



BRANDON SCHOOL DIVISION

January 23, 2026

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

TO BE HELD MONDAY, JANUARY 26, 2026
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 – January 12, 2026
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

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – January 26, 2026

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)

Sandra Thompson, President, Brandon Teachers' Association, presenting on the upcoming budget.

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

- a) MSBA Annual Convention – March 19-20, 2026

b) E-News – January 14, 2026

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

- 1/2026 That the Board approve the research request from Shannon Howell, PhD, Senior Research Consultant, CCI Resources/CCI Research Inc. Project Title: 2025-2026 Canadian Student Alcohol and Drugs Survey.
- 2/2026 That the Board approve the research request from Aloysius Anyichie, PhD, Brandon University, Title: Understanding and Enhancing Instructional Practices in Support of Culturally Diverse (and all) Learners' Engagement and Motivation in Classroom Contexts.

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, February 9, 2026.
- b) Upcoming Budget Dates (Dependent on Provincial Funding Announcement:
- Budget Presentation and Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Wednesday, February 25, 2026, Boardroom.
 - Public Budget Consultation – 7:30 p.m. Monday, March 2, 2026, Boardroom.
 - Final Budget Approval – 7:30 p.m., Monday, March 9, 2026, Boardroom.

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, January 12, 2026

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

Trustees Present:

L. Ross, Chairperson	D. Ross, Vice-Chairperson
K. Carr	C. Ekenna
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:

K. Fallis

The Chairperson called the public portion of the meeting to order at 7:33 p.m., with a traditional heritage land acknowledgment.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

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

L. McConnell – K. Carr
That the agenda be approved.
Carried

1.02 Adoption of Minutes of Previous Meeting

- a) Regular Board Meeting – December 8, 2025
B. Sieklicki – D. Ross

That the minutes be approved as circulated.
Carried

2.00 IN-CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

Mr. Gustafson provided information on a Personnel Matter and answered Trustee questions.

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

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

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

Artistic Director, Lucie Lederhendler, and Gallery Services Coordinator, Aly Wowchuk from the Art Gallery of Southwestern Manitoba presented on their Art Connects programming and what the Art Gallery of Southwestern Manitoba has to offer as a resource, and their latest and upcoming exhibitions.

3.02 Communications for Information

The Brandon Teachers' Association LIFT Committee acknowledged the support of the Brandon School Division Superintendent/CEO Mathew Gustafson. It is through this very supportive partnership that the Committee can continue to hold this quality professional development for educators, not only in the Brandon School Division, but throughout Manitoba.

Received and filed.

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

Mr. Gustafson provided highlights from the following items from the January 12, 2026, Report of Senior Administration:

a) Administration Information:

➤ Celebrations:

- Grade 3 students at École New Era School received First Place in the Culture Award in the CBC Music Challenge – Fall Edition 2025. École New Era School students also placed in the Top 10 nationally in Category 1: Elementary Performance (Kindergarten to Grade 3).

- The Brandon School Division received a donation of 24 new winter coats for Brandon School Division students from Knights of Columbus (Brandon Chapter).

➤ Information Items:

- Mr. Gustafson provided a report on Student Mobility.
- Administrative Procedure (AP) 3050 - Manitoba High School Athletic Association (MHSAA) Activities has been amended:

➤ Presentations:

- Mr. Labossiere provided a report on the 2025-2026 enrolment.
- Ms. Gilleshammer and Mr. Dubois shared an analysis of three-year trends related to Student Presence and Engagement and answered Trustee questions.
- Mr. Gustafson and Mr. Dubois provided a presentation on Early Years and Middle Years Assessment Data up to 2024-2025 school year 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.

D. Ross – J. Murray

That the January 12, 2026, 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 January 12, 2026, was circulated.

C. Ekenna – B. Sieklicki

That the report be received and filed.

Carried

b) Finance & Facilities Committee Meeting

The written report of the Finance & Facilities Committee meeting held on January 12, 2026, 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 January 12, 2026, was circulated.

L. McConnell – D. Ross

That the report be received and filed.

Carried

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation:

- From Board Agenda

- MSBA Issues –

a) E-News – December 17, 2025

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

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 26, 2026.

b) Upcoming Budget Dates (Dependent on Provincial Funding Announcement):

- Budget Presentation and Deliberations – 10:00 a.m. – Public Portion, (9:00 a.m. – In-Camera Portion), Wednesday, February 25, 2026, Boardroom.
- Public Budget Consultation – 7:30 p.m. Monday, March 2, 2026, Boardroom.
- Final Budget Approval – 7:30 p.m., Monday, March 9, 2026, Boardroom.

J. Murray – D. Ross

That the Board move into In-Camera session at 8:30 p.m.

C. Ekenna – B. Sieklicki

That the Board move out of In-Camera session at 8:37 p.m.

7.00 ADJOURNMENT

J. Murray – D. Ross

That the Board do now adjourn at 8:38 p.m.

Carried

Chairperson (L. Ross)

Secretary-Treasurer (D. Labossiere)



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

January 26, 2026

A. Administrative Information

I. CELEBRATIONS

1. **BRANDON TEACHERS' ASSOCIATION FREE PUBLIC SWIM FOR YOUTH**

Brandon Teachers' Association is pleased to sponsor a free public swim for youth under 18 on Friday, January 30th from 1:00 – 4:00 p.m. at the City of Brandon Sportsplex. There are no classes on January 30th as it is a Division-wide Administration/Professional Development Day.

2. **UPCOMING BRANDON SCHOOL DIVISION BAND CONCERTS**

Brandon West Middle School Band Winter Concert
Wednesday, February 4th at 7:00 p.m.
Western Manitoba Centennial Auditorium

East Side Band Winter Concert
Thursday, February 5th at 7:00 p.m.
Western Manitoba Centennial Auditorium

Westman Junior and Senior Honour Bands
47 BSD students will take part in the Westman Honour Band on February 6th and 7th. On the afternoon of February 7th, students will play a concert in combination with the Brandon University Symphonic Band. The concert will take place at the Western Manitoba Centennial Auditorium.

Accepting the Challenge

II. SUSPENSIONS

Below are the number of suspensions from January 6 to January 19, 2026.

<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	7	9	4	3
K-8 Out-of-School	2	3	1	0
Total Suspensions K-8	9	12	5	3
9-12 In-School	1	1	0	0
9-12 Out-of-School	11	1	10	2
Total Suspensions 9-12	12	2	10	2
All Schools Total	21	14	15	5
		possession of weapons – 0	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:

- January 7, 2026 – Riverheights School staff meeting – Mathew Gustafson
- January 7, 2026 – J. R. Reid School staff meeting – Mathew Gustafson
- January 7, 2026 – J. R. Reid School – Susan Gilleshammer
- January 7, 2026 – Green Acres School – Susan Gilleshammer
- January 8, 2026 – Dave Wardrop, City Manager; Treena Slate, CEO, Prairie Mountain Health; Mark Frison, President and CEO, Assiniboine College – Mathew Gustafson
- January 9, 2026 – EF Educational Tours Canada – Mathew Gustafson

- January 9, 2026 – Kirkcaldy Heights School – Susan Gilleshammer
- January 14, 2026 - Student Services Inclusive Education Committee Meeting – Susan Gilleshammer
- January 16, 2026 – AI in Education Summit – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey

IV. INFORMATION ITEMS

1. CORRESPONDENCE FROM MANITOBA EDUCATION AND EARLY CHILDHOOD LEARNING

INTERNATIONAL DEVELOPMENT WEEK

For InformationM. Gustafson

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming February 1 to 7, 2026 as International Development Week in Manitoba, encouraging reflection on the various forms of equity and inequity in our schools, communities, and around the world.

This proclamation recognizes the dedicated work of civil society organizations, including the Manitoba Council for International Cooperation, in addressing social, political and environmental inequalities both locally and globally. It aims to inspire Manitobans, especially young Manitobans, to investigate the roots of these inequities, the initiatives underway to alleviate their effects and how they can contribute to these efforts.

This year's theme, Prosperity through Partnership, emphasizes Manitoba's and Canada's commitments to the Sustainable Development Goals as set out in the United Nations Agenda 2030. Educational resources, including Sustainable Foundations: A Guide for Teaching the Sustainable Development Goals, are available at www.mcic.ca. Please see Appendix A.

BLACK HISTORY MONTH

For InformationM. Gustafson

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, and Honourable Nellie Kennedy, Minister of Sport, Culture, Heritage and Tourism, proclaiming February 2026 as Black History Month. This proclamation is made in honour of the invaluable contributions that Black people and people of African descent have made to Manitoba throughout its history.

This proclamation highlights the important role of school communities in enabling all children and youth to reach their full potential and live *Mino-Pimatisiwin* (The Good Life), in which they have hope, belonging, meaning and

purpose. More information, tools, and resources to celebration Black History Month are available at the federal government's website: www.canada.ca/en/canadian-heritage/campaigns/black-history-month.html.

Please see Appendix B.

2. 2026-2027 KINDERGARTEN REGISTRATION INFORMATION

For InformationM. Gustafson

The annual Kindergarten registration information session took place on January 14th at Betty Gibson School. Approximately 200 parents/guardians attended. Information was shared on items such as:

- registration process and required documentation
- types of Kindergarten programming
- registration process for French Immersion programming and English as an Additional Language (EAL) students
- transportation

A video recording of the session and transcript of the session are available on the BSD website at: [2026-2027 Kindergarten Registration Information Presentation](#).

3. GRADE 9 REGISTRATION AND HIGH SCHOOL OPEN HOUSE EVENTS

For InformationM. Gustafson

Grade 8 families are encouraged to attend the following events related to Grade 9 registration:

Grade 9 Registration Information Presentation

Date: Tuesday, February 3rd at 7:00 p.m.

Location: George Fitton School – 1129 3rd Street

High School Open House Events

Date: Tuesday, February 10th from 6:00 – 8:00 p.m.

Location: Crocus Plains Regional Secondary School – 1930 1st Street

Date: Wednesday, February 11th from 6:00 – 8:00 p.m.

Location: École secondaire Neelin High School – 1020 Brandon Avenue

Date: Thursday, February 12th from 6:00 – 8:00 p.m.

Location: Vincent Massey High School – 715 McDiarmid Drive

4. ADMINISTRATIVE PROCEDURE 5080 – EVALUATION OF SUPPORT STAFF

For InformationJ. Zilkey

Administrative Procedure 5080 – Evaluation of Support Staff, has been amended. Records from 2022 indicate the posted copy was a draft copy. It has been reviewed and revised to provide clarity. Please see Appendix C.

5. ADMINISTRATIVE PROCEDURE 2060 – NUTRITION

For InformationJ. Zilkey

Administrative Procedure 2060 - Nutrition, has been amended to align with The Public Schools Amendment Act (Nutrition Equality for Lasting Learning Outcomes). Please see Appendix D.

The following changes were made:

Page 1 – Purpose

Added two new bullets, under “Purpose: For the Division to:”

- “ensure that a nutrition program provided without charge is implemented at each school in the Division. Regard must be had for the following principles:
 - Access: A nutrition program for students should be accessible without barriers, shame or stigma.
 - Accommodation: A nutrition program should accommodate students with food allergies or religious or cultural dietary restrictions.
 - Equality: A nutrition program should be provided to all students regardless of their socio-economic background or perceived need.
 - Local: A nutrition program should be tailored to the community in which the school is located and, when possible, use food that is locally sourced.
 - Quality: A nutrition program should follow government nutrition guidelines.
- ensure that a written policy is prepared by each school respecting the provision of a nutrition program”

Page 2 – Procedures

Added the following:

“A school nutrition program that provides healthy meals and/or snacks to students, without charge, every school day, will be implemented in each school and will:

- include a daily snack program in all schools and may also include breakfast and/or lunch programs;
- adhere to principles (access, accommodation, equality, local, quality);
- follow the Moving Forward with School Nutrition Guidelines.

The principal of each school will:

- develop the school's nutrition policy and ensure it is publicly available, reviewed at least once in each year with the school's parent council and included as part of the school's annual school plan;
- provide information about the nutrition program to students, parents and guardians at the beginning of each school year;"

The following changes were made:

Changed from: "The School Leader will work with the Parent Council, staff, and students to offer food and beverage choices for all school events that adhere to the guidelines outlined in Moving Forward with School Nutrition Guidelines"

Changed to: "ensure food and beverage choices at all school events adhere to the Moving Forward with School Nutrition Guidelines;"

Changed from: "Beverage vending machines will offer only milk and milk products (e.g. low fat yogurt drink), nutritionally equivalent milk alternatives, 100% juice and water;"

Changed to: "ensure beverage vending machines offer milk and milk products (e.g. low fat yogurt drink), nutritionally equivalent milk alternatives, 100% juice and water and other bottled beverages as outlined in the Moving Forward with School Nutrition Guidelines;"

6. ADMINISTRATIVE PROCEDURE 2127 – STAFF AND STUDENT INTERACTIONS

For InformationJ. Zilkey

Administrative Procedure 2127 – Staff and Student Interactions, is a new administrative procedure that was created to align with The Public Schools Amendment Act (Safe Schools) Bill 19 and Manitoba School Boards Association – Staff Interactions with Students, and Human Trafficking, Child Exploitation, and Non-Consensual Intimate Images in Manitoba Schools guide. Please see Appendix E.

7. ADMINISTRATIVE FORM 2127Fa – STUDENT PROTECTION – COMPLAINT REPORT

For InformationJ. Zilkey

Administrative Form 2127Fa – Student Protection – Complaint Report, is a new Administrative Form that was developed to support Administrative Procedure 2127 – Staff and Student Interactions. Please see Appendix F.

V. PRESENTATIONS

1. CRAWLSPACE PILOT PROJECT

For Action M. Gustafson, J. Dubois

Background

Brandon School Division utilizes crawlspace inspections for corrective and preventive maintenance purposes. Historically, crawlspace inspections have been performed by the school custodian.

Crawlspace access is of particular importance in corrective and preventive maintenance due to plumbing, ducting, air handlers, electrical, science lab equipment, gas lines, sump pumps, heating lines and foundation access.

An example of corrective maintenance action in crawlspace is inspection of plumbing for early evidence of leaks or sump pump failure.

An example of preventive maintenance action is exercising of water valves so they don't seize, or examination of air handlers and exhaust fans for bearing wear that can be replaced before failure.

The Division received direction two years ago to implement procedures for hazardous confined space entry. Confined space entry requires three personnel members for entry into a crawlspace (entrant, dedicated watch person, second rescue person). A confined space entry also requires rescue equipment at every confined space entry and all personnel must have confined space entry training.

17 schools require confined space entry for crawlspace inspections.

The increased number of required personnel has resulted in these spaces receiving on average two inspections per year, versus monthly inspections.

The increased personnel requirement has impacted the ability of maintenance positions to address corrective maintenance in other areas as they are engaged in the crawlspace procedures.

Confined space entry procedures impact corrective maintenance requirements in addition to the inspection cycles. As our buildings age, we are experiencing an increasing requirement for corrective maintenance.

Pilot Project

The Division hired and trained two labourer positions who could work with custodians to meet the procedural requirements for confined space entry.

These two positions were able to do monthly inspections as well as assist maintenance staff when doing corrective actions.

If the two labourer positions complete all monthly inspections and there are no crawlspace access requirements for corrective maintenance, the positions are reassigned that day to a maintenance crew for corrective and preventive maintenance tasks in other parts of the buildings.

The pilot was funded through existing budget lines. An interim report was to be provided prior to budget deliberations to inform decisions regarding long-term solutions to crawlspace entry.

Assessment

The effectiveness of the pilot was to be assessed by the following metrics:

- number of inspections performed
- number of preventive maintenance actions performed (ex. exercising valves)
- number of corrective maintenance actions performed

Mathew Gustafson, Superintendent/Chief Executive Officer, and Johnny Dubois, PhD, Research and Evaluation Analyst, will share the results of the pilot project. Please see Appendix G.

2. ENROLMENT PROJECTIONS

For Information D. Labossiere, J. Dubois

Denis Labossiere, Secretary-Treasurer, and Johnny Dubois, PhD, Research and Evaluation Analyst, will share a report on enrolment projections for Brandon School Division. Please see Appendix H.

3. JOINT USE OF COMMUNITY FACILITIES AGREEMENT – REPORT

For Information M. Gustafson, D. Labossiere

Mathew Gustafson, Superintendent/Chief Executive Officer, and Denis Labossiere, Secretary-Treasurer, will present a report on the Joint Use of Facilities Agreement between the City of Brandon and Brandon School Division. Please see Appendix I.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. STAFFING ACTIVITY REPORT

For Information name

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**



PROVINCE OF MANITOBA

PROCLAMATION

INTERNATIONAL DEVELOPMENT WEEK February 1 to 7, 2026

- WHEREAS International Development Week acknowledges and applauds the collaborative work undertaken by civil society organizations and community leaders to reduce the social, political and environmental inequities built into global relations;
- WHEREAS International Development Week is observed across the country and seeks to inspire Canadians, especially young Canadians, to deepen their knowledge and understanding of global inequities and to take steps toward alleviating their effects;
- WHEREAS This year’s theme, Prosperity through Partnership, emphasizes Manitoba’s and Canada’s commitments to the Sustainable Development Goals as set out in the United Nations Agenda 2030;
- WHEREAS Those goals include ending poverty in all its forms, ending hunger, reducing global and local inequalities in health, gender and access to quality education and taking steps to address climate change;
- WHEREAS Global challenges reinforce the need to work together as local, national and international communities. Our shared responsibility as global citizens includes attending to one another’s health and well-being.

NOW THEREFORE BE IT KNOWN THAT I, Tracy Schmidt, Minister of Education and Early Childhood Learning, do hereby proclaim the week of February 1 to 7, 2026, as

INTERNATIONAL DEVELOPMENT WEEK

in Manitoba and commend its thoughtful observance to all citizens of our province.

Original signed by

Honourable Tracy Schmidt
Education and
Early Childhood Learning





PROVINCE OF MANITOBA

PROCLAMATION

BLACK HISTORY MONTH February 2026

- WHEREAS Black people and people of African descent have made important contributions to Manitoba throughout its history;
- WHEREAS Black activists and communities have successfully struggled to advance human rights, benefitting all Manitobans;
- WHEREAS the experiences of Black people and people of African descent have added to the rich cultural diversity of Manitobans;
- WHEREAS the contributions and histories of Black people and people of African descent are not well known among many Manitobans;
- WHEREAS February has been celebrated as Black History Month for more than fifty years, inspiring hope and future achievements in Black communities;
- WHEREAS Black History Month gives Manitobans an opportunity to remember, celebrate and educate future generations about the contributions of Black people and people of African descent to Manitoba’s economic, social, political and cultural life.

NOW THEREFORE BE IT KNOWN THAT WE, Tracy Schmidt, Minister of Education and Early Childhood Learning and Nellie Kennedy, Minister of Sport, Culture, Heritage and Tourism, do hereby proclaim February 2026, as

BLACK HISTORY MONTH

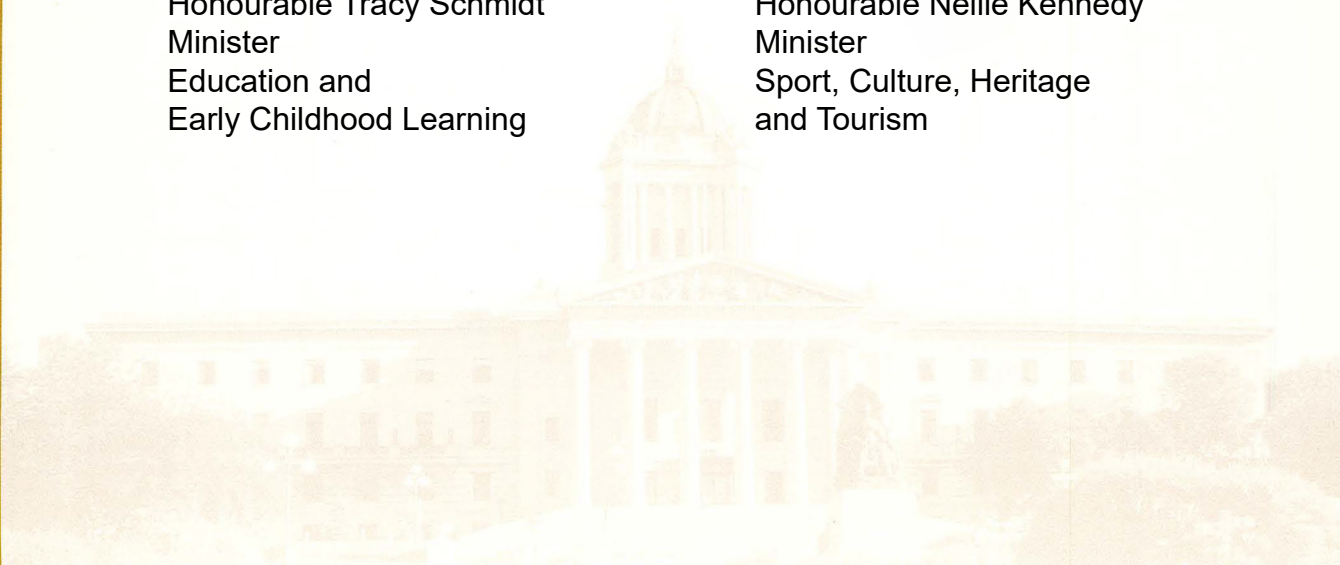
in Manitoba and commend its thoughtful observance to all citizens of our province.

Original signed by

Honourable Tracy Schmidt
Minister
Education and
Early Childhood Learning

Original signed by

Honourable Nellie Kennedy
Minister
Sport, Culture, Heritage
and Tourism





Administrative Procedure 5080

Evaluation of Support Staff

Board Governance Policy Cross Reference: [1](#), [2](#), [11](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

Date Adopted: June 1985

Amended: December 2017; January 2026

The purpose of an evaluation is to assess the performance of the individual employee and to identify strengths, areas for improvement and future professional goals to be attained, all in an effort to advise and assist the employee in the performance of their duties.

Performance evaluations shall be based primarily on direct supervisory observation, however, may at times also include feedback from colleagues where necessary (for example, Classroom Teacher provides input on an Educational Assistant).

All evaluation reports shall be signed by the immediate supervisor or school principal.

The evaluating supervisor shall meet with said employee to discuss the report and shall submit the report to the Office of Human Resources duly signed by all parties. Provisions for comments by either party shall be available. The evaluating supervisor shall provide a copy of the signed report to the employee for their records, and the report shall be placed in the employee's personnel file in the Office of Human Resources.

Evaluation of Employees on Probation

All new support staff hired to a permanent position shall be placed on a probationary period of 6 months from the date of hire. Probationary employees will be evaluated at least once during the probationary period. During this time, the employee's supervisor will endeavour to provide the employee with ongoing feedback as to their performance, addressing any issues to the attention of the employee in an effort to correct the behaviour.

If the employee has not attained the level of performance expected of the job, the Division may extend an employee's probationary period and will notify the employee in writing of the extension and the improvements required.

During the probationary period the Division may sever the employment relationship in accordance with the minimum notice required by Employment Standards, if the employee's performance is deemed to be unsatisfactory.

After the conclusion of a satisfactory probationary period staff shall be formally evaluated every 3 years, or as required.

Evaluation of Employees on a Trial Period

Where an employee is transferred to another classification and placed on a trial period, the employee's supervisor will endeavour to provide an evaluation of the employee during the 3-month trial period.

Term Employees

All support staff hired to a term position will be evaluated each year where they are employed for the full school year. If an employee is hired for a second or subsequent term, they may be evaluated every second year. Evaluations can be completed every year if concerns with performance are noted by the staff supervisor.



Administrative Procedure 2060

Nutrition

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Healthy Food in Schools](#)

[Moving Forward with School Nutrition Guidelines](#)

[The Public Schools Amendment Act \(Nutrition Equality for Lasting Learning Outcomes\)](#)

Date Adopted: December 2007

Amended: October 2019; January 2026

Good nutrition is important for optimal health, growth, development and learning. The Brandon School Division has a responsibility to foster, promote and support healthy living by demonstrating positive leadership in nutrition.

Purpose:

For the Division to:

- ensure that a nutrition program provided without charge is implemented at each school in the Division. Regard must be had for the following principles:
 - **Access:** A nutrition program for students should be accessible without barriers, shame or stigma.
 - **Accommodation:** A nutrition program should accommodate students with food allergies or religious or cultural dietary restrictions.
 - **Equality:** A nutrition program should be provided to all students regardless of their socio-economic background or perceived need.
 - **Local:** A nutrition program should be tailored to the community in which the school is located and, when possible, use food that is locally sourced.
 - **Quality:** A nutrition program should follow government nutrition guidelines.
- ensure that a written policy is prepared by each school respecting the provision of a nutrition program;

- encourage nutritious foods first for classrooms, vending machines, milk programs, cafeteria/canteen, staff room, fundraisers, school community functions (field trips, recreation activities and/or school performances);
- encourage consistent nutritional messages in the schools;
- apply Moving Forward with School Nutrition Guidelines and acknowledge the importance that food choices have on long term health; and
- clarify that this Administrative Procedure does not apply to lunches and snacks that students or staff bring from home for their own consumption.

Procedures:

A school nutrition program that provides healthy meals and/or snacks to students, without charge, every school day, will be implemented in each school and will:

- include a daily snack program in all schools and may also include breakfast and/or lunch programs;
- adhere to principles (access, accommodation, equality, local, quality);
- follow the Moving Forward with School Nutrition Guidelines.

The principal of each school will:

- develop the school's nutrition policy and ensure it is publicly available, reviewed at least once in each year with the school's parent council and included as part of the school's annual school plan;
- provide information about the nutrition program to students, parents and guardians at the beginning of each school year;
- ensure food and beverage choices at all school events adhere to the Moving Forward with School Nutrition Guidelines;
- ensure beverage vending machines offer milk and milk products (e.g. low fat yogurt drink), nutritionally equivalent milk alternatives, 100% juice and water and other bottled beverages as outlined in the Moving Forward with School Nutrition Guidelines;
- ensure that deep fryers used to prepare foods will only use high stability oil that is non-hydrogenated for deep fat frying;
- encourage water consumption by allowing water in the classroom;
- encourage food-related fundraisers to be directed at nutritious, healthy choices. No school is to use chocolate bars, chocolate covered products, or candy in its fundraising activities.

- ensure food and candy shall not be used as rewards to students. Candy will only be allowed for distribution in classrooms during Halloween, Valentine's Day, Easter, Christmas and other cultural festivities.



Administrative Procedure 2127

Staff and Student Interactions

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

[Student Code of Conduct](#)

[Dispute Resolution](#)

[Off-Site Programs and Activities](#)

[Use of Personal Mobile Devices by Employees, Trustees, Parent, Volunteers and Visitors](#)

[Enhancing Protections for Students](#)

Form Cross Reference:

Student Protection – Complaint Report

Legal/Regulatory Reference:

[The Education Administration Act](#)

[The Public Schools Act](#)

Date Adopted: January 2026

Amended:

This administrative procedure provides key information on personal and professional boundaries as well as acceptable behaviours that can serve to promote safety for students, staff and volunteers.

The guidelines in this administrative procedure are the firm expectations of the Division and are compliant with the The Education Administration Act. All staff are required to familiarize themselves with these guidelines and incorporate them into their daily practice.

This administrative procedure provides an overview of human trafficking, sexual exploitation, and provides clarification on “consent”.

Staff Interactions with Students: Recommended Best Practices

Introduction

All Brandon School Division staff and school-based volunteers will complete the “Respect in Schools” Program. Staff and volunteers providing supervision or coaching of intramural or extra-curricular school athletics programs will also complete the “Respect in Sport” program. These programs provide valuable information to help all staff become aware of circumstances within our school communities that challenge positive interactions, or where students may require special support or assistance from staff. These programs must be updated every 4 years. The overarching purpose of this administrative procedure is to ensure that staff are aware of how they can protect themselves and their students for their mutual benefit and advantage, while helping schools and school divisions to recognize many forms of staff-student interactions that deserve special consideration.

Definitions

Boundaries - defined as professional behaviour by staff members while and when interacting with/communicating with students. See “behaviours” section in the content that follows, for further clarification and definition of acceptable boundaries.

Intention/intentional/intentionally - any act or outcome undertaken with express advance planning and/or purpose by a staff member.

Parent/guardian - any person who exercises parental duties and obligations over a student by virtue of biological, adoptive, customary, temporary ward or custody, or host family arrangement.

Property/properties - means any physical, electronic, stationary, moveable or vehicular properties.

Student - means any person attending or participating in school instruction or activities inside or outside of Manitoba, subject to exceptions as laid out in the content that follows.

Staff or staff member(s) - includes all school or school division employees including administration, teaching and non-teaching staff, as well as coaches, volunteers, teacher candidates and practicum candidates.

Boundaries

As with any relationship, boundaries are important guideposts for defining what should and should not be done, what is acceptable or not acceptable, and what promotes the best interests of all people who are in that relationship.

In the context of staff-student relationships within and outside of school, it is very important for all staff to be aware that they hold a legal position of trust and power in relation to students. They are deemed to be *in loco parentis*, or in place of the parents, when supervising or otherwise engaging with students. While legal obligations may

vary depending on the specific circumstances, the position of trust does not stop when a staff member or a student leaves the school. It applies at all times and under all circumstances.

A compromise of the position of trust and power is an act or omission that exceeds the boundaries of an appropriate student/staff relationship. An abuse and/or breach of power on the part of the staff member, a breach of their required employment duties and responsibilities, and/or a breach and betrayal of both parental/guardian and public trust, are all detrimental to our students and the communities we serve.

The following best practices are strong recommendations designed to ensure that acceptable boundaries remain in place at all times. By following these practices, staff can work collaboratively with their school and school division to promote acceptable and proper boundaries with all students.

Acceptable vs. Unacceptable Behaviours

The following best practices are particularly designed to raise further understanding of staff-student interactions and/or communications that are, could lead to, or may be perceived as flirtatious, sexually suggestive, abusive (physical/mental) or otherwise objectively inappropriate and unacceptable. While these are not the only behaviours and boundaries that might be considered by staff when interacting with students, they remain among the most damaging and negative should they occur, for both students and for the staff themselves.

Staff must be diligent in avoiding any conduct that is unprofessional; this is to say any act that does not represent a staff-student interaction that is required for learning and instruction, or that could reasonably be perceived as a breach of power or trust on the part of the staff member by others.

Compliance with these recommended behaviours is not designed to restrict or challenge staff members' own personal or professional freedoms. Rather, these recommendations are designed to keep staff, their students, schools, and the school division safe, to minimize potential risk and harm, and to promote the proper exercise of their authority and trust under all circumstances

Best Practices

During school hours, it is strongly recommended that:

1. Staff members should not intentionally invite or allow a student(s) to visit with them at, meet them at, or conjointly and concurrently make use of a non-school or private property, (including a student(s)' residence or property), for any purpose unless:
 - i. advance authorization and permission is sought from the staff member's immediate supervisor, and

- ii. such authorization from the supervisor does permit for this interaction to occur.
- a) staff members who have obtained approval from their immediate supervisor should additionally seek written approval from the student's parent/guardian in advance and this written approval from the student's parent/guardian should be submitted by the staff member to their supervisor at the earliest possible time using existing parent/guardian consent or release forms.
- b) In circumstances where no parental/guardian approval or consent is required, such as in contexts:
 - i) involving students who are legally emancipated;
 - ii) where notifying the student's parent/guardian would create potential harm or risk to the student; or
 - iii) where a staff member may be unduly limited, restricted or prohibited from exercising the full scope of their divisionally mandated duties and responsibilities,

the supervisor must carefully consider whether granting permission or approval to a staff member for purposes of engaging in such an interaction poses potential risk or harm to either the staff or student. If the supervisor is reasonably satisfied that any potential risk and harm from such interaction between staff and student is addressed, they may grant approval for it to occur.

- c) If a staff member intentionally interacts with any student(s) according to section 1 above more than once per month, a general authorization covering all recurring interactions may be sought by the staff member from both their immediate supervisor as well as from the parent(s)/guardian(s) of that/those student(s). Again, schools can provide permission slips and consent forms that cover the full length of each school year, rather than on an occasional or one-time basis.

Outside of school hours (during weekends, weeknights, holiday/break periods) it is strongly recommended that:

- 2. If a staff member intentionally invites or allows a student(s) to visit with them at, meet them at, or conjointly and concurrently make use of a non-school or private property, for any purpose, including a student(s)' residence or property, they should only do so subject to express consent or permission of the parent/guardian of that/those student(s). It is required that such consent or permission remain verifiable if interactions between a staff member and student(s) are ever called into question.
- 3. Interactions between staff and a student(s) that may be unintentional– that is to say happenstance or unplanned (e.g., when either a staff member or

- students are acting as a private citizen in community or the neighbouring environs of the school) – remain permissible, although staff members should avoid any such interactions that may give rise to public perception of unprofessional conduct.
4. Interactions between a staff member and student(s), arising from relationships of established family or kinship between that staff member and student(s), remain permissible at all times, although it is still strongly recommended that the parents/guardians of the students provide consent to such interactions.

In general (both during and outside of school hours including extracurricular), it is strongly recommended that:

5. Staff only create emotional attachments with student(s) within the confines of a professional staff-student relationship.
6. Staff avoid sharing or disclosing information about their own personal life or the personal lives of others with any student(s), and must never share any information about romantic, sexual, or other types of private and/or sensitive information that is not relevant to the activity and/or instruction in which students are engaged.

Voluntary disclosure of personal information between staff and students regarding a staff member's or student's personal information and/or sexual orientation, in context of school events and activities designed or intended to foster a supportive learning environment to staff or students, remains permissible.

7. Staff avoid giving gifts to an individual student that are perceived to be of significant value or of a personal or intimate nature.
8. Staff avoid engaging in any unnecessary physical contact or interactions with a student.
9. Staff avoid "singling out" a particular student(s) for inappropriate personal attention and/or friendship beyond the usual staff-student relationship. "Singling out" includes making comments or sharing observations concerning a student's appearance, dress or other physical or personal characteristics.
10. Staff avoid showing excessive attention and/or favouritism toward a student(s).
11. Staff avoid asking or encouraging a student(s) to keep specific information or incidents from others.
12. Staff avoid making or participating in unacceptable or inappropriate comments and/or jokes of a sexual or profane nature or use of inappropriate language/profanity in the presence of a student(s).
13. Staff avoid becoming involved with a student in such a way that could objectively be viewed as inappropriate or sexual behaviour.

14. Staff avoid engaging in inappropriate use of social media with or about a student(s).
15. Staff keep appropriate administrator(s) informed when a significant issue develops involving a student's welfare.
16. Staff avoid taking on the role of a surrogate parent/guardian for a student (even when and where this may be formally requested by child welfare authorities) or criticizing the student's parents/guardians to the student.
17. Staff must not start a personal relationship with a student for the purposes of a romantic relationship. Under no context or circumstance should such a relationship occur. It is an outright infringement and violation of the trust and power that defines acceptable boundaries and behaviours.
18. When required to communicate electronically with students, staff only do so through an approved medium and using only a recognized school source, device or other approved technology. Such electronic communications, including through social media channels, must be for school-related reasons only and must be professional in all respects.
19. Staff avoid sharing passwords, handles, names, or identifiers for social media, school or personal email or other means of communication with a student(s).
20. Staff minimize and avoid, to the greatest extent possible, being alone in a room with a student at school or elsewhere beyond the visibility or earshot of others (for example, with the door closed and/or if other barriers block a clear public view of the room). See below re "Rule of Two".

Outside the School Day

It is recognized that staff or their children have intentional, amicable or happenstance interactions with other students and/ or their families outside of school, such as those arising in the course of family, friendship, or community social functions or where there is a formal arrangement for a staff member to supervise, tutor or mentor a student in a non-school capacity. Within such relationships and during the course of such interactions, it is strongly recommend, again, that staff consult and practice recommendations 2, 3 and 4 as outlined above.

Beyond such interactions, it is strongly recommended that staff minimize communication with students outside of regular school hours, on weekends and during school breaks. For any electronic communication with a student(s) outside of regular school hours, on weekends, and when school is on break, it is strongly recommended that staff members copy the student's parent(s)/guardian(s)/responsible adult(s) on the communication.

Rule of Two

Staff use the **“Rule of Two”**: having two adults present during the course of any interaction with a student(s), in planning for individualized or small group interactions with any student(s) during and outside of the school day, to protect students and themselves.

The “Rule of Two” serves to protect staff and students in potentially vulnerable situations by ensuring that more than one adult is present when staff are meeting with a student both during and outside of the school day. Staff should ensure there is at least one other person, preferably another adult, with them and the student at all times. If this is not possible, staff will consider alternative measures, such as having another student or staff member present, meeting in a public area within the school or elsewhere and/or leaving their classroom or office door open.

Duty to Report

If a staff member finds themselves in a difficult situation related to boundaries, has questions related to the conduct outlined above, or questions on any of the recommendations outlined in this reference guide, they should consult their administrator and/or Superintendent/CEO or designate.

When any staff member becomes aware of or has reason to believe another staff member is violating acceptable boundaries with a student, the staff must report the matter at the earliest possible time to their supervisor and/or Superintendent/CEO or designate. Not doing so is a violation of legal obligations on the part of every staff member. The Public Schools Act, The Criminal Code of Canada, and The Child and Family Services Act each mandate duties for staff to report violations of acceptable boundaries according to the type of violation in question.

It is expected that staff members consult with their supervisor if a student is, or may reasonably be perceived to be, infringing upon a staff member’s professional and/or personal boundaries, attempting to establish an inappropriate relationship, or engaging in conduct or behaviours that may compromise acceptable and appropriate staff-student interactions.

Anyone who believes a staff member may have engaged in or is engaging in conduct that may violate this procedure should notify a staff supervisor. The staff supervisor may advise to complete the Student Protection – Complaint Report. The complaint will be investigated by the School Division with proper notification to agencies required by law.



Administrative Form 2127Fa

Student Protection – Complaint Report

Administrative Procedures Cross Reference:

Code of Conduct
 Dispute Resolution
 Respectful Workplace
 Student Protection

Date Adopted: January 2026

It is strongly recommended that students, parents/guardians or visitors notify a staff supervisor and/or school supervisor, if they believe a staff member may have engaged in or is engaging in conduct that may violate Administrative Procedure 2127 – Staff and Student Interactions. The complaint will be investigated by the School Division with proper notification to agencies required by law.

When it applies, the Division will follow the Administrative Procedure 1022 - Dispute Resolution

If in such cases the concern is of a potentially legal nature or involves possible misconduct, the complainant should report directly to the supervisor of the person the concern is with and complete this form. Additionally, if this is a concern of a volunteer, this form should be completed and sent to the school principal.

Name of Complainant (please print)

Complainant phone or email

Signature of Complainant

Date

Received by (Supervisor Name)

Date

An investigation will be done by the Division based on the complaint with the proper agencies notified as necessary. The complainant will receive information on the progress of the complaint with the understanding that there may be limitations on what can be shared due to legislation.

Please describe the concern:



BRANDON
SCHOOL DIVISION
WWW.BSD.CA

Brandon School Division Crawlspace Pilot Project Results

Presented to: Brandon School Division Board of Trustees
Presented by: Johnny Dubois, PhD, Research and Evaluation Analyst

January 26, 2026

Purpose

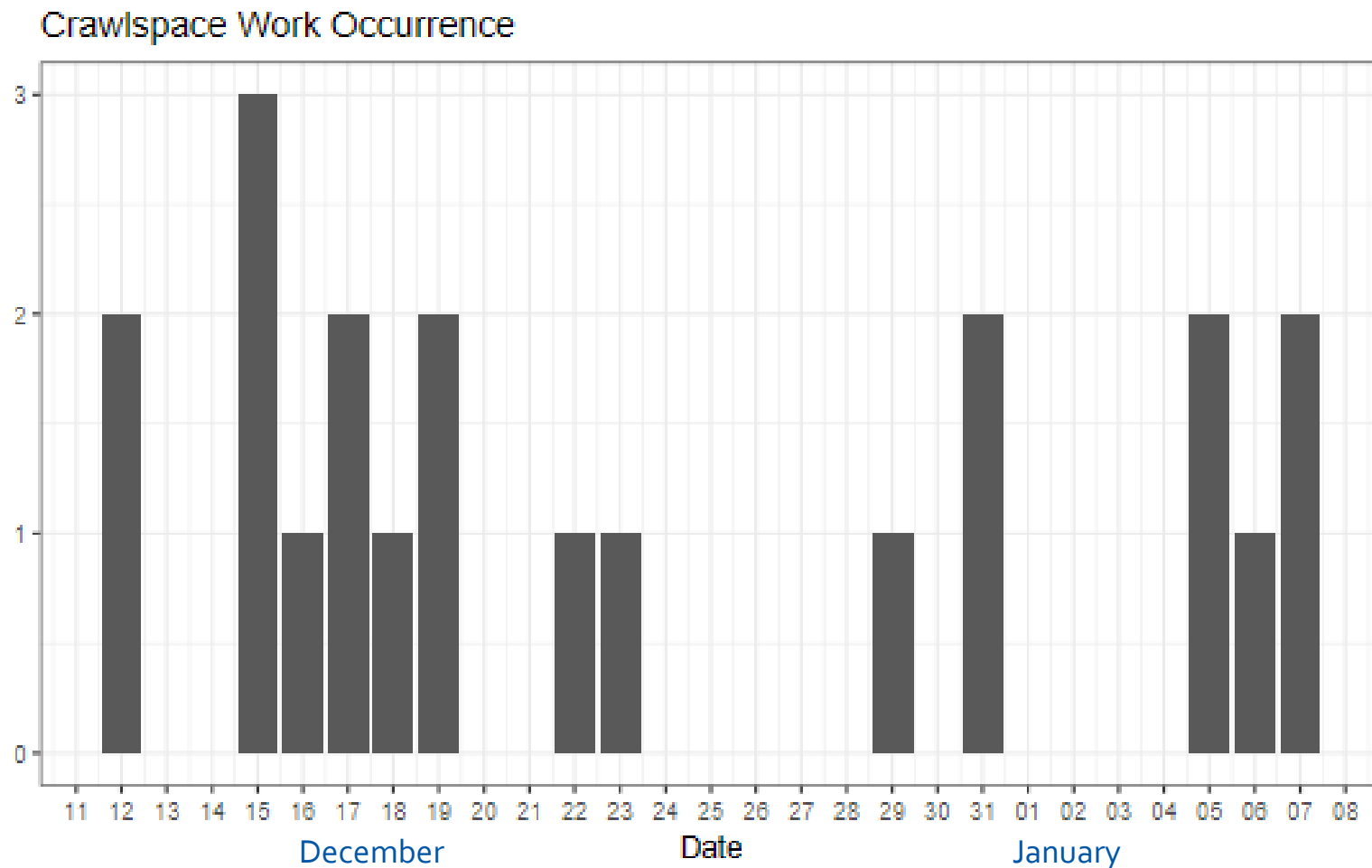
- To perform regular, preventative, and predictive maintenance.
- To make minor repairs
- To identify system problems prior to them becoming large-scale break downs which sometimes result in school shutdowns.
- Ensure proper maintenance of BSD facilities
- Comply with relevant occupational health & safety requirements
 - 3 personnel in confined spaces

Methods

- Hire two labourers
- Track work occurring in crawlspaces
- Pilot ran < 4 weeks: *Dec 12 to Jan 7*
 - Excluding Dec 24, Dec 25, Jan 1

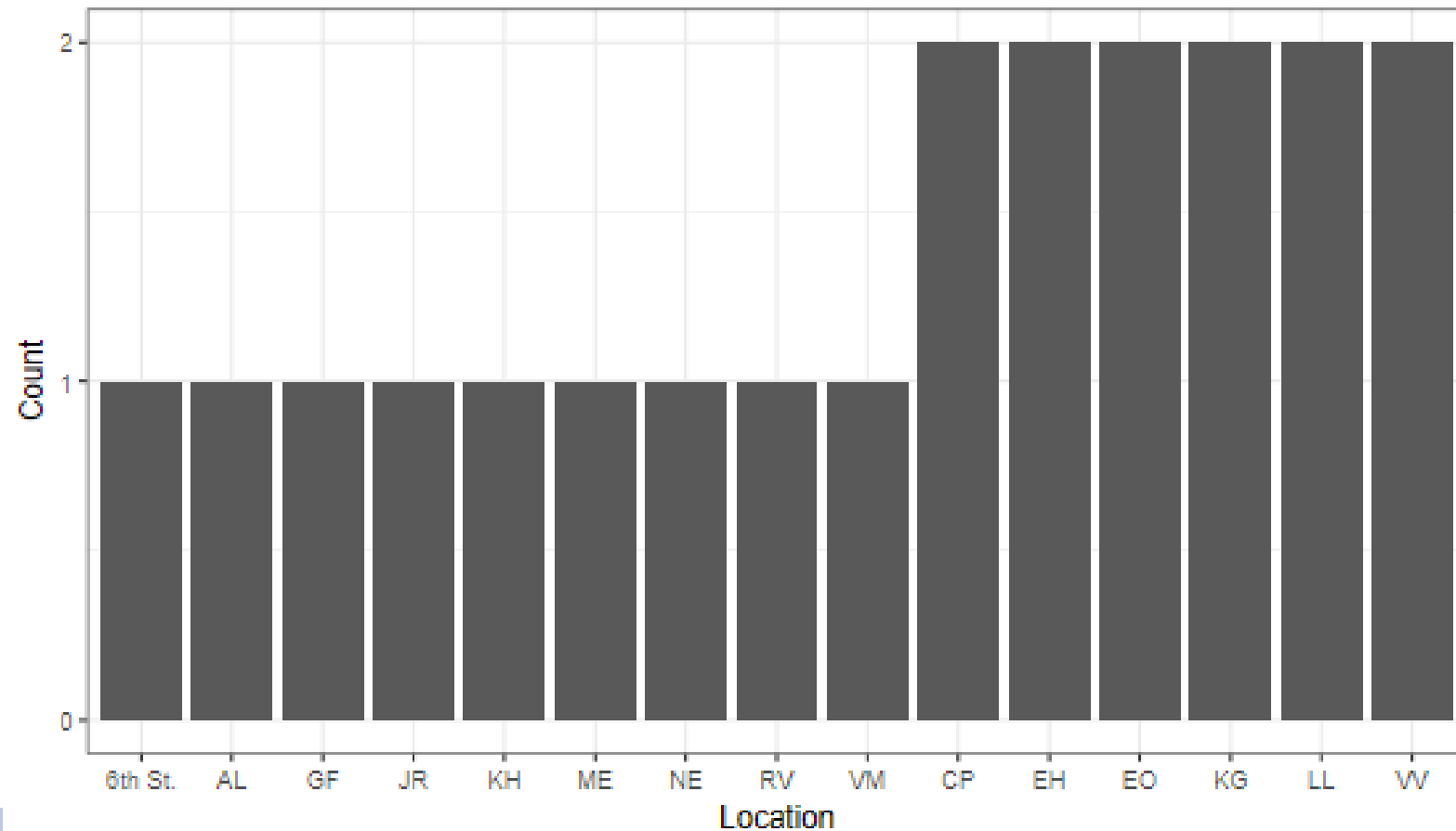
When did inspections occur?

- 21 total inspections



Where did inspections occur?

- 14 school have crawlspaces → all inspected during pilot period



What *work* was completed?

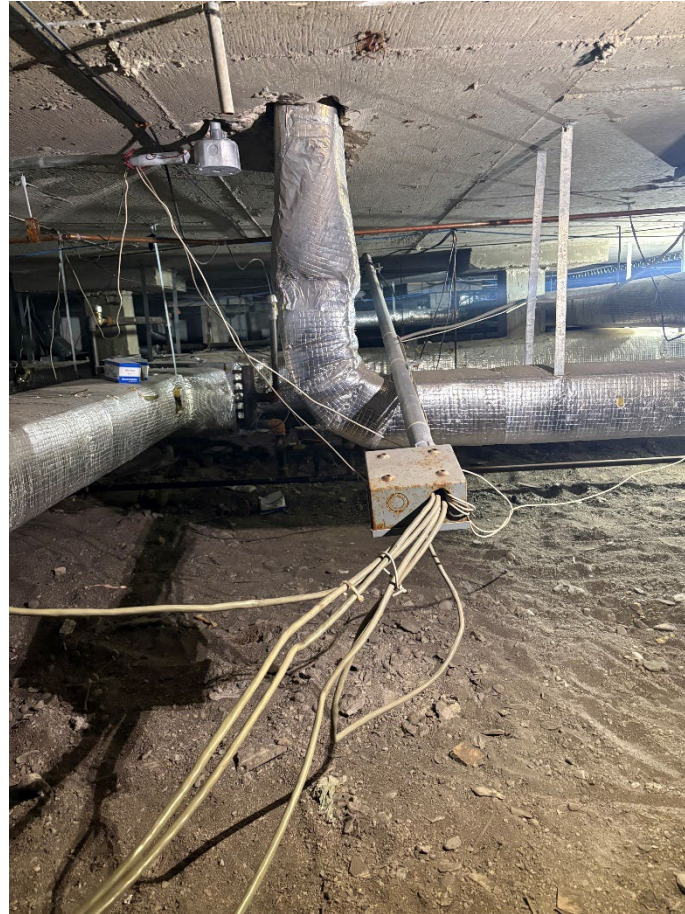
● Electrical - Check for burnt out bulbs	20
● Electrical - Test emergency lighting	17
● Electrical - Check for any other electrical issues	21
● HVAC - Check air handlers / grease bearings	16
● HVAC - Check belts	19
● Plumbing - Check for leaks – isolate	20
● Plumbing - Exercise shut-off valves	21
● Plumbing - Check sump pits for cleanliness	20
● Plumbing - Check sump pumps are functioning	19
● Foundation - Check condition (deterioration, daylight, bulging)	21
● Foundation - Check for signs of water leaking through foundation and through Crawlspace	20
● Cleanliness - Check for debris, large items, bright lights	19
● Cleanliness - Check for signs of rodents	21
● Cleanliness - Cleanup debris and any remnants of rodents (follow safe work procedure for cleanup)	19
● Other	0



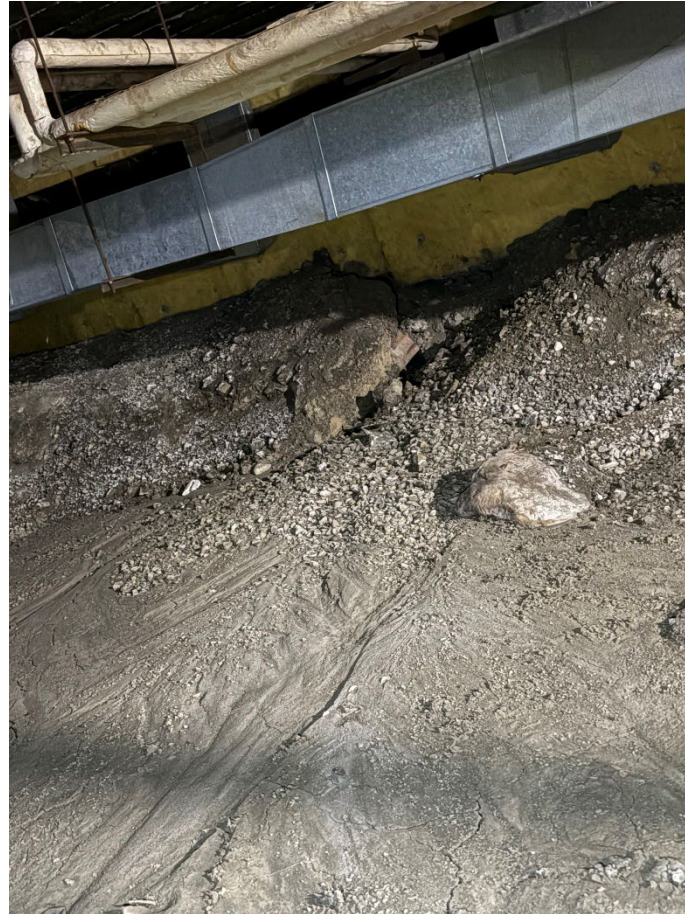
Inspections lead to corrective maintenance

- 113 work orders created following the crawlspace inspections.

Building A: Communication junction box needs to be refastened.



Building B: Water infiltration into crawlspace



Building C: Indirect connection in a crawlspace, against code, must be repaired.



Building D: Improperly supported sewer line



Building E: Valve to be exercised, ACM insulation damage identified for abatement



Building F: Leaking heating line shut-off valve for replacement.



Building G: Snow infiltrating crawlspace



Building H: Loose Fernco connector on sewer line



Results & Recommendation

- Evidence that labourer positions support more frequent inspections
 - Improves functionality and maintenance requirements
- Dedicated staff → all schools were able to be inspected within a month
- Amount of resulting work orders supports continued need for these Facilities Department crew members
 - Each work order is a potential failure
 - This helps the Facilities Department to shift from reactive to preventative maintenance
- Future work should allow more maintenance work
 - Long term cost savings through prevention



Accepting the Challenge

BRANDON
SCHOOL DIVISION
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Brandon School Division Crawlspace Pilot Project Results

PRESENTED TO: BSD BOARD OF TRUSTEES

PRESENTED BY: JOHNNY DUBOIS, PhD

THIS PRESENTATION IS AVAILABLE IN OTHER FORMATS UPON REQUEST

PLEASE EMAIL: DUBOIS.JOHNNY@BSD.CA



BRANDON
SCHOOL DIVISION
WWW.BSD.CA

Brandon School Division Enrolment Projections

Presented to: Brandon School Division Board of Trustees
Presented by: Johnny Dubois, PhD, Research and Evaluation Analyst

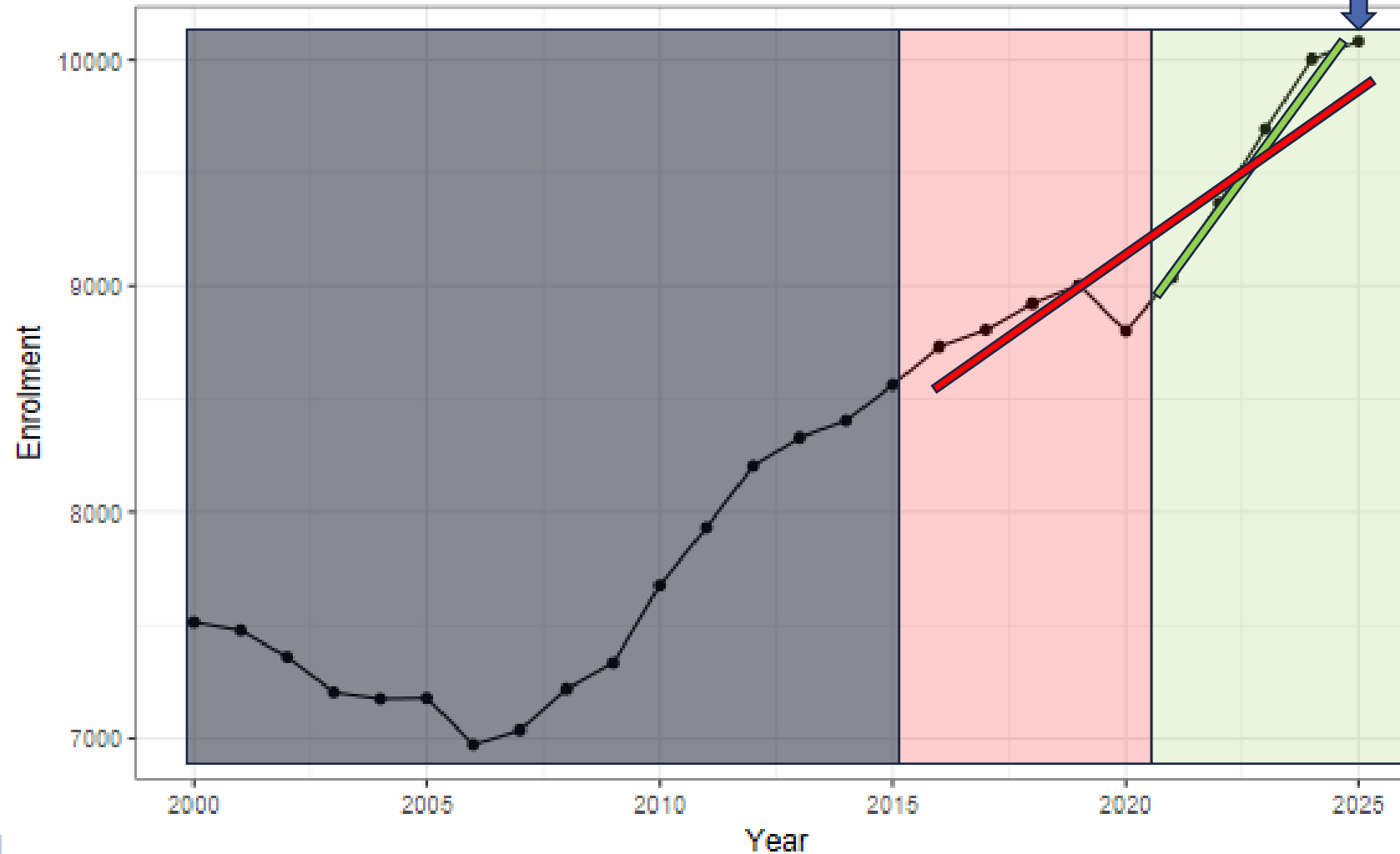
January 26, 2026

Overview

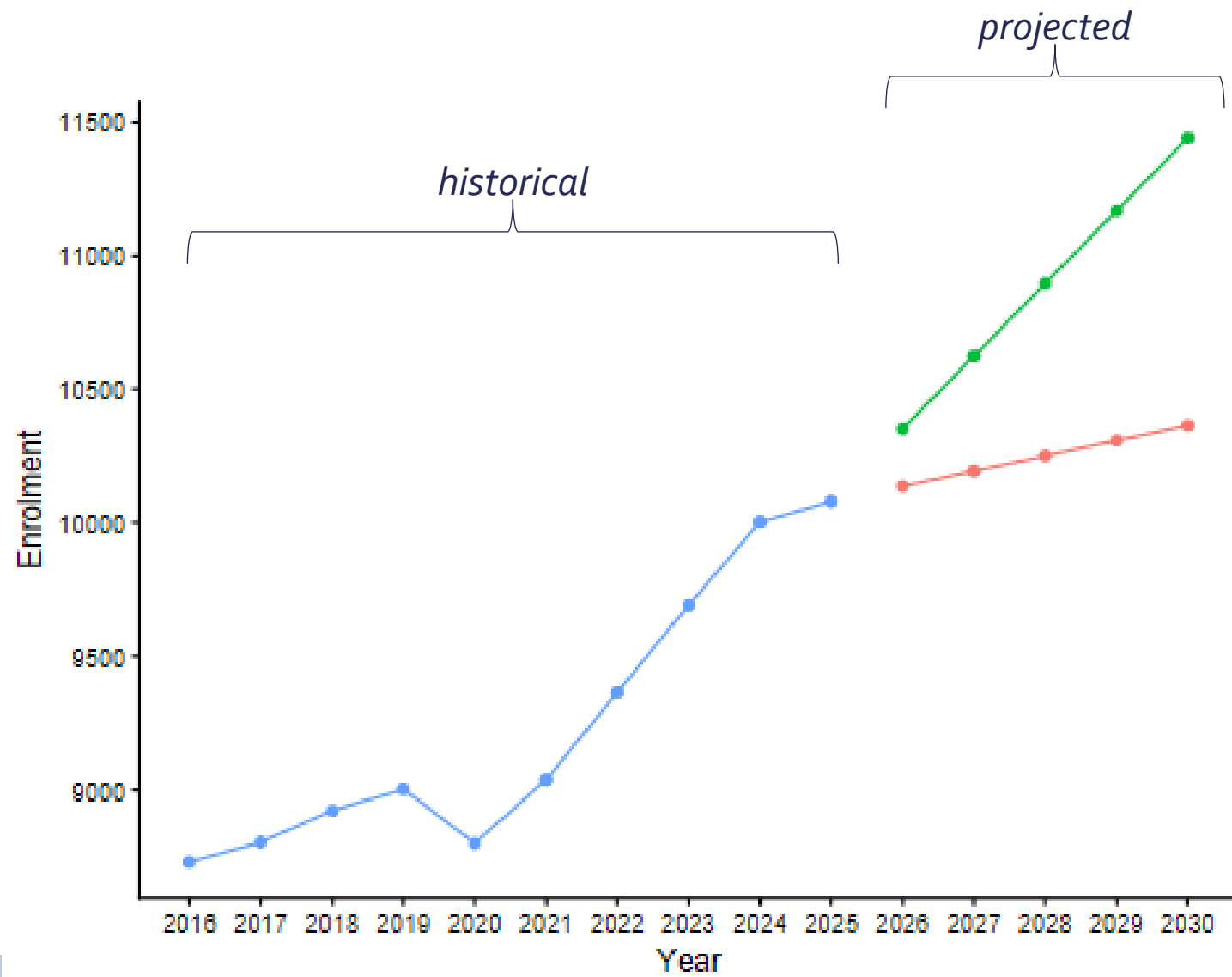
- Purpose: predict BSD enrolment for the next 5 years
- Method:
 - Calculate recent growth rates (linear)
 - 5yr → assumes recent trends continue
 - 10yr → assumes a return to more “typical” growth
 - Apply to future years
 - Two values per school year

BSD Historical Enrolment

In Fall 2025:
10080 students



BSD Predicted Enrolment



YEAR	5yr Rate	10yr Rate
2026	10352	10137
2027	10624	10194
2028	10896	10251
2029	11168	10308
2030	11441	10365

- 10yr rate
- 5yr rate
- historical

Summary

- Many values are “plausible”
- Population growth is often not linear
 - Logistic growth (S shape)
- Assumptions are key:
 - Linearity
 - Recent vs typical growth
- Enrolment expected to increase



Accepting the Challenge

BRANDON
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Brandon School Division Enrolment Projections

PRESENTED TO: BSD BOARD OF TRUSTEES

PRESENTED BY: JOHNNY DUBOIS, PHD

THIS PRESENTATION IS AVAILABLE IN OTHER FORMATS UPON REQUEST

PLEASE EMAIL: DUBOIS.JOHNNY@BSD.CA



BRANDON SCHOOL DIVISION

Memorandum

Date: January 26, 2026
 To: Board of Trustees, Brandon School Division
 From: Mathew Gustafson, Superintendent/Chief Executive Officer
 Denis Labossiere, Secretary-Treasurer
 Re: Joint Use of Community Facilities Agreement

BACKGROUND

Brandon City Council requested a report from City administration on the Joint Use of Community Facilities Agreement. Brandon School Division administration and City administration worked collaboratively to create a joint report.

The Joint Use of Community Facilities Agreement between the City of Brandon and the Brandon School Division was developed following a recommendation from the Provincial Government for school divisions and local governments to develop standards for community use agreements, in an effort to increase the shared use of community and school facilities by minimizing user fees, while allowing for flexibility based on local contexts and needs.

1984

- original Joint Use Agreement is established

2004-2008

- Provincial Health Kids, Healthy Futures Task Force encourages greater shared facility access

2011

- Brandon School Division holds public consultation to identify cost and access barriers

2011-2012

- comprehensive review of the 1984 agreement
- City of Brandon and Brandon School Division develop a shared vision and clarify roles
- City continues its role as the booking agent for community use of school facilities
- annual review meetings established for ongoing refinement
- official signing of updated agreement

Accepting the Challenge

Since 2012 there have been semi-regular reviews of the agreement, with the most recent review and signing taking place in August of 2023.

The agreement outlines shared goals of supporting educational, recreational, and cultural activities for residents of all ages while ensuring that facilities are used efficiently, safely, and in ways that complement each organization's primary missions. It details booking priorities, hours of use, responsibility for supervision and custodial services, and the processes for scheduling, cancellations, maintenance, and damage reporting.

The agreement also formalizes joint commitments to cooperative planning, annual reviews, shared maintenance budgets, and collaborative development of new or improved facilities. It includes provisions for insurance, liability, dispute resolution, emergency use, and termination procedures. Overall, the agreement strengthens coordination between the City and the School Division, supporting expanded community use of public assets while maintaining clear operational roles. A key principle of the agreement is to lower barriers to the community in accessing recreational facilities, specifically related to cost, ease of access, and ease of booking.

ANALYSIS

The 2023 agreement is more prescriptive, with clearer booking windows, formalized priorities, increased playground funding, codified insurance limits, and structured governance and dispute resolution mechanisms. Fee charging policies and practices were not updated in the 2023 agreement and have remained the same since 2012.

There are distinct users of facilities:

- Brandon School Division – utilizes City of Brandon facilities (Brandon's Community Sportsplex)
- City of Brandon – utilizes Brandon School Division facilities (gymnasiums)
- Community User Groups – Youth Organizations utilize Brandon School Division facilities (gymnasiums, other indoor facilities, and outdoor fields)

Brandon School Division use of Brandon's Community Sportsplex, and City of Brandon Parks & Recreation Services' use of Brandon School Division facilities, are relatively equal in value, changing slightly from year to year.

Community User Groups utilize a significantly higher amount of space in Brandon School Division facilities.

Current practices for fees include:

- Brandon School Division
 - pays only incremental fees (lifeguards) for use of City facilities between 9:00 a.m. and 4:00 p.m., Monday to Friday.
 - pays according to the fee schedule for all use outside of 9:00 a.m. – 4:00 p.m., Monday to Friday.

- City of Brandon
 - does not pay fees for use during the designated free gym times, as updated and provided by the Brandon School Division on an annual basis.
 - pays regular fees for use of gymnasiums, classrooms, etc. outside of the designated “free gym” times.
- Community User Groups
 - do not pay fees for use during the designated “free gym” times at designated schools, as updated and provided by the Brandon School Division on an annual basis.
 - pay regular fees for use of gymnasiums, classrooms, etc. outside of the designated “free gym” times.

In 2025, the following hours were booked at Brandon School Division facilities, and by the Brandon School Division at Brandon’s Community Sportsplex.

Owned by	Used by	Facility Type	Free or Paid	Total Hours
BSD	Community Groups	gymnasium	Free	3488.75
BSD	Community Groups	gymnasium, classroom, indoor facilities	Paid	1791.00
BSD	Community Groups	outdoor fields	Free	1989.00
BSD	City of Brandon – Recreation and Brandon Fire and Emergency Services	gymnasium, classroom, indoor facilities	Free	211.50
BSD	City of Brandon – Recreation	outdoor fields	Free	98.50
City of Brandon	BSD	Brandon’s Community Sportsplex and Outdoor Aquatics	Free	273.00
City of Brandon	BSD	Brandon’s Community Sportsplex	Paid	29.50

* Note that Brandon’s Community Sportsplex arena was closed from January – September of 2025.

The City of Brandon acts as the booking agent for the use of Brandon School Division facilities and collects an administrative fee for this work.

Overall, the agreement continues to function effectively, with balanced use between the City of Brandon and the Brandon School Division, and high community utilization of Brandon School Division facilities

that support recreation and wellbeing across Brandon. Operationally, there are areas where processes can be strengthened to improve consistency, clarity, and efficiency for all users.

LEGISLATIVE REQUIREMENTS

The Memorandum of Understanding signed by the Brandon School Division and the City of Brandon states:

“Either party may terminate this Agreement, as to any or all facilities, upon giving to the other party twelve (12) months advance notice.”

FINANCIAL IMPACT

The Joint Use Agreement does not introduce significant new financial obligations beyond existing operational practices. Both parties already contribute to shared maintenance, facility upkeep, and collaborative planning under the established framework.

Continued participation in the agreement supports cost-effective use of public assets by maximizing facility utilization. Any financial pressures that arise, such as the maintenance needs, staffing requirements, or future capital planning, can be managed within the existing budgeting processes and through the agreement’s mechanisms for annual review and adjustment.

As indicated by the high usage numbers by community nonprofits and youth organizations, the agreement has been extremely effective at removing financial barriers to accessing recreational activities.

RISK ASSESSMENT

The agreement includes clearly defined roles, responsibilities, and operational protocols which mitigate risks associated with scheduling conflicts, liability, and facility use. The inclusion of structured dispute-resolution steps and defined insurance requirements reduces legal and operational risk for both the City of Brandon and the Brandon School Division.



BRANDON SCHOOL DIVISION

EDUCATION AND COMMUNITY RELATIONS COMMITTEE MINUTES

Monday, January 12, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna
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: K. Fallis

1. COMMITTEE ITEMS

A. RESEARCH REQUEST FROM SHANNON HOWELL, PhD, SENIOR RESEARCH CONSULTANT, CCI RESOURCES/CCI RESEARCH INC. PROJECT TITLE: 2025-2026 CANADIAN STUDENT ALCOHOL AND DRUGS SURVEY

Mr. Gustafson spoke to the research request received on November 17, 2025, from Shannon Howell, Ph.D., Senior Research Consultant, CCI Resources/CCI Research Inc. The project is titled: 2025-2026 Canadian Student Alcohol and Drugs Survey (CSADS). CSADS, funded by Health Canada, is a school-based survey that has been administered biannually in Canada for the past two decades to a sample of students in Grades 7 to 12 across Canadian provinces.

Ethics approval was granted by the Health Canada and Public Health Agency of Canada Research Ethics Board. Participation is voluntary and consent is required from parents/guardians and students. Any information provided will remain confidential and no identifying information will be shared with Health Canada or linked to the individual survey responses. The survey is administered in the classroom under the supervision of a teacher.

Participation in this research project is strongly encouraged as per a joint letter of support dated October 22, 2025 (attached as Appendix A), from Jennifer Chiarotto, Assistant Deputy Minister, Public Health, Health, Seniors, and Long-Term Care; and Janet Tomy, Assistant Deputy Minister, Student Achievement and Inclusion, Education and Early Childhood Learning.

The main objective of CSADS is to provide the evidence needed to drive informed decision-making and to stay ahead of emerging issues. The survey would be conducted at randomly selected schools and would involve a student survey of approximately 30 minutes in duration. Currently, the randomly selected schools in Brandon School Division are J. R.

Reid School, Prairie Hope High School, and Vincent Massey High School. Participation is voluntary and school invitations are ongoing; therefore, an additional school or schools may come up in the random selection as the study progresses.

The Brandon School Division Research Advisory Committee put forward a recommendation of approval to the Superintendent/Chief Executive Officer, with the condition that Prairie Hope High School not participate due to the special circumstances of the school. The Superintendent/Chief Executive Officer reviewed this research request and the recommendation from the BSD Research Advisory Committee and recommended approval of this request, with the condition that Prairie Hope High School not participate.

B. RESEARCH REQUEST FROM ALOYSIUS ANYICHIE, PhD, BRANDON UNIVERSITY, PROJECT TITLE: UNDERSTANDING AND ENHANCING INSTRUCTIONAL PRACTICES IN SUPPORT OF CULTURALLY DIVERSE (AND ALL) LEARNERS' ENGAGEMENT AND MOTIVATION IN CLASSROOM CONTEXTS

Mr. Gustafson spoke to the research request received on November 19, 2025, from Aloysius Anyichie, PhD, Department of Educational Psychology and Student Services, Faculty of Education, Brandon University. The project is titled, Understanding and Enhancing Instructional Practices in Support of Culturally Diverse (and all) Learners' Engagement and Motivation in Classroom Contexts. Ethics approval was granted by the Brandon University Research Ethics Committee.

The objective of this research project is to examine the experiences and practices of in-service teachers in their efforts to support culturally diverse (and all) students in their classrooms.

The research project is broken down into two phases. The research questions are:

1. How do in-service teachers perceive their classrooms in terms of being culturally diverse?
2. What instructional practices are the in-service teachers enacting to support all students, especially racialized and minority students, in their culturally diverse classrooms?
3. What are the teachers' perceived benefits and challenges of teaching culturally diverse (and all) learners in their classrooms?
4. What are the teachers' perceptions of strategies the school division should implement to better teach in culturally diverse classrooms?

Phase 1:

The research uses a mixed method design involving both qualitative and quantitative data. Teacher data will be collected via an online survey, teacher documents such as sample lesson plan, assignment, or instructions for a class activity, and semi-structured interview. Student data will be collected via survey.

Phase 2:

The research uses a mixed method design involving both qualitative and quantitative data. Teacher data will be collected via an online survey (only for those who did not participate in Phase 1), optional Learning Team Meetings, teacher documents such as sample lesson plan, assignment, or instructions for a class activity, classroom observation and debriefing.

Student data will be collected via survey, classroom observation and debriefing (at same time as teacher observation), interviews, and end of class survey.

The research would involve high school teachers of culturally diverse classrooms, and their students. Participation is voluntary and consent is required from students, parents/guardians, and staff. Information collected during the study will be kept confidential and data will be reported anonymously.

The Brandon School Division Research Advisory Committee reviewed Dr. Anyichie's initial research request as received on October 10, 2025. Committee feedback included:

- General concern about time demand, especially on teachers
- Consent forms did not clearly define risks
- Incorrect resource noted for parents or staff to contact in response to stress
- Section 4 of application form was incomplete
- Not appropriate to record classroom without media release and parent consent and student assent
- No indication of plan to ensure participants with English language difficulties would be able to fully understand and thus provide consent

Feedback was relayed to Dr. Anyichie and it was recommended that the application be separated into two phases to address the time commitment concerns, with Phase 2 being open to alternative approaches instead of professional development just for participants. It was noted that only principals can approve professional development for their staff.

The researcher accepted the feedback and amended and resubmitted the application as Phase 1 and Phase 2. The updated materials were shared with the BSD Research and Evaluation Analyst. The Superintendent/Chief Executive Officer reviewed this research request and the recommendation from the BSD Research Advisory Committee and recommended approval of this request.

C. **CONFIDENTIAL MATTER**

Mr. Gustafson provided information on a Confidential Matter.

D. **FRENCH SECOND LANGUAGE REVITALIZATION PROGRAM (FSLRP) GRANT APPLICATION – NEW ERA – FULL DAY, EVERY DAY KINDERGARTEN**

Mr. Gustafson indicated that New Era School brought forward a request of the continuation of the French Second Language Revitalization Program (FSLRP) Grant Application for full day, every day Kindergarten. Mr. Gustafson indicated the application would be for an additional year. The Committee unanimously agreed to re-apply for the French Second Language Revitalization Program (FSLRP) Grant Application.

2. OPERATIONS INFORMATION

A. **CORRESPONDENCE:**

- Mr. Zilkey spoke to the Correspondence received from Allison Potter, Executive Director, Continuous Improvement Branch, Education and Early Childhood Learning

regarding, the Online Marker Training – Grade 12 Provincial English Language Arts and Mathematics Tests, 2025-2026.

- Ms. Gilleshammer reviewed the correspondence received from Student Achievement and Inclusion Division Assistant Deputy Minister, Janet Tomy, and Bureau de l'éducation française Assistant Deputy Minister, René Déquier regarding, Nomination Request – Climate Action in Education Committee. She indicated BSD will not be participating and therefore a nomination request is not required.
- Ms. Gilleshammer spoke to the correspondence received from the Student Achievement and Inclusion Division Assistant Deputy Minister, Janet Tomy, and Indigenous Excellence in Education Division Assistant Deputy Minister, Jackie Connell regarding, the 2024-2025 Annual Report on Nutrition Programs Provided to K to 12 Public Schools in Manitoba.
- Ms. Gilleshammer reviewed the correspondence received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding, After-School Tutoring and Mentoring Programming. She indicated she will oversee this program, and a Program Manager will be hired to assist with this program.
- Mr. Gustafson provided and reviewed correspondence received from Mona Pandey, Deputy Minister of Education and Early Childhood Learning, regarding School Safety, and BSD's response. He indicated that by the end of the school year, all K-8 schools will be in controlled access, and all high schools will be in monitored access. Mr. Gustafson answered Trustee questions for clarification.
- Mr. Zilkey spoke to the correspondence received from Jeffrey Kehler, Assistant Deputy Minister, System Performance and Accountability regarding, Bill 19 – The Public Schools Amendment Act (Safe Schools).
- Mr. Labossiere reviewed the correspondence received from Sioux Valley Dakota Nation regarding selecting the Brandon School Division for their voting and candidacy purposes. Mr. Labossiere answered Trustee questions for clarification.
- Mr. Zilkey spoke to the correspondence received from Jeffrey Kehler, Assistant Deputy Minister, System Performance and Accountability regarding, Manitoba combat sporting events must be sanctioned.
- Mr. Zilkey spoke to the correspondence received from Jackie Connell, Assistant Deputy Minister, Indigenous Excellence in Education Division regarding, K-12 Anti-Islamophobia Action Plan.

Respectfully submitted,

C. Ekenna



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, January 12, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna
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: K. Fallis

1. **COMMITTEE ITEMS**

A. 2026-2027 BUDGET ENROLMENT PROJECTION

Mr. Labossiere indicated that enrolment in BSD continues to grow, however it grew at a slower rate than the Division experienced in the last 3 years of over 300 students annually. He indicated that in 2025-2026 enrolment grew by 77 (0.8%) students to 10,080 students. He indicated that enrolment growth was 132 students and 134 FTE below the 2025-2026 budget estimate.

He stated that over the last 5 years, enrolment has grown by 1,042 students, and that over the last 10 years, enrolment has grown by 1,349 students. The average enrolment for the last 5 years pre covid was 120 students annually, and the 5 years post covid was 256 students annually. The average enrolment increase over the last 10 years is 152 students.

Mr. Labossiere stated that on October 1, 2025, 101 students were not in attendance but were expected to attend prior to November 30, 2025. Of those students, 28 attended prior to November 30, 2025. Since October 1, 2025, there have been 14 new students from within Manitoba and 28 new Manitoba residents that are attending BSD schools.

When factoring information from Baragar and based on the last ten years linear projections Senior Administration is recommending that 10,214 students (1.3%) be used for the 2026-2027 budget, which is an increase of 134 FTE, and is no change from the 2025-2026 budget. Mr. Labossiere answered Trustee questions for clarification. The Committee unanimously agreed to this enrolment projection for the 2026-2027 budget.

B. STAKEHOLDER FEEDBACK RE: 2026-2027 BUDGET

Mr. Gustafson provided and reviewed the Stakeholder feedback received to date. He indicated that additional feedback may be forthcoming and provided to the Committee if received.

C. TRUSTEE BUDGET REQUESTS

The Committee discussed the Trustee Budget Requests, and agreed that the following requests proceed to Budget Deliberations:

- Adding back Teachers - Add back the 5 FTE grade 4-8 teachers and 10 grade 9-12 teachers lost in the last budget
- EA Ratio - Proposal to change the model for Division Funded Classroom Support EAs
- Instructional Support - \$0.93 million increase to Instructional Support

It was agreed that the following Trustee Budget Request be removed from the list as Senior Administration will be submitting a budget request regarding facilities and maintenance:

- Operations and Maintenance - Adding \$2.7 million to Operations and Maintenance

Mr. Labossiere and Mr. Gustafson answered Trustee questions for clarification.

D. AGREEMENTS WITH THE CITY OF BRANDON

Mr. Labossiere provided and spoke to the correspondence received from the City of Brandon regarding the Agreement to Conduct Elections, Joint Use Agreement and School Resource Office arrangement.

Mr. Labossiere indicated the Division received a letter from the City of Brandon regarding the Agreement to Conduct Elections, which originally was executed in 2006. The City has since terminated this agreement and would like to update the terms and enter into a new agreement with the Division. The City of Brandon also indicated they would also like to revisit the Joint Use Agreement and School Resource Office arrangement.

Mr. Labossiere indicated the Division would like to continue to work with the City of Brandon and the parties will meet in the upcoming months to discuss the agreements. Mr. Labossiere answered Trustee questions.

E. CONFIRM PAYMENTS OF ACCOUNT (DECEMBER)

The payments of account for the month of December were provided for information and accepted as circulated.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the two (2) letters received from the Minister of Education and Early Childhood Learning regarding, the Technology

Education Equipment Replacement (TEER) Grant Funding and the New Era
– Roofing Replacement – Design Authorization and Project Support.

- Mr. Labossiere spoke to the letter received from the Division's Solicitor.

B. FACILITY PROJECT UPDATES:

- Mr. Labossiere provided an update on the New School – Brookwood South.

Respectfully submitted,

B. Sieklicki



Monday, January 12, 2026 – 6:00 p.m.
Boardroom, Administration Office

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: K. Fallis

- Collective Bargaining Update:
 - Mr. Labossiere reviewed information on two (2) Personnel Matters.
- Salary Bulletin:
 - Pembina Trails School Division and Pembina Trails Association of Non-Teaching Employees (PTANTE) – Ratified Agreement was distributed.
 - Sunrise School Division and CUPE – Local 1618 (Educational Assistants & Work Counsellors) – Ratified Agreement was distributed.
 - Sunrise School Division and CUPE – Local 1618 (Bus Drivers and Mechanics) – Ratified Agreement was distributed.

B. MSBA – CPI, UNEMPLOYMENT RATE, REGIONAL TRENDS UPDATE:

- December 15, 2025, data was reviewed.

Respectfully submitted,

L. McConnell



January 14, 2026



GOVERNANCE for Sustainable Success

REGISTRATION IS OPEN!

Registration is now open for MSBA's 62nd Annual Convention, being held **March 19 & 20** at the Delta Hotel in Winnipeg. Hotel room booking information was sent by divisional mail to all boards on January 7. Additionally, the details are provided once event registration is complete.

In December, we announced that **Niigaan Sinclair**, an Anishinaabe from Peguis First Nation, would join us as a keynote speaker on **Friday, March 20**. In addition to this news, we are excited to share that **David A. Robertson**, acclaimed author and graphic novelist, advocate for Indigenous stories and mental health, will also be joining us as a keynote speaker on **Thursday, March 19**.

The detailed schedule and workshop descriptions will be posted on the [convention webpage](#) as details are available. Please note that, new for 2026, **the schedule has been reversed** from previous years. This year, day one (Thursday, March 19) will focus on Association business and conclude with the President's Banquet, a great opportunity to connect with colleagues. Day two (Friday, March 20) will include [elections](#) for positions on the Provincial Executive and feature a full day of professional development sessions designed to support and inspire delegates, offering valuable insights and networking opportunities. Check the [website](#) often for updates.



David A. Robertson



Niigaan Sinclair



LONG SERVICE TRUSTEE RECOGNITION CHANGES & DEADLINE EXTENDED TO FEBRUARY 6.

The Provincial Executive has approved changes to the Association's Long Service Trustee Recognition process to make it simpler and more efficient. This program honours trustees who have shown exceptional dedication to trusteeship and the advancement of education in Manitoba. Awards are presented to trustees who have served for 12, 16, 20, 30, or 40 years on a Manitoba public school board.

What's new?

- For 2026, trustees who reach these milestones by October 2026 will be recognized at the March 2026 Convention—they no longer need to complete a full service year, as was previously required.
- Starting in 2027, recognition will be automatic in the year a milestone is reached—no manual nominations required.
- Recognition will be based on election dates provided by divisions each fall when they update the Association's membership directory.

To help divisions adjust, the deadline for 2026 nominations has been extended to **February 6**. The [nomination form](#) is available on the [awards webpage](#) and should be submitted by email to Andrea Kehler.

INTAKE FOR 2026-2027 YOUTH ADVISORY COUNCIL (YAC) IS OPEN!

As part of Manitoba's commitment to inclusive climate leadership, the province is opening another intake for a new Youth Advisory Council (YAC) cohort for 2026-2027. The application portal is available on Manitoba's Climate Action [website](#).

The YAC plays a key role in shaping initiatives such as the climate change education framework by providing insight into how young people learn and take action. Members of the YAC must:

- Be Manitoba residents
- Ideally, be between the ages of 16 and 28
- Represent the diversity of Manitoba and Manitobans
- Demonstrate knowledge about issues and initiatives of climate change and the environment
- Demonstrate previous engagement and interest in environmental and/or civil society issues, including but not limited to work history and volunteerism
- Demonstrate an ability to engage and learn in respectful, open discussion and be accepting of differing viewpoints
- Not be employed by the Government of Manitoba

Please feel free to share this information with schools and students, and reach out to the secretariat team at ccinfo@gov.mb.ca if you have any questions about the YAC.



OPENING DOORS FOR CREATIVE CAREERS



Creative Manitoba is offering a **FREE** group mentorship program to Winnipeg youth, aged 16-19. This program provides students with the opportunity to participate in an introductory program run by partnering industry organizations across three arts disciplines, including writing, visual arts, and theatre.



All group mentorship programs include working with a lead mentor and guest mentors who are professionals in the arts, collaborating with other youth participants, and completing a project for a final wrap-up presentation. They aim to expose younger individuals to what a career in the arts looks like and to inspire creative career possibilities.

Visit the [Creative Manitoba website](#) to learn more and apply by **January 30**.



2026 READING LIST FOR GLOBAL STUDENTS

The Manitoba Council for International Cooperation (MCIC) has released the 2026 **Reading List for Global Students/Lectures jeunesse pour une citoyenneté** for Manitoba classrooms and school libraries, along with contests and prizes.

MCIC is a Manitoba-based nonprofit that works with schools, libraries, and community partners to support global learning and global citizenship. They are offering free Global Citizenship Book List Packages for schools and public libraries, available in English and French.

Each package includes bookmarks and a poster to help bring the reading lists into classrooms and libraries during *I Love to Read Month* and *International Development Week (IDW)*.

Bonus! In February, students can win a pizza party for their whole class, and school libraries can win books.

[Click here](#) to order the free book list package (EN/FR) today.



UN INTERNATIONAL DAY OF EDUCATION - JANUARY 24

The theme for the 2026 UN International Day of Education is *The Power of Youth in Co-creating Education*.

Youth under 30 constitute more than half of the global population. They are a driving force for sustainable development, innovation and social transformation, yet they remain disproportionately affected by poverty, inequality and limited access to quality education and decent work opportunities.

When it comes to shaping the future of education, youth have a special role to play: they are the beneficiaries of education programmes and their future depends on it. For this reason, meaningfully engaging students and youth in co-creating the education they want is essential to meet their aspirations and ambitions. This is particularly true at a time of radical transformation induced by the technological revolution, which calls for rethinking the purpose and modalities of teaching and learning.

A hybrid event, organized by UNESCO, will be held on January 23. To learn more and participate in the hybrid event, visit the [UNESCO website](#).



INTERNATIONAL HOLOCAUST REMEMBRANCE DAY - JANUARY 27

On January 27, 1945, the Auschwitz-Birkenau concentration camp was liberated. More than one million people had been sent to gas chambers and suffered agonizing deaths there during the Holocaust. In 2005, this date was officially designated as **International Holocaust Remembrance Day**, a day to honour the memory of the victims of these atrocities.

Each year, Canadians and people around the world pause to remember the millions of lives lost and reflect on the dangers of hatred, prejudice, and anti-Semitism. This day is a reminder

of our shared responsibility to stand against discrimination and ensure that such horrors are never repeated.

Learn more about the significance of this day [here](#).

[View online](#)

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