either of the affected school divisions to meet the educational needs of pupils within their boundaries or area.

THEREFORE the Board of Reference awards as follows:

1. THAT The Sly 1320 Feet Perp located in the Northwest Quarter of Section 25, Township 8, Range 20 West be transferred from The Southwest Horizon School Division to The Brandon School Division effective July 1, 2016;

1. THAT the costs incurred by the Board of Reference relative to the hearing shall not be charged to the applicants, to The Southwest Horizon School Division, to The Brandon School Division, nor to the Municipalities involved; and

2. THAT the cost of presentations incurred by each party involved in the matter shall be borne by each party individually.

\_\_\_\_\_  
Chairperson, Board of Reference

\_\_\_\_\_  
Member, Board of Reference

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Member, Board of Reference

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Member, Board of Reference

\_\_\_\_\_  
Member, Board of Reference

\_\_\_\_\_  
Member, Board of Reference

Issued at Winnipeg, Manitoba, on this 5<sup>th</sup> day of

April, 2016

\_\_\_\_\_  
Secretary, Board of Reference