



BRANDON SCHOOL DIVISION

December 3, 2025

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

TO BE HELD MONDAY, DECEMBER 8, 2025
7:30 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) Regular Board Meeting – November 24, 2025
Adopt.
- b) Special Board Meeting – December 1, 2025
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
- 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

Correspondence was received from the Brandon Teachers' Association (BTA) regarding the secondment request of Sandra Thompson.

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – December 8, 2025

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Committee of the Whole:

Education and Community Relations	C. Ekenna
Finance and Facilities	B. Sieklicki
Personnel and Policy	L. McConnell

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation
- From Board Agenda
- MSBA Issues

a) E-News – December 3, 2025

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

64/2025 That the following guidelines be initiated for the 2026-2027 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, fuel/propane, support agreements and utilities;
- b) A 2.5% increase for controllable expenditures;
- c) A 2.5% increase for the school instructional budgets;
- d) A 2.5% increase for the capital and maintenance budget;
- e) The 2026-2027 budget provide for enrolment change.

65/2025 That the request of the Brandon Teachers' Association, that the President of the Association, Ms. Sandra Thompson, be seconded from the Division from December 31, 2025 to June 30, 2026 on a full-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment and that the terms and conditions of this leave of absence are in accordance with Article 7.16 of the Collective Bargaining Agreement.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) Next Regular Board Meeting – 7:30 p.m. (Public), Monday, January 12, 2026.

Additional Information:

- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact the office of the Secretary-Treasurer, by email: delegations@bsd.ca, or by phone at (204) 729-3114, no later than 12:00 p.m. on the Tuesday prior to the Board meeting.
- For all other inquiries related to Board matters, please email: trusteeinfo@bsd.ca.
- We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/page/8192/board-meeting-dates-live-streaming>.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

Minutes of the Regular Board Meeting Monday, November 24, 2025

J. L. Milne Boardroom
Administration Office
1031 - 6th Street, Brandon, Manitoba

Trustees Present:

D. Ross, Vice-Chairperson	C. Ekenna
K. Fallis	L. McConnell
S. Mozdzen	J. Murray
B. Sieklicki	

Also Present:

D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant
T. Curtis, Communications Coordinator

Regrets:

L. Ross, Chairperson
K. Carr

The Vice-Chairperson called the meeting to order at 7:15 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added three (3) items for In-Camera.

L. McConnell – J. Murray
That the agenda be approved.
Carried

1.02 Adoption of Minutes of Previous Meeting

- a) Regular Board Meeting – November 10, 2025
K. Fallis – J. Murray

That the minutes be approved as circulated.
Carried

J. Murray – L. McConnell

That the Board move into In-Camera session at 7:17 p.m.

2.00 IN-CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

Mr. Labossiere provided information on a Board Operations Matter and received direction from the Board.

Mr. Gustafson provided information on two (2) Board Operation Matters and received feedback from the Board.

B. Sieklicki – K. Fallis

That the Board move out of In-Camera session at 7:26 p.m.

The Vice-Chairperson called the public portion of the meeting to order at 7:32 p.m., with a traditional heritage land acknowledgment.

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

Mr. Gustafson provided highlights from the following items from the November 24, 2025, Report of Senior Administration:

- a) Administration Information:
 - Celebrations:

- École secondaire Neelin High School – On November 7, 2025, The Honourable Wab Kinew, Premier of Manitoba, presented Neelin staff with one of Manitoba's highest civilian awards, the Order of the Buffalo Hunt.
- The following school concerts are taking place across the Division:
 - Vincent Massey Winter Band Concert, joined by Brandon West Middle School Band, Monday, December 8, 2025, at 7:00 p.m., Western Manitoba Centennial Auditorium.
 - Crocus Plains Choir, and Crocus Plains/Neelin Band Concert, joined by Brandon East Side Band, Tuesday, December 9, 2025, 7:00 p.m., Western Manitoba Centennial Auditorium.
- Information Items:
 - On November 5, 2025, 789 (91%) of Brandon School Division Grade 9 students participated in Take Our Kids to Work Day. These students had the opportunity to job shadow a parent, relative, friend or community host.
 - Mr. Gustafson provided a report of how class sizes vary across the Division. He indicated by examining these figures, the Division can identify trends and areas where further improvements might be needed to optimize learning environments for students. The data-driven approach ensures that the Division can continue to prioritize quality education, fostering an environment where every student has the opportunity to thrive. Mr. Gustafson answered Trustee questions for clarification.
 - Mr. Gustafson provided a report on Brandon School Division Facilities – Age of Schools. The Brandon School Division has three categories of school buildings: original buildings, additions, and modulars. The Division has 24 buildings ranging between 5 and 120 years of age. The average age of the buildings is 62 years, 75% of buildings are 50 years old or older, and only one building is under 35 years in age. Mr. Gustafson answered Trustee questions for clarification.
- Presentations:
 - Mr. Gustafson shared information from the Brandon School Division Continuous Improvement Report 2024-2025 and answered Trustee questions.

b) Business Arising for Board Action:

- Information for Discussion and Correspondence:
 - The Staffing Activity Report was distributed to the Board as Confidential No. 1.
 - École secondaire Neelin High School Off-Site Activity Request - École secondaire Neelin High School submitted a trip proposal on March 19, 2024, for Travel Club students in Grade 9 to Grade 12 to make a trip to Greece in the spring of 2026. The original proposal was denied by Senior Administration as the proposal did not state the educational value of the trip, the trip exceeded the maximum allowable absence, and the trip exceeded the maximum cost as outlined in Administrative Procedure 4085 – Off-Site Programs and Activities. International trips have a maximum allowable absence of two school days.

The school resubmitted a package on May 23, 2024, addressing all identified areas. The trip proposal form stated that the trip would occur between March 26 and April 3, 2026. The price quote from EF Tours also indicated the requested travel dates of March 26 – April 3, 2026. The Board of Trustees approved motion

42/2024 for the Neelin Travel Club to go to Greece from March 26th to April 3rd, 2026.

EF Tours contacted the Teacher in Charge on November 7th, 2025, to inform the school that the trip was to depart two days earlier than planned. The ability for EF Tours to change tour dates is noted in their Booking Conditions document. The school responded to EF Tours that the Division only allows for two school days. EF tours responded to École secondaire Neelin High School that availability for flights, hotels, and activities may be impacted, and the pricing may change.

Senior Administration has reviewed all options including cancellation of the trip and recommends amending motion 42/2024 to align to the new travel dates. Refer to Motions. Mr. Gustafson answered Trustee questions.

K. Fallis – J. Murray

That the November 24, 2025, Report of Senior Administration be received and filed.

Carried

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Education & Community Relations Committee Meeting

The written report of the Education & Community Relations Committee meeting held on November 10, 2025, was circulated.

C. Ekenna – K. Fallis

That the report be received and filed.

Carried

b) Finance & Facilities Committee Meeting

The written report of the Finance & Facilities Committee meeting held on November 10, 2025, was circulated.

B. Sieklicki – J. Murray

That the report be received and filed.

Carried

c) Personnel & Policy Committee Meeting

The written report of the Personnel & Policy Committee meeting held on November 10, 2025, was circulated.

L. McConnell – B. Sieklicki

That the report be received and filed.

Carried

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation:

Ms. Shelley Kokorudz, Associate Professor at Brandon University, spoke to the Board about the possibility of piloting a nature-based learning approach within the Division and answered Trustee questions.

The Board indicated they were interested in learning more information surrounding the idea and decided to defer this pilot to Committee of the Whole for further discussions after the budget and staffing for 2026-2027 has been completed.

- From Board Agenda

- MSBA Issues –

a) E-News – November 5, 2025

5.04 Public Inquiries (Max. 15 Mins)

During the November 10, 2025, Regular Board meeting, Mr. James Epp, Brandon Citizen, inquired the following:

1. How do we increase voter turnout and give politicians from other levels of government the incentive to recognize that our representatives truly represent the needs of their constituents, and the wants, and the desires and the demands of their constituents?
2. Was the Brandon School Division Board of Trustees consulted when the City of Brandon was developing their recent City plan?
3. Would the BSD Board of Trustees consider showing up as a delegation to the City of Brandon Council some time and advocate for making four-unit residential dwellings as of right, in residential low density zoned areas in the City?

The Vice-Chairperson responded that the Board of Trustees shares the desire to increase voter turnout and representation of the community. The Board of Trustees continually strives to this end and takes actions such as holding a by-election when there is an open seat, timing of the election to increase voter turnout, promotion to increase the number of candidates and promotion of the election to eligible voters. The Board of Trustees also engages with community such as Parent Council liaison meetings or budget consultations.

The Board of Trustees did not meet with the City of Brandon regarding the recent City plan but the Board of Trustees and City Council meet regularly to discuss items of mutual importance. The Board of Trustees values the relationship with City Council and the collaboration on their shared goals. The Board of Trustees respects the areas of responsibility of City Council including residential planning. The Board is willing to support the City Council but would not advocate for areas outside of their governance goals.

5.05 Motions

60/2025 C. Ekenna – B. Sieklicki

That the Division adopt a standardized mileage reimbursement process for all employee groups effective January 1, 2026, using the Division mileage rates.

61/2025 B. Sieklicki – C. Ekenna

Whereas the dates of the trip involving thirty (30) Travel Club students in Grade 9 to Grade 12 from École secondaire Neelin High School to Greece, from March 26 to April 3, 2026, have changed, be it resolved that Motion 42/2024 be amended to read March 24 to April 1, 2026.

Late Motion:

62/2025 K. Fallis – S. Mozdzen

That the request of the Brandon Teachers' Association, that Ms. Sandra Thompson, Vice-President of the Association, be seconded from the Division from November 17, 2025 to December 19, 2025, on a half-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment and that the terms and conditions of this leave of absence are in accordance with Article 7.16 of the Collective Bargaining Agreement.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

- a) NEXT REGULAR BOARD MEETING – 7:30 p.m. (public), Monday, December 8, 2025.

7.00 ADJOURNMENT

C. Ekenna – K. Fallis

That the Board do now adjourn at 8:27 p.m.

Carried

Chairperson (L. Ross)

Secretary-Treasurer (D. Labossiere)



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET., MONDAY, DECEMBER 1, 2025.

Trustees Present: L. Ross, Chairperson K. Carr
C. Ekenna K. Fallis
L. McConnell S. Mozdzen
J. Murray

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
J. Zilkey, Assistant Superintendent – Curriculum and HR
S. Gilleshammer, Assistant Superintendent – Student Services

Others Present: Legal Counsel for Brandon School Division
MTS Staff Officer

Regrets: D. Ross
B. Sieklicki

CALL:

The Chairperson called the meeting to order at 9:13 a.m. and referred to the Call.

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

Personnel Matter – In-Camera Discussion

J. Murray – K. Carr

That the Board do now resolve into In-Camera at 9:14 a.m.

Carried.

The Board discussed a Personnel Matter In-Camera.

K. Fallis – K. Carr

That the Board move out of In-Camera session at 11:32 a.m.

63/2025 J. Murray – C. Ekenna

That Confidential No. 1 and the recommendations therein be approved.

Carried.

C. Ekenna – K. Carr

That the meeting does now adjourn at 11:34 a.m.

Carried.

Chairperson (L. Ross)

Secretary-Treasurer (D. Labossiere)



Unit B, 927 – 26th Street
Brandon, MB R7B 2B7
Ph: 204-729-3141
Email: office@bta.mbteach.org
Website: www.btateach.com

November 20, 2025

Mathew Gustafson
Superintendent/CEO
Brandon School Division
1031 – 6th Street
Brandon, MB R7A 4K5

email: gustafson.mathew@bsd.ca
Original via mail.

Dear Mr. Gustafson

Please be advised that at the BTA Executive Meeting held Tuesday, November 18, 2025, Sandra Thompson was acclaimed the President of the Brandon Teachers' Association for the term beginning December 31, 2025, to June 30, 2026.

Please consider this letter a formal request by Brandon Teachers' Association to second Sandra Thompson full-time, with salary and benefits to be paid by the Association.

Sincerely,


Caroline Mullins
Executive Assistant
Brandon Teachers' Association

/cm

c.c. Human Resources, Brandon School Division
Sandra Thompson, BTA President
Blaine Aston, Principal, Riverheights School



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

December 8, 2025

A. Administrative Information

I. CELEBRATIONS

1. HOLIDAY CONCERTS AND ACTIVITIES

There are many holiday-related activities at schools in December, such as:

Band/Music Concerts:

On Saturday, December 13, Crocus Plains/Neelin Band and Crocus Plains Vocal Jazz will present Jazz at the Green Spot from 1:00 – 3:00 p.m.

School Holiday Concerts

There are many school concerts taking place across the Division, such as:

Alexander School	December 17
Betty Gibson School	December 16
Green Acres School	December 10
J. R. Reid School	December 16
King George School	December 16
Linden Lanes School	December 9
Maryland Park School	December 1 and December 2
Meadows School	December 11
St. Augustine School	December 17
Valleyview Centennial School	January 21

Accepting the Challenge

II. SUSPENSIONS

Below are the number of suspensions from November 18 to December 1, 2025.

<u>Grade Level</u>	<u>Number of Students Suspended</u>	<u>Category: Inappropriate Behaviour</u>	<u>Category: Assaultive Behaviour</u>	<u>Category: Drugs and Alcohol</u>
K-8 In-School	1	1	0	0
K-8 Out-of-School	7	10	5	2
Total Suspensions K-8	8	11	5	2
9-12 In-School	0	-	-	-
9-12 Out-of-School	20	15	13	2
Total Suspensions 9-12	20	15	13	2
All Schools Total	28	26	18	4
		possession of weapons – 1	use of weapons - 0	

Note: A suspension may involve more than one category.

III. COMMUNITY CONNECTIONS AND SCHOOL VISITS

The following community connections and school visits were made by Senior Administration:

- November 19, 2025 – Brandon Area Community Foundation Board meeting – Jon Zilkey
- November 20, 2025 – Trans Day of Remembrance – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey
- November 24, 2025 – École Harrison – Jon Zilkey
- November 24, 2025 – George Fitton School – Jon Zilkey

- November 26, 2025 – Learning and Business Technologies Department staff meeting – Mathew Gustafson
- November 26, 2025 – Prairie Mountain Health visit to King George School – Susan Gilleshammer
- November 26, 2025 – Manitoba Rural Learning Consortium Board meeting – Jon Zilkey
- November 27, 2025 – Brandon University – Mathew Gustafson
- November 27, 2025 – Brandon Urban Aboriginal Peoples' Council – Mathew Gustafson
- November 27, 2025 – Huddle Lead Agencies Group Meeting – Susan Gilleshammer
- November 27, 2025 – meeting with URIS Nurses, Prairie Mountain Health – Susan Gilleshammer
- November 28, 2025 – Crocus Plains Regional Secondary School staff meeting – Mathew Gustafson
- November 28, 2025 – Manitoba Rural Learning Consortium meeting – Jon Zilkey
- December 2, 2025 – Waverly Park School staff meeting – Mathew Gustafson

IV. INFORMATION ITEMS

1. SEMESTER 1 CLASS SIZES – GRADES 9 – 12

For InformationM. Gustafson

9-12 class sizes – Semester 1 2025/2026		
Number of classes	668	
Average class size	<i>Mean = 20.69, median = 21, mode = 22</i>	
Range of class sizes	2-90	
Class size range	Number of classes	Percent of classes
under 15	133	19.91
15 – 19	143	21.41
20-24	208	31.14
25-30	165	24.70
31+	19	2.84

- Class sizes do not represent course enrolment. A class size can represent two courses that are taught at the same time in the same room by the same teacher.
- Semester 1 class sizes were not calculated for the 2024/2025 school year.
- Comparisons are to Semester 1 2023/2024.

- Examining class size measures of central tendency, we can look at the mean (average), median (middle value), and mode (most common). In a symmetrical distribution, these would be the same. These are quite close and skewed slightly.
- The median of 21 means that half of the classes are 21 or less and half of the classes have 21 or more students. The most common class size is 22. An average of 20.65 likely represents a few classes that are much smaller.
- The number of classes over 31 students increased from 0 to 19.
- The number of classes under 15 also increased in number but is a smaller percentage of the total number of classes.
- The total number of classes increased between the fall of 2023 and the fall of 2025. The largest increase in classes likely occurred in the 2024/2025 school year due to a larger staff increase.
- The class sizes of 2 and 90 represent outliers for a specialized class.
- Larger class sizes will be influenced by the ratio reductions in last budget but offset by smaller than anticipated enrolment growth over the summer.

2. ADMINISTRATIVE PROCEDURE 5175 – WORKPLACE VIOLENCE PREVENTION

For InformationJ. Zilkey

Administrative Procedure 5175 – Workplace Violence Prevention (Appendix A) has been amended in collaboration with the Brandon Teachers' Association.

- Changed "School Leader" to "Principal" throughout the document

Page 7 – last sentence of last paragraph:

- Changed from: "Where employee interviews are necessary in any investigation, the employee must also have union representation present."

Changed to: "Where employee interviews are necessary in any investigation, the employee may also have union representation present."

3. ADMINISTRATIVE PROCEDURE 6070 – STUDENT INSURANCE PROGRAM

For InformationJ. Zilkey

Administrative Procedure 6070 – Student Insurance Program (Appendix B) has been amended to align with the new Divisional Insurance for trips, which includes coverage for travel outside the province.

The following changes were made:

- Removed:
“For out-of-province school-sponsored trips, the Division requires that Special Travel Health coverage available through the Division’s Insurance Broker be obtained by the school. This coverage shall be a condition of final approval of the trip.”
- Added:
“Student Travel Health and Cancellation Insurance is mandated for all School or School Division Sanctioned Trips.

MSBA (Manitoba School Boards Association) provides cancellation insurance for all students.

MSBA (Manitoba School Boards Association) provides student travel health insurance for all students with a provincial health plan. (This means a health card from a Canadian Province or Territory that is valid for the full duration of the trip.) Students without a valid provincial health plan must purchase a provincial health replacement plan. There are NO EXCEPTIONS.”

4. ADMINISTRATIVE PROCEDURE 3021 – CELL ALLOWANCES

For InformationD. Labossiere

Administrative Procedure 3021 – Cell Allowances (Appendix C) has been amended to align with Board Motion 42/2025:

That the Division adopt a standardized mileage reimbursement process for all employee groups effective January 1, 2026, using the Division mileage rates.

The following changes were made:

- Changed title of Administrative Procedure from “Car and Cell Allowances” to “Cell Allowances”
- removed the first section, which was related to car allowances:
“Car Allowances
The Brandon School Division will provide car allowances to designated employees to travel between two or more school locations as defined in their job requirement.

Monthly car allowances shall be paid to designated employees through payroll specifically identified in writing by the Division at the rates and times as set forth from time to time by the Division.

Designated employees receiving car allowances shall not submit additional claims for travel within the City of Brandon.”

5. ADMINISTRATIVE PROCEDURE 3020 – EXPENSE CLAIMS: TRAVEL, MILEAGE AND REIMBURSEMENTS

For InformationD. Labossiere

Administrative Procedure 3020 – Expense Claims: Travel, Mileage and Reimbursements (Appendix D) has been amended to align with Board Motion 42/2025:

That the Division adopt a standardized mileage reimbursement process for all employee groups effective January 1, 2026, using the Division mileage rates.

The following change was made:

Page 3, first paragraph under “Mileage Expense” section:

- removed “and who are not receiving regular car allowances” from:

“Those employees required to use personal automobiles in the performance of their duties ancillary to their site or as part of a project, program or supervisory duties, the budget of which includes provision for travel costs, and who are not receiving regular car allowances, shall, with the prior written approval of the Supervisor, be reimbursed for kilometers driven at a rate established by the Division.”

Changed to:

“Those employees required to use personal automobiles in the performance of their duties ancillary to their site or as part of a project, program or supervisory duties, the budget of which includes provision for travel costs, shall, with the prior written approval of the Supervisor, be reimbursed for kilometers driven at a rate established by the Division.”

V. PRESENTATIONS

1. STUDENT VISITS TO WORLD WAR BATTLEFIELDS PILOT PROGRAM

For InformationM. Gustafson

Students and staff from Crocus Plains Regional Secondary School will present on their recent trip to World War Battlefields, as part of the pilot program established by Manitoba Education and Early Childhood Learning.

2. SAFE SCHOOL ADVISORY COMMITTEES

For InformationM. Gustafson

Brandon School Division has a comprehensive approach to fostering safe and caring schools, and we are committed to improving communication around these efforts. Brandon School Division has implemented Safe School Advisory Committees across the Division. The committees help build a shared

understanding of emergency procedures and codes of conduct and identify opportunities for improvement. Committee members include staff, parents, and, where appropriate, students. These committees provide valuable insights, represent community needs, and support awareness and understanding of safety measures within the school environment.

School administrators have provided reports from Safe Schools Advisory Committee meetings held to date. There were seven guiding questions to assist school administrators in gathering feedback at the initial meetings.

1. What recommendations, requests or feedback resulted from the Safe School Advisory Committee meeting?
2. What did parents feel was working well or needed addressing?
3. What did students feel was working well or needed addressing? (if student involvement was age appropriate)
4. What did staff feel was working well or needed addressing?
5. Are there any capital considerations? (ex. cameras, controlled access, school yard/building perimeter hardening, door locks, etc.) If yes, provide a brief description of the consideration and the stakeholder groups that supported it.
6. Are there any policy/procedure considerations? (Code of Conduct AP, visitor management, etc.) If yes, provide a brief description of the consideration and the stakeholder groups that supported it.
7. Any suggestions on how to improve the committee or reporting process.

The following is an overview of feedback, responses, and insights arranged in categories.

Enhanced Security and Controlled Access

- concern regarding unauthorized access to schools
- support for secure/controlled access during the school day
- radios are appreciated by staff as an effective communication tool; request for additional radios (walkie-talkies)
- importance of security technology, and request for more interior and exterior cameras
- washrooms were identified as a specific area where students may feel unsafe
- supervision during transitions and in less-visible areas remains a concern
- some areas requiring interior door and lock improvements
- need to reflect protocols for incidents that occur outside the school day
- annual review of risk response plans with staff is working well
- parents generally feel that schools are safe, and they have trust in the system

Communication and Clarity Regarding Emergency Protocols

- desire for more comprehensive, accessible, and frequent communication regarding safety
- families requested communication regarding practice drills
- suggestion re: discuss drills and protocols with students on a monthly basis; include specific scenarios such as when incidents occur over the lunch hour – impact on bused students and students who participate in lunch programs
- safety training for students, such as first aid training, how to operate a fire extinguisher, workplace safety for students, such as farm safety
- communication to assist diverse populations, including newcomer families (translation of materials as needed)
- Hour-Zero protocol
 - more information requested about emergency procedures when they are enacted
 - share Hour-Zero information and terms
 - accessibility – provide information in various languages to build understanding of terminology, definitions (ex: lockdown, hold and secure), protocols

Social-Emotional Wellbeing and Climate, Safe and Caring Environment

- need for behavioural/emotional support – addressing student conflict and provision of resources; need for increased sense of emotional safety and belonging
- concerns regarding bullying, racism, assaultive behaviour, aggression, and physical threats, including in early years
- modeling empathy – focus on student/staff interaction
- importance of operational debriefs for staff, as well as wellness/mental health debriefs, after incidents

Student Feedback

- schools are working to increase student involvement in safety committees
- students expressed concern related to student-on-student conduct, feeling unsafe in washrooms, hallways, and playgrounds
- request for blinds for classroom windows (for use during lockdowns)
- request for more cameras on playgrounds
- students suggested protocol posters be displayed in every classroom
- student feedback indicates a sense that existing physical safety measures are working and appreciated
- students recognize and appreciate adult presence and building security

Traffic, Busing, and External Operations

- traffic management and parking issues
- concerns about safety during bus, parent drop off and pick up
- school patrols and crosswalks

As committees are in the early stages of implementation, the priorities and feedback may change as more people become involved.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. STAFFING ACTIVITY REPORT

For InformationJ. Zilkey

Included in the agenda package for the Board of Trustees is the Staffing Activity Report (Confidential No. 1), a listing of resignations and employment approved by the Superintendent/Chief Executive Officer and Secretary-Treasurer since the last meeting.

Senior Administration respectfully submits this report for your consideration, action, and information.

Mathew Gustafson
Superintendent/Chief Executive Officer



Administrative Procedure 5175

Workplace Violence Prevention

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Student Code of Conduct](#)

[Respectful Workplace](#)

[Workplace Safety and Health – Duties and Responsibilities for Safety and Health](#)

[Workplace Safety and Health – Investigating and Reporting Workplace Incidents and Refusals to Work](#)

Form Cross Reference:

[Violent Incident Report](#)

[Violent Incident Report - Principal Response](#)

[Workplace Safety and Health Concern Form](#)

Legal/Regulatory Reference:

[The Criminal Code of Canada](#)

[The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

[The Personal Health Information Act \(PHIA\)](#)

[Youth Criminal Justice Act \(Canada\) \(YCJA\)](#)

[The Workplace Safety and Health Act C.C.S.M.c. W210](#)

Date Adopted: May 2012

Amended: December 2017; December 2022; December 2025

Reviewed: July 2025

The Brandon School Division believes in the rights of all members of the school community to work and learn in environments that value and demonstrate respect for human rights and freedoms.

The Division affirms its obligation as an employer to provide learning and working environments free from violence. The Division holds accountable all employees, students, parents, volunteers, and all visitors to conduct themselves in a manner which promotes and protects the best interests and well-being of students, staff, and others. The principle of fair treatment is a fundamental one and the Division will not condone any improper behaviour which jeopardizes dignity, undermines learning, working relationships, and /or productivity.

Workplace violence, as defined under Regulation and in this administrative procedure, is unacceptable. Such behaviour toward an individual attacks the dignity and self-respect of that person and constitutes a serious infraction. Where an employee or student exhibits violent behaviour, disciplinary action, up to and including dismissal or expulsion may result.

The Criminal Code of Canada prohibits violence. This administrative procedure reinforces the Workplace Safety and Health Act and Regulations. This procedure is intended to provide guidelines to ensure a working environment free from violence and procedures to respond to such situations that may affect the working environment.

In the implementation of this administrative procedure, reasonable steps will be taken to minimize the potential for violence by adopting preventative measures. Employees who may work where there is a risk of violence will be appropriately informed and made aware of the procedures to follow should they experience violent behaviour.

Responsibilities

- **Board of Trustees**

The Board of Trustees of the Division has a responsibility to ensure that the learning and working environments are free from physical violence, verbal abuse or the threat of physical assault.

- **Employer**

As an employer, the Division has a responsibility to be aware of what is happening in the workplace and to deal with violent incidents appropriately. The Division will take disciplinary action on any person(s) who are found to have behaved violently towards a person or group of people and/or on any supervisor or manager who did not act properly to address the violent behaviour.

The Superintendent/CEO or designate shall be responsible for the administration of this administrative procedure.

This administrative procedure shall be provided to all employee groups and be included in orientation and appropriate training sessions.

Upon hiring, the Division will provide all Principals and Supervisors with training on how to prevent workplace violence and will provide refresher training every 3 years.

- **Principals and Supervisors**

All Principals and Supervisors are responsible for creating and maintaining a work environment that is free from violence. This includes ensuring that this administrative procedure is accessible and communicated to employees.

Principals and Supervisors, as per the Workplace Safety and Health Act Regulations, shall so far as reasonably practicable, take all necessary precautions to protect the safety and health of a worker under his or her supervision and advise a worker under his or her supervision of all known or reasonably foreseeable risks to safety and health in the area the worker is performing work.

- **Employees**

All employees are responsible for ensuring that the workplace is free from violence. Employees are expected to treat colleagues with respect and to immediately report any incidents of violent behaviour. Employees are also responsible for following the preventative measures put in place where there is a risk of violence.

- **Students**

All students are responsible for practicing appropriate conduct on the school premises, on the way to and from school, on out of school activities that are part of the school program, and while traveling on a school bus or in a vehicle being used as part of a school program. Students shall be expected to support a positive school climate and participate in the creation of a safe learning environment. For more information regarding student behaviour, please refer to the administrative procedure Student Code of Conduct.

- **Parents/Visitors/Volunteers**

All parents/visitors/volunteers are responsible for practicing appropriate conduct on the school premises that is consistent with the school code of conduct. All parents/visitors/volunteers are expected to support a positive school climate.

Workplace Violence

Workplace violence is defined as the attempted or actual exercise of physical force against an employee or student in a workplace. It also includes any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Workplace violence can take place in the workplace itself, or outside the workplace in a situation that is somehow connected to work. This includes threatening phone calls from one employee to another at his or her home, or any kinds of verbal or written threats or violent actions against an employee's family or property.

Examples of workplace violence include but are not limited to:

- Direct, conditional, or veiled threats of physical harm
- Vandalism of personal property
- Use of or threat to use a weapon

Preventative Measures

The Division has adopted preventative measures to minimize the risk of violence by:

- Establishing safe work procedures and working alone procedures
- Training employees in Non-Violent Crisis Intervention (NVCI)
- Establishing procedures for reporting, investigating, and documenting violent incidents
- Risk/Threat Assessment of employees, students and/or parents (when necessary)

Notification of Risk

Principals and Supervisors are to inform employees who work in settings where they could be at risk of violence. These may include:

- Employees who work with students who have a history of violence;
- Employees who work with students who have specific medical conditions, which may increase the probability of the student(s) becoming a perpetrator of violent acts;
- Employees who provide services to a student whose parent/guardian has a history of violence or who has posed a threat to school.

At any time where there is a change in the nature or extent of the risk of violence, Principals and Supervisors will inform employees who work where the risk of violence is present and provide the information necessary to appropriately explain the nature and extent of the risk of violence. The Principal or Supervisor will review established safe work procedures to minimize the risk.

The information released about any individual must be the minimum amount necessary to address the risk. The release of personal information should only be disclosed in the context in which the employee needs to be aware in order to adequately protect themselves to minimize the risk and may only be disclosed within the limitations of the law.

For example: A student at school with a risk of violence - release specific information and precautions (student becomes aggressive, kicks and bites at sound of bell, give pre-warning prior to bell ring) and do not disclose student diagnosis.

Reporting

All employees have a responsibility to ensure a safe workplace. To that end, employees are to promptly communicate issues relating to violence as follows:

- Employees who believe they have been witness to a violent incident will report the incident to the Principal or Supervisor immediately.
- Employees who have been the victim of a violent incident should complete a Violent Incident Report.
- Employees who believe a student, colleague or visitor to the workplace represents a danger to the safety of the workplace are to notify the Principal or Supervisor immediately.

An employee who has been harmed as a result of workplace violence is encouraged to consult their health care provider for treatment or referral to post-incident counseling, if appropriate.

All complaints of threats and/or violent behaviour will be acted upon in accordance with this procedure and policy. Confidentiality will be respected, but when necessary, information will be shared on a need-to-know basis with affected and/or involved individuals. Complainants will be advised on the extent to which information may need to be shared and with whom.

Any written documentation received in regards to a complaint, including investigative interview statements, should be signed by the appropriate parties.

In addition to or instead of levying a complaint pursuant to the policy, a complainant has the right to pursue his/her complaint through the Human Rights Commission or, where appropriate, to lay information under The Criminal Code of Canada, or both. The complaint procedures of this policy do not prohibit the individual's right to respond to a complaint through the collective agreements, or to seek redress as provided under the law.

Right To Refuse

If a complaint is filed, the employee has the right to refuse to work if the reported behaviour substantially interferes with the employee's ability to perform his or her work and the employee reasonably believes the behaviour will continue, or the employee's health or safety is jeopardized by continuing to work.

If an employee refuses to work, they must advise their Principal or Supervisor and complete a Workplace Safety and Health Concern Form identifying the reasons for refusing to work (please refer to Administrative Procedure Workplace Safety and Health – Investigating Workplace Incidents and Refusals to Work)

If it is determined that the employee does not have to work, reasonable alternative work arrangements will be made for the employee.

Risk Assessment

A risk assessment on violence will be unique to each workplace. The risk assessment will include a review of the frequency and nature of previous incidents of violence in the workplace.

Criteria to consider when evaluating risk of violence:

- The people – age and gender, personality and attitude, nature of the interactions between the people, and the physical status and emotional stability of the persons involved.
- The workplace – work locations, type of work, number of staff, whether employees are working alone, workplace design and layout, lighting and security, and hours of operation.
- The history – number and frequency of violent incidents, type and severity of incidents, nature of the incidents (between employees or employees and others in the workplace), types of jobs performed by those involved, cause or trigger for previous violent incidents.

Investigations

Unless a complaint is clearly frivolous or vexatious, an investigation will be conducted of all complaints of threats and/or violent behaviour. If you think a complaint is frivolous, please follow up with the appropriate Assistant Superintendent.

The staff member with the concern will complete the electronic Violent Incident Report located on the portal. This form will go directly to their Supervisor, the Workplace Safety and Health Officer, and Student Services. The Supervisor in consultation with the Workplace Safety and Health Officer will determine the level of investigation. Consultation may include a review of the incident to determine the risk of harm and consultation with the Superintendent or designate in potentially serious incidents.

An investigation may be conducted as follows:

- by the Principal or Supervisor; or
- by the Principal or Supervisor and Workplace Safety and Health Officer; or
- by the Principal or Supervisor and Workplace Safety and Health Officer, an employee representative and a Workplace Safety and Health Committee member.

The incident process or follow up shall be conducted using the Violent Incident Report - Principal Response. This form will indicate steps taken and corrective action on the incident, and that the supervisor has consulted with the complainant regarding corrective steps. This process should be done within 72 hours of the complaint being received and if that is not the case written notification should be given to the complainant on this.

Notwithstanding the above, in cases where the incidence of violence meets the Manitoba Workplace Safety and Health Regulation definition of a “serious incident”, the investigation must be conducted as soon as reasonably practicable after it occurs (see Workplace Safety and Health – Investigating Workplace Incidents and Refusals to Work).

An investigation then must be carried out by:

- the Workplace Safety and Health Committee co-chairs;
- the Principal or Supervisor and the Workplace Safety and Health representative at the specific workplace location; or
- the Principal or Supervisor, in the presence of an employee of the specific workplace location who is not associated with the management of the specific workplace location, when there is no committee or representative at the specific workplace location.

The investigation shall be conducted using the Incident Investigation Summary Report. Where employee interviews are necessary in any investigation, the employee may also have union representation present.

In addition, the Secretary-Treasurer is required to notify the Manitoba Workplace Safety & Health Division as per Workplace Safety and Health Regulation Section 2.7(1).

The investigation results report will be provided to the Workplace Safety and Health Officer, the Workplace Safety and Health Committee Co-Chairs, and the Secretary-Treasurer and must be reviewed with the Workplace Safety and Health Committee. Progress on implementing any recommendations will be documented in the meeting minutes of the Workplace Safety and Health Committee. Once the recommendations have been implemented, it will be noted in the meeting minutes of the Workplace Safety and Health Committee.

Annual Report

As per Workplace Safety and Health Regulation Section 11.7, each year an Annual Workplace Violence Report must be produced that includes the following:

- Records of incidents of violence at the workplace, if any;
- Results of any investigation into an incident of violence at the workplace, including a copy of any recommendations for control measures or for changes to the Workplace Violence Prevention Administrative Procedure;
- Description of the control measures implemented as a result of an investigation of workplace violence;
- A copy of any report prepared under Part 2 Section 2.9(3) of the Workplace Safety and Health Regulation.

The Annual Workplace Violence Report must be provided to:

- Superintendent/CEO
- Secretary-Treasurer
- Principals and Supervisors at each workplace location
- Workplace Safety and Health Committee
- Workplace Safety and Health representatives at each workplace location



Administrative Procedure 6070

Student Insurance Program

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

[Off-Site Programs and Activities](#)

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: March 2000

Amended: December 2017; December 2025

The Brandon School Division is not responsible for the provision of medical expense, dental, disability, dismemberment or accidental death insurance coverage on behalf of students participating in school activities. This is a parental responsibility and the Division recommends that parents of students who participate in co-curricular activities and extended outdoor education programs purchase student accident insurance. This coverage shall not be a mandatory requirement for participation. The Division shall endeavor to make available to parents a Student Accident Insurance Plan.

Notwithstanding the foregoing, for all school-sponsored trips within or outside Manitoba the Division strongly recommends that Student Accident Insurance be obtained by the parents of participating students.

Travel Health and Cancellation Insurance

Student Travel Health and Cancellation Insurance is **mandated** for all School or School Division Sanctioned Trips.

MSBA (Manitoba School Boards Association) provides cancellation insurance for all students.

MSBA (Manitoba School Boards Association) provides student travel health insurance for all students with a provincial health plan. (This means a health card from a Canadian Province or Territory that is valid for the full duration of the trip.) Students without a valid provincial health plan must purchase a provincial health replacement plan. There are **NO EXCEPTIONS**.



Administrative Procedure 3021

Cell Allowances

Board Governance Policy Cross Reference: [1, 15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: May 2006

Amended: May 2019; December 2025

Cell Allowances

The Division will provide a monthly cell allowance to designated employees through payroll specifically identified in writing by the Division at the rates and times as set forth from time to time by the Division.



Administrative Procedure 3020

Expense Claims: Travel, Mileage and Reimbursements

Board Governance Policy Cross Reference: [1, 15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Travel Expense Claim Form](#)

[Mileage Expense Claim Form](#)

[Reimbursement Claim Form](#)

Legal/Regulatory Reference:

Date Adopted: May 2006

Amended: December 2023, December 2025

Travel Expense

This procedure describes the rules, standards and processes that apply to authorized employees attending conferences and/or travelling on Brandon School Division business. Travel status shall include enough time to safely arrive at the destination and may include meals that would reasonably occur within that time frame.

The Division shall reimburse employees for expenses incurred while on Division business when these expenses:

- Are in accordance with the policies, procedures and resolutions of the Division;
- Have been claimed on Divisional forms provided for that purpose;
- All original receipts have been submitted;
- The form is coded and authorized by the Supervisor;
- Claims for reimbursement for expenses incurred while travelling on Division business shall be submitted to the applicable administrator within 60 days of completion of the trip.

The following expenses shall be supported by original receipts or other appropriate documents (boarding passes must be provided if air travel was utilized):

- Registration Fees

If attendance at a conference, seminar, special course or meeting is approved, the registration shall be paid in full. An original receipt is to be attached to the *Travel Expense Claim Form*. Wherever possible additional information should also be provided with dates, times, meals etc.

- Accommodation

An employee travelling on Division business is authorized to stay in establishments which are conveniently located and comfortably equipped. An original receipt is to be attached to the *Travel Expense Claim Form*.

If accommodations are approved and the employee chooses to stay at a private residence a per diem will be approved (no supporting receipt required).

The private accommodation per diem rate will be adjusted as necessary every July 1st based on the National Joint Council rate established for private non-commercial accommodation allowance.

- Meal Allowance

For each full day in travel status in Manitoba, travelers shall be paid a composite allowance (per diem) as reimbursement for reasonable costs for meals. The meal allowance rate will be adjusted as necessary every July 1st based on the National Joint Council rates established for meal allowances; the 75% rate is used for travel in Manitoba.

For each full day in travel status outside of Manitoba, travelers shall be paid a composite allowance (per diem) as reimbursement for reasonable costs for meals. The meal allowance rate will be adjusted as necessary every July 1st based on the National Joint Council rates established for meal allowances; the 100% rate is used for travel outside of Manitoba.

Note: Gratuities are included in meal allowance per diems.

All per diems are in Canadian Funds.

Alcohol will not be reimbursed.

For partial travel days, the daily allowance is reduced accordingly. Meals included as part of conferences, meetings, or professional development registrations are also excluded from per diems.

- Incidentals

Actual business-related parking, bus and taxi expenses are supported by original receipts.

- Mileage Rate

Employees traveling on Division business outside the City of Brandon boundaries and using a privately owned vehicle shall be reimbursed at the per kilometer rate established by the Division.

Mileage is payable from the employee's designated work location or residence, whichever is the lesser. Accounting and Purchasing Services will use Google Maps to confirm approximate distance. Out of Division mileage must be claimed on the *Travel Expense Claim Form*.

Whenever possible, car-pooling with other attendees in the divisional group is encouraged.

The mileage rate will be adjusted as necessary every July 1st based on the National Joint Council kilometric rate established for privately owned vehicles in Manitoba.

Mileage Expense

Those employees required to use personal automobiles in the performance of their duties ancillary to their site or as part of a project, program or supervisory duties, the budget of which includes provision for travel costs, shall, with the prior written approval of the Supervisor, be reimbursed for kilometers driven at a rate established by the Division.

The *Mileage Expense Claim Form* is a daily log of travel and must be completed by employee, coded and approved by the Supervisor. The form should be forwarded on a monthly basis to Accounting and Purchasing Services for payment. Employees will be reimbursed by direct deposit.

Reimbursement Expense

Those employees who incur costs in the performance of their duties ancillary to their site or as part of a project, program, or supervisory duties shall, with prior written approval of the Supervisor, be reimbursed. The *Reimbursement Claim Form* must be completed by the employee, coded and approved by the Supervisor. The form should be forwarded to Accounting and Purchasing Services for payment. Employees will be reimbursed by direct deposit.



BRANDON SCHOOL DIVISION

EDUCATION AND COMMUNITY RELATIONS COMMITTEE MINUTES

Monday, November 24, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: D. Ross C. Ekenna
K. Fallis L. McConnell
S. Mozdzen J. Murray
B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: L. Ross, K. Carr

1. COMMITTEE ITEMS

A. APPROVED RESEARCH REQUEST - BU STUDENT OLUWASEUN ODEWOLE

Mr. Gustafson spoke to the research request received on October 31, 2025, from Oluwaseun Odewole, graduate student, Brandon University. The project is titled: Relational Curriculum Making in the Grade 12 Mathematics Classroom: A Phenomenological Study of Leadership, Teacher Practice, and Collaboration.

The purpose of this study is to explore how Grade 12 mathematics teachers collaborate with principals, vice principals, department heads, continuous improvement coaches, curriculum consultants, and their students to design and deliver lessons that enhance meaningful and relevant student learning experiences in Manitoba high schools.

The research seeks to address the following questions:

1. How is relational curriculum making being experienced and practiced in grade 12 mathematics classrooms?
2. How do teachers and school leaders perceive their roles in relational curriculum making?
3. What supports and barriers influence relational curriculum making in grade 12 mathematics?
4. In what ways do school leaders foster, support, and sustain relational curriculum making to enhance teaching and learning?

This research does not involve student participation. Staff participation is optional and would involve approximately 6 – 10 participants. Participation involves participation in three semi-structured interviews. All participants will remain anonymous.

This request was reviewed by the BSD Research Advisory Committee and has been conditionally approved by the Superintendent/Chief Executive Officer. The project is approved on the condition that school principals make the decision as to whether the study objectives are appropriate for their current school context, and if the school has the ability to meet the time commitments. The opportunity for mathematics teachers to voluntarily participate only occurs if the principal has given approval.

B. TRANSFORMATION OF SCHOOLYARDS

During the Regular Board Meeting November 10, 2025, the Board responded to Mr. Justin Venema's delegation for the transformation of schoolyards within BSD, proposing the use of native plants and biodiversity in place of traditional monocultural lawns. The Board suggested to Mr. Venema to connect with the City of Brandon and further indicated they would defer his delegation to Committee of the Whole for further discussion.

The Committee discussed the presentation and referred Mr. Venema's presentation to the Division's Facilities Department for their information and for opportunities to incorporate into future school yard projects. Mr. Venema's request will also be added as an agenda item at the next Parent Council meeting for their information and additional support.

C. HPV VACCINATION INFORMATION SERVICE

Mr. Gustafson spoke to the letter received from Dr. Arnaud Gagneur, MD, PhD, Department of Pediatrics, Université de Sherbrooke regarding the request to collaborate and distribute information about the new information service. He indicated this new information service is supported by the Public Health Agency of Canada. The Committee is in favor of potential collaboration and distribution of the new information service, however at the request of the Committee, Senior Administration will reach out to local Prairie Mountain Health for further information and clarification.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Ms. Gilleshammer spoke to the correspondence received from, Sadaf Ahmed, Government Affairs and Public Policy, regarding Anti-Islamophobia Workshops for Manitoba Educators. She indicated this information has been sent to BSD staff.
- Mr. Zilkey spoke to the correspondence received from, Janet Tomy, Assistant Deputy Minister, regarding a new media literacy resource. He indicated this information has been sent to BSD schools.

- Ms. Gilleshammer reviewed the correspondence received from, Janet Tomy, Assistant Deputy Minister, regarding Holocaust Education: A Guide for Educators. She added that this information will be sent to BSD schools.

Respectfully submitted,

D. Ekenna



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, November 24, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: D. Ross C. Ekenna
K. Fallis L. McConnell
S. Mozdzen J. Murray
B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: L. Ross, K. Carr

1. **COMMITTEE ITEMS**

A. 2026-2027 BUDGET PREPARATIONS

Consumer Price Indexes: January to October 2025 and Yearly Comparison – October 2025

Mr. Labossiere reviewed the Consumer Price Index (CPI) for January to October 2025, noting that the average CPI for Manitoba was 2.5%. He also reviewed the CPI average for the past 5-years and corresponding inflation rates approved by the Board for budget.

2026-2027 Budget Preparation Memo

Mr. Labossiere reviewed the memo he provided to the Committee, which noted the following factors that will be taken into consideration while preparing the budget:

- Enrolment Increases
- Inflation Impact on Expenses
- Non-controllable expenditures such as utilities, fuel/propane for buses and vehicles, property & liability insurance, expenses related to grants, contracts and support agreements.
- Controllable expenditures such as professional development, office supplies, cleaning supplies, information technology and equipment.
- School instructional budgets for items such as learning resources, teaching supplies, photocopiers, school PD and field trips.
- Capital maintenance budget to maintain and keep the Division's buildings functional. This includes general maintenance, emergency repairs, school

requests, vehicle replacement and funds to address infrastructure items regarding the Division's aging buildings.

- Salaries are the largest portion of the Division's budget and are impacted by:
 - The Provincial Teachers Collective agreement and the CUPE Collective agreement both expire June 30, 2026, hence salary provisions for settlements need to be factored into budget.
 - Costs for salary harmonization related to the Provincial Teachers' Collective Agreement comes into effect July 1, 2026.
 - Teacher substitute costs will increase by 23% due to harmonization for 2026-2027.
 - Costs for extra-curricular activities, maternity/parental leaves, personal leaves, illness, substitutes, and casuals.
- Staff Benefits consist of employers' costs for Canada Pension Plan (CPP), Employment Insurance (EI), Workers' Compensation, group health and life insurance, long service, and the pension plan for non-teaching employees.

Mr. Labossiere also discussed and provided the Committee with examples of rate increases, in different expense areas that will impact the upcoming budget.

Budget Breakdown:

Mr. Labossiere reviewed the Budget Breakdown of the current budget and the proposed inflationary impact on the upcoming budget.

Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to the following Recommendation:

Recommendation:

That the following guidelines be initiated for the 2026-2027 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures, e.g.: employee benefits, insurance, fuel/propane, support agreements and utilities;
- b) A 2.5% increase for controllable expenditures;
- c) A 2.5% increase for the school instructional budgets;
- d) A 2.5% increase for the capital and maintenance budget;
- e) The 2026-2027 budget provide for enrolment change.

B. NEW ERA SCHOOL – EXTERIOR MASONRY AUDIT

Mr. Labossiere reviewed the exterior masonry audit report for New Era School. He indicated that the Division is currently working with the Province on addressing the repairs required on the exterior masonry and roof. In the interim, fencing has been installed around the school until repairs can be completed. Mr. Labossiere answered Trustee questions for clarification.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the following two (2) letters received from the Education Funding Branch:
 - Neelin High School – Crawl Space Remediation – RFP (Tender) Award Authority
 - Land Purchase in Southwest Brandon – New K-8 Site - Additional Project Support

Respectfully submitted,

B. Sieklicki



BRANDON SCHOOL DIVISION

PERSONNEL AND POLICY COMMITTEE MINUTES

Monday, November 24, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: D. Ross C. Ekenna
K. Fallis L. McConnell
S. Mozdzen J. Murray
B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: L. Ross, K. Carr

1. **OPERATIONS INFORMATION**

A. BRANDON CONSERVATORY CHORALE

During the Regular Board Meeting November 10, 2025, the Board responded to Ms. Heidi Howarth's delegation regarding the Brandon Conservatory Chorale's annual school tour. The Committee declined the request, however the matter will be revisited in the future once substitute teacher's availability has stabilized.

B. BRANDON TEACHERS' ASSOCIATION SECONDMENT REQUEST

Mr. Gustafson spoke to the letter from BTA regarding the secondment request for Sandra Thompson.

The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, November 24, 2025:

Recommendation

That the request of the Brandon Teachers' Association, that Ms. Sandra Thompson, Vice-President of the Association, be seconded from the Division from November 17, 2025 to December 19, 2025, on a half-time basis be approved, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment and that the terms and conditions of this leave of absence are in accordance with Article 7.16 of the Collective Bargaining Agreement.

C. PERSONNEL MATTER (Late item)

Mr. Labossiere reviewed information on a Personnel Matter, answered Trustee questions and received direction from the Committee.

2. OPERATIONS INFORMATION

- A. MSBA – COLLECTIVE BARGAINING UPDATE/SALARY BULLETINS
 - Collective Bargaining Update:
 - Mr. Labossiere reviewed information on a Personnel Matter.
- B. MSBA – CPI, UNEMPLOYMENT RATE, REGIONAL TRENDS UPDATE:
 - November 20, 2025, data was reviewed.

Respectfully submitted,

L. McConnell

December 3, 2025



MANITOBA INVESTS IN SAFER SCHOOLS

On December 1, at the Manitoba School Boards Association office, the Manitoba Government announced a \$500,000 investment to strengthen school safety across the province.

This funding supports updated emergency plans, controlled access measures, and comprehensive training for all school divisions. Working with the MSBA, the initiative includes safety assessments, staff training, and a provincial safety forum to ensure every child learns in a secure environment.



Click on the video (red YouTube icon, left) to view MSBA President Alan Campbell's remarks at the press conference or [click here](#). You can also view the full press conference [here](#) and read the press release [here](#).



2025 FALL REGIONAL MEETINGS & PD DAY FOLLOW-UP

A heartfelt thank you to everyone who joined us from across the province for MSBA's 2025 Fall Regional Meetings and to those who attended the Professional Development Day on November 24 at the Victoria Hotel and Convention Centre in Winnipeg.

Your engagement helps strengthen public education for all Manitobans. Visit our [website](#) for the latest updates, including 2026 Provincial Executive nominations to date, event presentations, feedback surveys, and more.



Your feedback matters! Please take a few minutes to complete our [online event surveys](#) for the 2025 Regional Meetings and Fall PD Session. Your input helps us improve future events and continue advocating for strong public education.

Thank you for your commitment to public education. We look forward to seeing you again soon.



HUMAN RIGHTS DAY– DECEMBER 10

This year's theme, "Our Everyday Essentials," reminds us that human rights are the foundation of daily life—clean water, education, safety, and freedom of expression. These rights are not abstract; they shape the learning environments we create for students in Manitoba's public schools.

Human Rights Day is an opportunity to reflect on how our classrooms and school communities uphold these principles. Ensuring equitable access to education, fostering respect, and promoting inclusion are essential to student success. As educators, trustees, and community members, we play a vital role in protecting these rights every day.

Learn more about the campaign and how you can get involved at the United Nations Human Rights Office of the High Commissioner's [website](#).



DEADLINE APPROACHING: JANUARY 23

Every year at the Annual Convention in March, MSBA proudly celebrates the dedication and impact of those who make a difference in public education.

Long Service Awards honour trustees who have served 12, 16, 20, 30, or 40 years on a Manitoba public school board.

The Presidents' Council Award recognizes exceptional service, innovative thinking, and significant contributions to student success by educators, support staff, and community members.

Full details, including eligibility and criteria, are outlined in the Recognition and Award Programs [package](#). Do not miss out. Applications close **January 23, 2026**. Celebrate excellence and nominate today.



JANUARY IS NATIONAL MENTORING MONTH: BUILDING FUTURE EDUCATION LEADERS

January marks National Mentoring Month, a time to celebrate the power of guidance and support in shaping strong communities. Mentorship is not only vital for students; it is equally important for those who aspire to lead in education governance.

As we look ahead to the upcoming school trustee elections on **October 28, 2026**, now is the perfect time to start mentoring community members who are interested in serving on local school boards. Trustees play a critical role in shaping public education in Manitoba, and strong leadership begins with informed, engaged candidates.

Mentoring potential trustees can include sharing insights about board responsibilities, encouraging participation in school and community events, and helping individuals understand the impact trustees have on student success. By investing in mentorship today, we ensure that tomorrow's leaders are prepared to uphold the values of equity, inclusion, and excellence in education.

If you know someone who is passionate about public education and community service, consider reaching out and offering your guidance. Together, we can build a strong foundation for the future of Manitoba's K–12 schools.

Future MD Award

50 NATIONAL AWARDS FOR GRADE 11 STUDENTS. VALUE \$7000.

- 1-Year Mentorship** by award-winning medical students & physicians
- Rotate through 6 Medical Specialties** for broad clinical insight
- Science Fair Guidance** to build critical research skills

Nominate your best grade 11 student:
premedskl.com/awards

FUTURE MD AWARD

The PreMedSKL Future MD Award recognizes 50 outstanding Canadian Grade 11 students who combine academic excellence, leadership and a genuine curiosity about medicine and the health sciences.

The scholarship covers the entire tuition (valued at \$ 7,000) for a 1-year national mentorship & enrichment program delivered by award-winning medical students, residents, and physicians from leading Canadian Universities and Hospitals.

Each Canadian high school may nominate one (1) highly-qualified Grade 11 student. Nominations must be submitted by a school principal, guidance counsellor/academic advisor, or science teacher. The nomination deadline is **Monday, December 15, 2025**. Please refer to the eligibility criteria for details: <https://www.premedskl.com/awards/>



THINKING ABOUT BUILDING AN OUTDOOR RINK THIS WINTER?

Outdoor skating rinks are a fantastic way to bring students and communities together during Manitoba's long winters, but safety comes first! The Manitoba School Boards Association has a comprehensive guide available to help schools and divisions manage risk when creating and maintaining outdoor rinks.

From surface preparation and ice thickness standards to lighting, flooding tips, and hazard inspections, this resource covers everything you need to ensure a smooth, safe skating experience. Remember: natural or existing bodies of water are not permitted for students, and regular maintenance is key to preventing injuries.

Ready to lace up? Download the full safety bulletin [here](#) and make your rink a safe winter destination for all!

[View online](#)

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