



# BRANDON SCHOOL DIVISION

March 6, 2026

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

TO BE HELD MONDAY, MARCH 9, 2026  
7:30 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting – February 23, 2026  
Adopt.
- b) Budget Deliberations – February 25, 2026  
Adopt.
- c) Public Budget Presentation & Consultation – March 2, 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**

Letter received from Heidi Howarth, Chair of the Brandon Conservatory Chorale (BCC).

**4.00 REPORT OF SENIOR ADMINISTRATION**

**- From Report of Senior Administration**

- a) Review Report of Senior Administration – March 9, 2026

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

- a) Committee of the Whole:

Education and Community Relations	K. Fallis
Finance and Facilities	B. Sieklicki
Personnel and Policy	S. Mozdzen

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

Michelle Depner, representative of Caregiver Advocates for Literacy Equity, presenting on Universal Screening for Reading Difficulties.

**5.03 Business Arising**

**- From Previous Delegation**

Rana Wilkinson, spokesperson for the Brandon Parent Council Collective, presented on the topic of Lunch Supervision.

**- From Board Agenda**

**- MSBA Issues**

- a) MSBA Annual Convention – March 19-20, 2026
- b) E-News – February 25, 2026

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

**5.05 Motions**

15/2026 That the Final Budget for 2026-2027 and the 2026 Special Levy be approved as follows:

Total Operating Expenses	\$ 149,682,900
Transfers to Capital Fund	<u>\$ 153,500</u>
Total Operating Expenses and Transfers	<u>\$ 149,836,400</u>
2026-2027 Special Requirement	<u>\$ 64,261,527</u>
2026 Special Levy to be raised from Municipalities	<u>\$ 59,274,200</u>

**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, March 23, 2026.
- b) Upcoming Budget Dates:
  - 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](mailto: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](mailto: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, February 23, 2026

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

### Trustees Present:

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

### Also Present:

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

### Regrets:

C. Ekenna  
L. McConnell  
M. Gustafson, Superintendent/CEO

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

## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

K. Carr – D. Ross  
That the agenda be approved.  
Carried

#### 1.02 Adoption of Minutes of Previous Meeting

a) Regular Board Meeting – February 9, 2026  
J. Murray – K. Fallis

That the minutes be approved as circulated.  
Carried

- b) Special Board Meeting – February 17, 2026  
K. Carr – B. Sieklicki

That the minutes be approved as circulated.

Carried

## **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**

Mr. Zilkey and Ms. Gilleshammer provided highlights from the following items from the February 23, 2026, Report of Senior Administration:

a) Administration Information:

➤ Celebrations:

- The Brandon Community Youth Wellness Forum will be held on March 3, 2026, from 6:30 – 8:30 pm at Vincent Massey High School. This free public event will bring together youth, parents, educators and mental health professionals to explore practical strategies for managing anxiety and fostering resilience.
- Congratulations to Tobi O., student at Vincent Massey High School, who recently performed at the Manitoba Legislative Building during International Development Week. Tobi was one of three Manitoba high school students who collaboratively

wrote and delivered a spoken piece titled What We're Meant to Be, through the Manitoba Council for International Cooperation's Voices for Change program.

- On February 12-13, 2026, approximately 200 students from Brandon School Division and neighbouring communities participated in land-based learning activities at the Riverbank Discovery Centre. Topics included snowshoeing, teachings about hunting and trapping, Michif language, Travois transportation, winter safety and equinox. Explorative learning opportunities included shelter building, slingshot, and ice suncatchers. This event was the result of collaboration between Brandon Riverbank Inc., the University of Manitoba, The Children's Hospital Foundation of Manitoba, and Brandon School Division.

➤ Information Items:

- Ms. Gilleshammer provided a Suspension Report for Semester One. She indicated there were 258 suspensions reported in the first semester of 2025/2026: 90 in elementary schools and 168 in senior high schools. Ms. Gilleshammer answered Trustee questions for clarification.

➤ The following Administrative Procedures (AP) and forms have been amended:

- AP 5002 – Accessibility Standard For Customer Service
- AP 2200 – Accessibility Standard For Information And Communication
- Administrative Form 2200Fb – Accessibility Request Form
- Administrative Form 2200Fc – Accessibility Feedback Form

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 February 23, 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 February 9, 2026, was circulated.

S. Mozdzen – 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 February 9, 2026, was circulated.

B. Sieklicki – D. Ross

That the report be received and filed.

Carried

c) **Personnel & Policy Committee Meeting**

The written report of the Personnel & Policy Committee meeting held on February 9, 2026, was circulated.

J. Murray – K. Carr

That the report be received and filed.

Carried

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

Rana Wilkinson, spokesperson for the Brandon Parent Council Collective, presented on the topic of Lunch Supervision.

**5.03 Business Arising**

- **From Previous Delegation:**

- **From Board Agenda**

- **MSBA Issues –**

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

b) E-News – February 11, 2026

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

**5.05 Motions:**

8/2026

K. Carr – B. Sieklicki

That the Memorandum of Understanding (MOU) between the Brandon School Division and Assiniboine College (AC) to facilitate the delivery of AC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2026-2027 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried

9/2026

B. Sieklicki – K. Carr

That the Tender from Powerland in the amount of \$625,950.00 (plus applicable taxes) for the supply of 900 laptop computers funded from the 2025-2026 Operating Budget be accepted.

Carried

**Late Motions:**

10/2026

D. Ross – B. Sieklicki

That the Promissory Note LTPS0855 for the purpose of borrowing the sum of One Million One Hundred Forty Eight Thousand One Hundred Dollars (\$1,148,100) to meet partial costs of the following:

School:  
Crocus Plains Regional Secondary School

Project:  
Roofing Replacement

be approved.

Carried

11/2026 D. Ross - B. Sieklicki  
That the Brandon School Division request three (3) modular classroom units for 2026- 2027 school year from Capital Project Planning and Delivery (CPPD).

Carried

12/2026 K. Fallis – S. Mozdzen  
That Trustee L. Ross be paid the appropriate indemnity for participating in the Assistant Superintendent Selection Committee.

Carried

13/2026 S. Mozdzen – J. Murray  
That Trustee B. Sieklicki be paid the appropriate indemnity for participating in the Principal Selection Committee.

Carried

14/2026 J. Murray – S. Mozdzen  
That confidential No. 2 and the recommendations therein be approved.

Carried

#### **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, March 9, 2026.
- b) Upcoming Budget Dates:
- 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.

#### **7.00 ADJOURNMENT**

K. Fallis – D. Ross  
That the Board do now adjourn at 8:16 p.m.

Carried

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Chairperson (L. Ross)

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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, BRANDON, MANITOBA AT 10:00 A.M., WEDNESDAY, FEBRUARY 25, 2026.

**Trustees Present:**

L. Ross, Chairperson	D. Ross, Vice-Chairperson
K. Carr	C. Ekenna
K. Fallis	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. McConnell
- E. Jamora, Assistant Secretary-Treasurer

The Board met In-Camera from 9:03 a.m. to 10:01 a.m.

## **CALL:**

The Chairperson called the meeting to order at 10:12 a.m. with a traditional heritage land acknowledgment and referred to the Call.

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

- A. 2026-2027 Preliminary Budget Presentation
- B. Budget Deliberations for 2026-2027

Ms. Ross welcomed everyone to the meeting and provided opening remarks. She noted that this is one of the most important and challenging tasks that the Board does, and it is a process that they take very seriously. She indicated their goal is to try and find the balance between serving the students and staff while also taking into consideration the tax payers. She noted that coming into this budget this year, the Board is in better shape than many Divisions because of the actions the Board took last year. She reminded the Board that whatever they decide in this budget, has an impact on where the Board will start in the 2027 budget.

Mr. Gustafson also provided remarks. He noted that the approval of the annual operating budget is one of the Board's most important governance decisions. He indicated governance of the Brandon School Division is integral to the legal role of the Board of Trustees. The approval of the annual operating budget is one of the Board's most important governance decisions. The Board's Policy 15, "Fiscal Management," speaks to the Board's commitments, "The Board of Trustees commits to the fiscal stewardship of public funds in an ethical, effective, and prudent manner. This stewardship is characterized by open and transparent public reporting of all financial processes, results, matters, and related issues. This fiscal stewardship is grounded in the value of accountable democratic practice for wise use of the public's funds". Additionally, one of the Board's Governance Goals is to "Implement a multi-year budget strategy to plan for future sustainability and attempt to limit the school property tax impact on a typical home to the sum of inflationary pressures plus enrolment growth. Ability to achieve this goal is dependent upon provincial guidelines and funding support". He added that as an example, last year, the Board's budget deliberations resulted in a reduction of \$2.4 million in staffing to limit the tax increase to 6.78% and a 4.54% tax increase on the next year's budget. The Board took a multi-year approach with strategic prioritizations and anticipation of future salary costs. Without that approach and strategic reductions, the Board would have had an 8.86% tax increase last year with a starting tax increase of 6.94% this year and a shortfall of almost \$10 million. On behalf of the Division, he wished Trustees well in their deliberations and thanked them for their efforts.

#### A) 2026-2027 Preliminary Budget Presentation

Mr. Labossiere indicated that this presentation and corresponding document provides information for the Brandon School Division Board of Trustees regarding the 2026-2027 Operating Budget. He indicated the information provided is information on the budget development process, accumulated surplus and capital reserves, a review of the preliminary budget including revenues and expenditures, and budget requests. Furthermore, information is provided on special levy and the impact it has on total school taxes.

Mr. Labossiere noted that the objective of the Budget Deliberations meeting is to give tentative approval to the final budget. The local municipalities must be advised of the Division's Special Levy for 2026 on or before March 15, 2026. He added that the the 2026-2027 Preliminary Operating Budget has been prepared in accordance with Board Motion 64/2025 along with the funding received from the Provincial Government as communicated by the Education Funding Branch on February 11, 2026. He indicated that the budget requests brought forward by Trustees and Senior Administration are included in the "Budget Requests" section for Trustee consideration during budget deliberations. The budget requests are not included in the preliminary budget totals and would therefore be additions to the budget.

Mr. Labossiere advised that the Preliminary Budget reflects total operating expenditures and transfers of \$148 million for 2026-2027, an increase of \$7.4 million, of which 97.4% or \$7.2 million is for salaries and employee benefits. He indicated that the special requirement for 2026-2027 based on the expenditures recorded in the preliminary budget including the budget shortfall of \$2.4 million would increase by 4.05% to \$62,429,217.

Mr. Labossiere highlighted the factors impacting the budget considerations and details regarding the budget development process and the directions provided by the Board to Senior Administration. He reviewed how the Division compared to the Manitoba Provincial Average and similar divisions such as St. James and Seven Oaks using the 2024-2025 Provincial FRAME Budget Report. He spoke to enrolment and the development of the staffing budget. He provided detailed information regarding the current status of the accumulated surplus and the capital reserve accounts. He reviewed the changes in the revenue sources and expenditures and also reviewed inflationary increases built into budget.

Mr. Labossiere reviewed the special requirement, the effect of the school year budget on the special levy, and the budget requests. He provided two scenarios showing the school tax impact for the Preliminary Budget shortfall of \$2,429,708 and one showing the school tax impact for the Preliminary Budget shortfall and budget requests of \$4,019,270. For approximately every \$1,000,000 change in expenditures (1.67% special requirement), school taxes change by approximately 0.80% or \$15.25 annually for 2026 and 0.99% or \$19.80 annually for 2027.

Mr. Labossiere concluded that the 2026-2027 Operating Budget was now the Board’s budget to deliberate and give tentative approval to the Operating Budget.

B) Budget Deliberations for 2026-2027

The Budget Requests recommended for consideration were presented as follows:

**Budget Requests:**

Senior Administration Requests	\$896,840
Trustee Requests	\$3,122,430
<b>Total Budget Requests for 2026-2027:</b>	<b>\$4,019,270</b>

The Budget Requests from Senior Administration and Trustee and Board Committees were discussed, with Trustees speaking for or against each recommended item with the following results:

- a) Maintenance Workers (2.00 FTE) - \$133,110  
Mr. Gustafson and Mr. Labossiere reviewed this Senior Administration budget request and the rationale for the request. Trustees asked questions for clarification and agreed unanimously to support this request, and to have it added to the budget.
- b) Facility Maintenance and Adaptations - \$250,000  
Mr. Gustafson reviewed this Senior Administration budget request and the rationale for the request. Trustees agreed unanimously to support this request and have added it to the budget. They also agreed to re-visit this request at the end to discuss increasing the amount.

## c) Carpenter (1.00 FTE) - \$100,260

Mr. Labossiere and Mr. Gustafson reviewed this Senior Administration budget request and the rationale for the request and answered Trustees questions. Trustees agreed unanimously to support this request, and to have it added to the budget.

## d) School Safety - Controlled/Monitored Access - Home School Liaisons (9.00 FTE) - \$302,150

Mr. Gustafson reviewed this Senior Administration budget request and the rationale for the request. Trustees asked questions for clarification and agreed unanimously to support this request, and to have it added to the budget. They also agreed to add an additional half hour to the supervision at lunch for K-8, to have a full one hour of lunch supervision for a total of 10.73 FTE, \$360,140.

## e) Security as a Service - \$111,320

Mr. Gustafson reviewed this Senior Administration budget request and the rationale for the request and answered Trustees questions. Mr. Labossiere indicated that Senior Administration received an updated quote for this request and that the amount has been reduced to, \$66,460. Trustees agreed (7-1 vote) to support this request, and to have it added to the budget in the amount of \$66,460.

A lunch break took place at 12:02 p.m., and the public portion of the meeting recommenced at 1:07 p.m.

## f) Add back teachers reduced in the 2025-2026 budget through the Pupil/Teacher ratio - (5 FTE) Grade 4-8, (10 FTE) Grades 9-12 (15.0 FTE) - \$1,575,750

Trustee Carr spoke to his Trustee budget request and indicated he would like to see the 15 teachers removed from last years budget, be added back gradually over 3 years. Trustees discussed this request and agreed unanimously to add 5 FTE, \$525,250, into the budget.

## g) Education Assistants - Change model used for EA Ratio (18.37 FTE) - \$616,680

Trustee Carr spoke to his Trustee budget request and indicated he would like to see this request added back into the budget gradually over 3 years. Mr. Labossiere answered Trustee questions. Trustees discussed this request and agreed unanimously to change the ratio to 1 EA for every 5.5 ratio teachers and to add 6.39 FTE, \$214,510, into the budget.

## h) Instructional Support - \$930,000

Trustee Carr spoke to his Trustee budget request and indicated he would like to see this request be added in over 3 years. Mr. Gustafson answered Trustee questions for clarification. Trustees discussed this request and agreed unanimously to add 1.5 FTE, \$157,580, into the budget.

After deliberating all 8 budget requests, the Board revisited the Facility Maintenance and Adaptations budget request of \$250,000 and unanimously agreed to increase it by \$25,000 for a total of \$275,000.

Mr. Labossiere provided the Board with the following tentative budget summary:

- Maintenance Workers (2.00 FTE) - \$133,110
- Facility Maintenance and Adaptations - \$275,000
- Carpenter (1.00 FTE) - \$100,260
- School Safety - Controlled/Monitored Access - Home School Liaisons (10.73 FTE) - \$360,140
- Security as a Service - \$66,460
- Add teachers (5 FTE) - \$525,250
- Education Assistants - Change model used for EA Ratio (6.39 FTE) - \$214,510
- Instructional Support (1.5 FTE) \$157,580

**Total - \$1,832,310**

Ms. Ross asked for an informal vote by show of hands, regarding the summary provided by Mr. Labossiere; the Board **AGREED** unanimously.

Mr. Labossiere further summarized the Boards decision. He stated that for 2026, school taxes would increase by 7.25% or \$138.49. He added that the starting point for 2027 would be 4.12% or \$84.39. He also indicated that after applying the Homeowners Affordability Tax Credit of \$1600, Net School taxes would increase by \$38.49 on an average single family principal residence valued at \$301,300 for 2026.

Ms. Ross thanked the Board and Senior Administration for their hard work and thanked everyone in attendance.

K. Fallis - K. Carr

That the Board do now adjourn at 2:51 p.m.

Carried

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Chairperson (L. Ross)

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Secretary-Treasurer (D. Labossiere)



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BRANDON SCHOOL DIVISION, BOARD OF TRUSTEES, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA AT 7:30 P.M., MONDAY, MARCH 2, 2026.

**Trustees Present:**

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

**Also Present:**

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

**Regrets:**

J. Murray  
S. Gilleshammer, Assistant Superintendent – Student Services

**CALL:**

The Chairperson called the meeting to order at 7:31 p.m. with a traditional heritage land acknowledgment and welcomed everyone in attendance. Ms. Ross then referred to the Call.

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

- 2026-2027 Public Budget Presentation and Consultation

Ms. Ross reviewed the 2026-2027 Budget Presentation, highlighting the following:

- Overview of the Brandon School Division including facilities and transportation information
- Comparisons to Provincial average and similar divisions
- Guidelines the Board approved for preparing the 2026-2027 Budget
- Enrolment history and continued growth of enrolment
- Summary of staffing allocation
- Accumulated Surplus
- Capital Reserves
- Change in Provincial Funding Support
- 2026-2027 Operating Budget Summary

- Revenue by Source
- Expenses by Function and Object
- The school tax impact on a home assessed at \$301,300
- The next steps of the Budget process

The following individuals made presentations regarding the proposed 2026-2027 Budget:

1. Jamie Rose, President, CUPE Local 737, expressed thanks and appreciation to the Board of Trustees and Senior Administration for their dedication and commitment to the Division. He indicated CUPE would like to see the following taken into consideration for the 2026-2027 Budget:
  - Additional educational assistants in classrooms
  - Increased support for front-line administrative assistants
  - More hours for school-based library technicians
2. Sandra Thompson, President, Brandon Teachers' Association (BTA), thanked the Trustees for their thoughtful comments and conversations around the budget deliberations. She indicated that the BTA would like to see the following taken into consideration for the 2026-2027 Budget:
  - Protect the 5.4 FTE teachers proposed in the preliminary budget

Ms. Ross thanked everyone for taking the time to attend the meeting and for their presentations.

K. Carr – D. Ross

That the Board do now adjourn at 7:59 p.m.

Carried

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Chairperson

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Secretary-Treasurer



Sunday February 21, 2026

Good day Chair, Trustees, Superintendent, and Members of the School Board,

My name is Heidi Howarth, Chair of the Brandon Conservatory Chorale Board.

Thank you again for the opportunity to present to the Board on November 24 regarding our request for permission for our music directors to participate in the Brandon Conservatory Chorale Youth Choir school tour. We sincerely appreciated the Board's time and careful consideration.

In December, I was informed that the Committee of the Whole discussed our request and declined it at that time due to substitute teacher availability, with the understanding that the matter would be revisited once availability stabilizes. I am writing to respectfully request clarification on when the Board anticipates reconsidering this matter, as planning timelines for the 2026 tour are now advancing.

We believe there are several compelling reasons for the Board to reconsider this request.

First, other school divisions have approved similar requests without requiring teachers to use personal days, recognizing youth choir tours as legitimate extensions of music education and professional practice. Aligning with this approach would ensure our division remains consistent with regional standards and continues to support enrichment opportunities that neighbouring divisions have deemed educationally valuable.

Second, and importantly, our own division approved this exact request in April 2025 for all three directors to participate in the tour, with the Brandon Conservatory Chorale fully covering substitute costs. That tour proceeded successfully, delivered significant educational and artistic benefit to students across our community, and reflected positively on the division. For more than 40 years, participation in these tours has been supported in principle, forming part of a longstanding and productive partnership between the school division and the Chorale. A departure from that consistent historical practice warrants clear rationale and a defined path forward.

Third, the Brandon Conservatory Chorale has secured funding to cover transportation costs, including booking a Greyhound bus for the 2026 school tour, and we are fully prepared to assume all substitute teacher costs again. The division would incur no financial burden. If substitute availability remains the primary concern, we are prepared to work within divisional parameters, avoiding high-demand days such as Mondays and

Fridays, arranging partial-day absences where possible, and ensuring qualified substitutes are secured in advance in direct coordination with each school.

This school tour is not an extracurricular add-on; it is a meaningful extension of music education, student engagement, and community outreach. It serves as professional development for teachers and students alike, offering high-quality choral performance opportunities that are otherwise rare, particularly in multi-age ensemble settings. These experiences are transformative for students and showcase the strength of arts education within our division.

We are committed to minimizing classroom disruption and meeting all divisional requirements. If our three youth choir directors can independently secure qualified substitutes, if the Brandon Conservatory Chorale covers all related costs, and if scheduling accommodations are made to reduce impact, would the Board be prepared to grant approval for their release in April 2026?

At minimum, we respectfully request clear guidance on:

- The anticipated timeline for reconsideration
- The specific conditions that must be satisfied
- Whether substitute availability remains the sole barrier, or if other factors must be addressed

Our goal is to work collaboratively and transparently toward a solution that supports students while respecting divisional realities.

Thank you for your continued time, consideration, and commitment to arts education in our community.

Respectfully,  
Heidi Howarth  
Chair, Brandon Conservatory Chorale Board  
bccvocalists@gmail.com



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

March 9, 2026

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. BRANDON SCHOOL DIVISION JAZZ BAND PERFORMANCES

Brandon School Division students will participate in the Brandon University Jazz Festival on March 12-14, 2026:

- Brandon Grade 8 Jazz Ensemble – March 13
- Crocus Plains Neelin Jazz Combo - March 13
- Crocus Plains Neelin Grades 10-12 Jazz Band – March 13
- Crocus Plains Neelin Grade 9 Jazz Band - March 14
- Vincent Massey Junior Jazz Band – March 12
- Vincent Massey Intermediate Jazz Band – March 13
- Vincent Massey Senior Jazz Band – March 12

#### II. SUSPENSIONS

Below are the number of suspensions from February 17, 2026 to March 2, 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	5	3	6	0
K-8 Out-of-School	10	6	14	0
Total Suspensions K-8	15	9	20	0

*Accepting the Challenge*

<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>
9-12 In-School	0	-	-	-
9-12 Out-of-School	22	18	4	1
Total Suspensions 9-12	22	18	4	1
All Schools Total	37	27	24	1
		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:

- February 18, 2026 – I Love to Read Month at Meadows School – Susan Gilleshammer
- February 18, 2026 – Brandon Area Community Foundation – Jon Zilkey
- February 19, 2026 – King George School staff meeting – Mathew Gustafson
- February 19, 2026 – Brandon Chamber of Commerce Youth, Education, and Industry meeting – Mathew Gustafson
- February 23, 2026 – Riverview School – Susan Gilleshammer
- February 24, 2026 – Waverly Park School – Susan Gilleshammer
- February 27, 2026 – Southwest Superintendent Group – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey
- February 27, 2026 – Canadian Forces Base Shilo Business Luncheon – Mathew Gustafson
- March 2, 2026 – Brandon Islamic Centre Inc. Community Iftaar (Breaking of the Fast) with the Premier – Mathew Gustafson
- March 3, 2026 – Crystal Hansen, Education Director, Sioux Valley Education – Mathew Gustafson
- March 3, 2026 – Brandon Community Youth Wellness Forum – Jon Zilkey
- March 3, 2026 – Brandon Local Immigration Partnership – Jon Zilkey

## **IV. INFORMATION ITEMS**

### **1. CORRESPONDENCE FROM MANITOBA EDUCATION AND EARLY CHILDHOOD LEARNING**

#### **CANADIAN AGRICULTURE LITERACY MONTH**

For Information .....M. Gustafson

Correspondence was received from Honourable Ron Kostyshyn, Minister of Agriculture, and Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming March 2026 as Canadian Agriculture Literacy Month in Manitoba.

This proclamation is made in recognition of the valuable contributions of agriculture to Manitoba's history, culture, communities and economy. This proclamation is intended to raise awareness of the programming offered during the month of March by Agriculture in the Classroom – Manitoba (AITC-M). Through hands-on activities and interactive experiences, AITC-M helps students learn, make connections and become agriculturally literate and engaged citizens who are ready to meet the challenges and opportunities of the future. Please see Appendix A.

### **2. UPDATE ON SUBSTITUTE TEACHER AVAILABILITY**

For Information .....M. Gustafson

#### **Substitute Teacher Availability – Current Statistics**

- February 2026 – the Division experienced 1979 FTE absences or 2759 absence shifts.
- 1644 shifts (59.59% of all shifts) were for medical/sick leaves.
- There are 287 substitute teachers on the substitute list.
- 157 of the substitute teachers are available for all schools.
- 93 substitute teachers are uncertified.
- 24.21% of shifts were covered by uncertified substitute teachers.
- 15 out of 19 days had at least one occurrence of no substitute teacher available.
- Daily occurrences of no substitute teacher available ranged between 0.25 and 10.
- Mondays had the lowest occurrences of no substitute available (4) and Fridays had the highest occurrences (46).

Substitute Teacher Availability – Comparison to Previous Years

- February 2026 has the highest number of shifts and second highest number of FTE absences.
- BSD currently has more substitute teachers on the substitute list than at any other time in the previous 5.5 years.
- While still experiencing multiple days with no substitute available, the percentage of no substitute available is at the lowest rate in the last 5.5 years.
- 2025/2026 is on pace to exceed the number of shifts and FTE covered by uncertified substitute teachers than any other year over the last 6 years.
- 2025/2026 is on pace to have the highest number of absences than any year in the last 6 years.
- When examining occurrences of no substitute available by day of the week, Tuesdays and Mondays have the lowest occurrences at 56 and 59. Wednesdays through Fridays have the highest occurrences at 92, 102 and 90.

**3. ADMINISTRATIVE PROCEDURE 5130 – RESPECTFUL WORKPLACE**

For Information .....J. Zilkey

Administrative Procedure 5130 - Respectful Workplace, has been updated to align with amendments to The Workplace Safety and Health Act. Please see Appendix B.

The following changes were made:

- Changed “Director of Human Resources” to “Assistant Superintendent or designate”

Page 6 – Division Responsibilities:

Bullet 1:

Changed from: “create a safe and respectful work environment, free from disrespectful behaviour”

Changed to: “create a safe and respectful work environment, free from disrespectful behaviour, as well as a psychologically safe workplace where the well-being of workers is promoted, and active measures are undertaken to prevent harm, whether negligent, reckless or intentional, to the psychological well-being of workers;”

## B. Business Arising for Board Action

### I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

#### 1. STAFFING ACTIVITY REPORT

For Information .....J. 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.

#### 2. 2026-2027 FINANCIAL BUDGET

For Action .....D. Labossiere

Further to the Budget Deliberations held on February 25, 2026, included in the Agenda for the Board's final consideration upon completion of your budget discussions is a motion to finalize the Budget for the 2026-2027 fiscal year.

Attached are revised schedules (Appendix C) with changes directed by the Board through Budget Deliberations, reflecting a 7.10% (\$4,262,018) increase in the Special Requirement, a 7.98% increase in the Special Levy, and a 7.25% increase in the mill rate for 2026.

The tentative budget results in an annual increase of \$138.49 (7.25%) on total school taxes based on an average single-family home valued at \$301,300, prior to the Homeowners Affordability Tax Credit (HATC) provided by the Province on a homeowner's principal residence.

For 2026, the Province increased the HATC by \$100 to \$1,600 (2025 - \$1,500). After factoring the increased tax credit on the homeowner's principal residence valued at \$301,300, the net school tax increase is \$38.49.

#### Recommendation:

That the Final Budget for 2026-2027 and the 2026 Special Levy be approved as follows:

Total Operating Expenses	\$ 149,682,900
Transfers to Capital Fund	\$ <u>153,500</u>
Total Operating Expenses and Transfers	\$ <u>149,836,400</u>
2026-2027 Special Requirement	\$ <u>64,261,527</u>
2026 Special Levy to be raised from Municipalities	\$ <u>59,274,200</u>

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

**Mathew Gustafson  
Superintendent/Chief Executive Officer**



PROVINCE OF MANITOBA

# PROCLAMATION

## CANADIAN AGRICULTURE LITERACY MONTH March 2026

WHEREAS Agriculture in the Classroom-Manitoba has forged an important legacy for over 30 years by providing positive and inspiring educational opportunities for young people, including building awareness of the value of agriculture and agri-food in Manitoba;

WHEREAS Canadian Agriculture Literacy Month (CALM) began in Manitoba in 2011, and is now a national program in ten provinces who are members of Agriculture in the Classroom-Canada;

WHEREAS CALM programming is available in both official languages, reaching thousands of students in hundreds of schools, involving some 1,000 hours of volunteer participation from producers and other agriculture professionals;

WHEREAS Agriculture literacy supports resiliency and public trust of the sector through timely curriculum-linked agriculture information, helping young people to learn where food comes from and how it is produced;

WHEREAS Manitoba's vibrant agriculture industry is a significant economic driver contributing to the production of high quality, safe, and sustainable food.

NOW THEREFORE LET IT BE KNOWN THAT WE, Ron Kostyshyn, Minister of Agriculture and Tracy Schmidt, Minister of Education and Early Childhood Learning, do hereby proclaim March 2026 as

## CANADIAN AGRICULTURE LITERACY MONTH

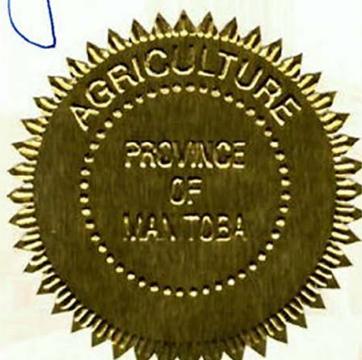
in Manitoba and commend its thoughtful observance to all citizens of our province.



Honourable Ron Kostyshyn  
Minister  
Manitoba Agriculture



Honourable Tracy Schmidt  
Minister  
Manitoba Education and  
Early Childhood Learning





## Administrative Procedure 5130

### *Respectful Workplace*

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

**Administrative Procedures Cross Reference:**

[Reporting of Child Protection and Child Abuse](#)

[Student Code of Conduct](#)

[Workplace Safety and Health](#)

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

[Workplace Violence Prevention](#)

**Form Cross Reference:**

[Respectful Workplace Acknowledgement Form](#)

[Respectful Workplace Complaint Form](#)

[Respectful Workplace Respondent Form](#)

[Violent Incident Report](#)

**Legal/Regulatory Reference:**

[Provincial Teachers' Collective Agreement](#)

[Collective Agreement between the Canadian Union of Public Employees \(CUPE\) Local 737 and the Brandon School Division](#)

[The Manitoba Human Rights Commission](#)

[The Workplace Safety and Health Act](#)

[The Human Rights Code C.C.S.M.c. H175 Section 9 – 19](#)

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

[The Labour Relations Act Sections 6\(1\), 7, 133](#)

[The Personal Health Information Act](#)

**Date Adopted:** May 2010

**Amended:** March 2020; May 2022; January 2024; March 2026

Brandon School Division is committed to building and preserving an environment that respects and promotes human rights, personal dignity, health and safety.

The Division supports the principle that all staff as well as students, parents/guardians, volunteers and members of the public are entitled to an environment that is free from any form of disrespectful behaviour including discrimination, harassment, sexual harassment and workplace violence.

To that end, the Division requires all staff, students, parents/guardians, volunteers and members of the public who visit the Division facilities or related events to conduct themselves in a manner which promotes and protects the best interests of students, staff and families.

In circumstances where differences and/or conflicts arise, the Division expects persons involved to respond professionally and follow procedures that diffuse and resolve the concern.

### Definitions

1. **Complainant** – A person reporting an incident of potential disrespectful behaviour.
2. **Respondent** – The person alleged to have committed the disrespectful behaviour, including staff, parents/guardians, volunteers or members of the public. If the respondent is a parent/guardian, volunteer or member of the public, it is recognized that the respondent's participation in any process herein is voluntary and cannot be mandated.
3. **Staff** – All persons employed or contracted by the Division as well as members of the Board of Trustees.
4. **Parents/Guardians, Volunteers or Members of the Public** – All persons who have involvement in the Division including partner agencies and visitors.
5. **Disrespectful Behaviour** – actions or comments that are inappropriate, demeaning or otherwise offensive behaviour intended or not to create an uncomfortable, hostile and/or intimidating work environment. Disrespectful behaviour may be found to have taken place in and outside the workplace. Types of behaviour considered disrespectful include but are not limited to:
  - 5.1. **Defamation** – any expression that attacks or injures the reputation or honour of an individual or recognized group by, amongst other things, false and malicious statements. Defamatory expressions malign, slander, or libel an individual or recognized group.
  - 5.2. **Discrimination** – as defined in the Manitoba Human Rights Code, the differential treatment of an individual or group on the basis of a Protected Characteristic rather than on personal merit.

5.3. **Harassment** – is objectionable conduct, comment or display made either at one time or on a continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to any individual, or adversely affects an individual’s psychological, physical well-being or an individual’s employment opportunities.

Some types of harassment include, but are not limited to:

5.3.1. **Manitoba Human Rights Code prohibited grounds including:**

- ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- religion or creed, or religious belief, religious association or religious activity;
- age;
- sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- gender identity;
- sexual orientation;
- marital or family status;
- source of income;
- political belief, political association or political activity;
- physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device; or
- social disadvantage;

5.3.2. **Verbal Harassment** – slurs, jokes, insults, epithets, teasing, derogatory comments or threats of physical harm;

5.3.3. **Visual Harassment** – distribution and/or display of offensive written, electronic or graphic material including posters, symbols, cartoons, drawings or emails;

5.3.4. **Physical Harassment** – hitting, pushing or other aggressive physical contact, blocking a person’s way, aggressive invasion of personal space, touching or threats to take such action, or lewd or inappropriate gestures;

5.3.5. **Psychological Harassment** – bullying or abuse of authority which creates a risk to the health of another staff member. This type of harassment consists of a single instance or repeated instances of objectionable and unwelcome comments or conduct directed at another person which serve no legitimate purpose and have the effect of interfering with the other person's work performance or creating an intimidating or hostile work environment;

5.3.6. **Sexual Harassment** – may involve any intentional or unintentional, unwelcome sexually-oriented conduct, either implied or stated, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct. The following is a non-exhaustive list of the types of behaviour which could be considered forms of sexual harassment:

- unwelcome or offensive sexually related comments, sexual jokes, epithets, flirtations, advances or propositions;
- sexually degrading or vulgar words or written descriptions of a person;
- comments about a person's body, sexual orientation, sexual prowess or sexual deficiencies;
- conversation about one's own or someone else's sexual conduct or activities;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and/or
- demanding or requesting sexual favors in exchange for favorable reviews, assignment, promotions, continued employment or promises of same.

5.3.7. **Harassment can be distinguished from normal, mutually acceptable socializing.** It is important to remember that it is the perception of the receiver of the potentially offensive message that determines whether something is acceptable or not (be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome).

5.3.8. **To understand the types of conduct that may not constitute harassment, the following examples are offered:**

- The exercise of normal management activities does not constitute harassment. Normal management of discipline, work performance or absenteeism, the assignment of tasks, the application of progressive discipline and even termination of employment constitute the legitimate exercise of management rights. These actions do not constitute harassment as long as management rights are not exercised in an abusive or discriminatory manner; and
- Difficult conditions of employment and professional requirements, job related stress and organization changes that are justifiable on an economic or technological basis where they affect personnel in a manner that is not arbitrary.

5.4. **Workplace Violence** – is the attempted or actual exercise of physical force against a person. It also includes any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against them and/or vandalism of personal property.

### **Guidelines**

The Division will not tolerate any form of disrespectful behaviour against any individual, including job candidates, staff, parents/guardians, volunteers, members of the public, and students, on any grounds. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

This Administrative Procedure is not intended to discourage or prevent any staff exercising any other legal rights under any other law. Further, a staff member has the right to file a complaint with The Manitoba Human Rights Commission.

### **The Division and Staff Responsibilities**

All individuals have a responsibility to create and maintain a respectful environment. No individual shall cause or participate in disrespectful behaviour.

### **Division Responsibilities:**

- create a safe and respectful work environment, free from disrespectful behaviour, as well as a psychologically safe workplace where the well-being of workers is promoted, and active measures are undertaken to prevent harm, whether negligent, reckless or intentional, to the psychological well-being of workers;
- review this Administrative Procedure in accordance with the requirements of The Workplace Safety and Health Act (Manitoba), as amended from time to time;
- ensure, as much as is reasonably practical, that no staff is subjected to disrespect in the workplace;
- support, assist and educate all staff and volunteers with respect to issues surrounding disrespect or difficulties associated with carrying out their duties;
- address situations, where possible, through an informal resolution process;
- conduct a risk assessment where complaints involve violence in the workplace (see **Risk Assessment**, page 13);
- take corrective action with anyone under its direction who subjects a staff member to disrespectful behaviour of another individual; and
- on an annual basis produce a written report on violent incidents; the Annual Workplace Violence Report must be provided to the Superintendent/CEO, Secretary Treasurer, Supervisors/Principals at each workplace location and the Workplace Safety and Health Committee.

### **Staff Responsibilities:**

- treat others with respect and dignity, and to speak up if they, or others, are being disrespected or a victim of violence, and report workplace violence to the appropriate person;
- work together in a professional manner and resolve issues in a respectful manner;
- report incidents of disrespectful behaviour to their Supervisor/Principal or Human Resources as soon as reasonably practical; however, formal complaints are to be filed within six (6) months of the incident, unless extenuating circumstances exist;
- cooperate in a respectful workplace investigation; any staff who gives evidence or information during an investigation or is involved in the process must keep the information confidential, except as necessary to effectively deal with the issue or where required at law; and

- staff have the right to assert their legal rights while meeting their responsibilities and in cases where conflict arises and normal means of resolution are not successful, they can adjourn meetings with angry persons, call for support from a colleague or administrator and report the incident to their Supervisor/Principal.

### **Supervisor/Principal Responsibilities:**

- set an example for appropriate workplace behaviour and foster a safe working environment free from disrespectful behaviour and workplace violence;
- must be sensitive to the climate in the workplace and address potential problems before they become serious;
- if they become aware of disrespectful behaviour in the workplace, they must take appropriate steps to deal with the workplace conflict and workplace violence seriously, quickly, fairly and in confidence in accordance with the Administrative Procedure herein; and
- upon request by a staff member, provide appropriate assistance in the submission of a formal complaint in accordance with the Administrative Procedure herein.

### **Workplace Safety and Health Committee Responsibilities:**

- review the workplace risk assessment results and provide recommendations to management to reduce or eliminate the risk of violence;
- review all reports forwarded to the committee regarding workplace violence and other incident reports pertaining to incidents of violence which result in personal injury or threat of personal injury, property damage, or police involvement;
- recommend corrective measures for the improvement for the overall health, safety and wellness of staff; and
- respond to staff concerns related to workplace violence and communicate these to management.

### **Safety First**

Staff faced with a potentially violent situation should exercise extreme caution and should consider the following:

- remain calm and, if applicable, try to distance themselves as quickly and safely as possible from the situation;
- employ safety techniques identified through training;
- if possible, call for assistance from other staff;

- if the aggressor attempts to leave the room/building, do not attempt to physically prevent this departure; rather, call the appropriate emergency service to intervene appropriately;
- immediately notify the Supervisor/Principal or someone in authority and complete an incident report if appropriate.

If you have suffered an injury or near miss as result of the incident, the incident should be reported in accordance with Workplace Accident Reporting and to the Workers Compensation Board.

Absent safety concerns, staff are encouraged to consider the following options available to deal with concerns of disrespectful behaviour.

### **Options If Faced With Disrespectful Behaviour**

#### **1. Observing an Incident of Disrespect**

If you observe an incident of disrespect, your options are to:

- record the date, time and nature of the incident, and the name of the person being disrespected, and any others present;
- approach the person you feel is being disrespected about the incident and offer support;
- express your concern or disapproval to the offender; and/or
- report the incident to your Supervisor/Principal.

#### **2. Informal Procedure**

If you believe you have been disrespected, you may:

- confront the offender personally, or in writing, clearly stating the unwelcome behaviour/action and requesting that it stop immediately;
- discuss the situation with the offender's Supervisor/Principal, your Supervisor/Principal, or any other Supervisor;
- request mediation from your Supervisor/Principal, or any other Supervisor or a member of Human Resources; and/or
- in cases involving a parent/guardian, volunteer or members of the public, make every attempt to meet or call with the Supervisor/Principal present.

Listen carefully to all perspectives with a focus on resolution.

Any staff member who feels disrespected can and should, in all confidence and without fear of reprisal, personally report the occurrence to their Supervisor/Principal.

The Division recognizes that in some situations, attempting informal resolution may be difficult or inappropriate or the individual may have told the offender to stop, but the offensive behaviour continues. In this case, you may:

- approach a Supervisor/Principal or a member of Human Resources on what to do next; and/or
- make a formal written complaint to the Office of Human Resources as outlined below.

### **3. Formal Procedure**

If you believe you have been disrespected or believe that you have witnessed a disrespectful situation, you may make a written complaint to the Office of Human Resources. Formal complaints must be in writing and signed by the individual. The written complaint must be submitted to the Assistant Superintendent - Human Resources (or alternatively the Superintendent/CEO for alleged violations involving the Assistant Superintendent or designate) and include the following information:

- the date and time of each incident you wish to report;
- the name of the person(s) involved in the incident(s);
- the name of any person or persons who witnessed the incident(s);
- a full description of what occurred.

Please refer to the Respectful Workplace Complaint Form.

Once a written complaint has been received, the Assistant Superintendent or designate shall determine, based on the content of the complaint, whether the concerns fall within the Respectful Workplace Administrative Procedure.

If the concern falls within the Administrative Procedure, depending on the risk assessment and circumstances, the Assistant Superintendent or designate will make a decision as to the appropriate party or parties to conduct the investigation into the incident; this may include any one or more of the following:

- Supervisor/Principal;
- a member of Human Resources;
- the Workplace Safety and Health Officer;
- Workplace Safety and Health Committee Co-Chair(s); and/or
- a Workplace Safety and Health Committee Member or Employee Representative;
- External Investigator.

### **Immediate Assistance Procedures**

In circumstances where there is danger of imminent harm, the Division may act immediately by taking such reasonable steps to prevent imminent harm as the circumstances dictate.

Further, in the event that a violent or threatening situation is imminent or occurring, the following measures and procedures may be taken by the Division:

**Removing the threat.** This may involve removing a staff member from a given area or completely from a building.

**Reporting to the local authorities:** Brandon Police Service and/or Royal Canadian Mounted Police.

The investigation will be completed as soon as reasonably practical following receipt of the written complaint, unless circumstances warrant otherwise. Unless a complaint is clearly frivolous or vexatious, an investigation will be conducted of all complaints of disrespectful behaviour.

If the concern does not fall within the Administrative Procedure, the Assistant Superintendent or designate will advise the complainant that it will not be pursued under the Administrative Procedure and will advise of other possible processes that may be appropriate.

The investigation may include the following components:

- a meeting with the complainant to review the complaint and to seek any such clarification as needed;
- a meeting with the respondent for the purposes of communicating the allegation(s) and receiving their version of events (which may be requested in writing);
- collection of all relevant evidence; and
- interviewing or requesting written statements from any other person(s) who may have knowledge of the incident(s) complaint.

Where applicable, the Union of the staff member against whom a complaint has been made will be notified of the allegations and the outcome of the investigation. Where staff interviews are necessary in an investigation, the staff member may also have Union representation present.

Depending on the circumstances, the Assistant Superintendent or designate will assess whether it is appropriate to temporarily change one or more individual's reporting relationship until the investigation is completed. The Assistant Superintendent or designate may also choose to relocate or remove a party to the proceeding from the workplace pending resolution of the complaint.

Throughout the course of the investigation, the investigator, the complainant and/or respondent may request the investigation be placed on hold in an effort to resolve the matter through an informal process. Such requests will be made to the Assistant Superintendent or designate for determination. If an informal process is approved and is successful, the file will be closed. If an informal process is not used or is not successful, the Assistant Superintendent or designate will reinstate the investigation.

## **Resolution**

Upon completion of the investigation, the investigator shall prepare a written report summarizing the investigation findings and recommending corrective action/control measures that are identified as a result of the investigation to eliminate, control and/or maintain a respectful workplace, if necessary. The Division will inform the complainant and respondent of the results of the investigation in a timely manner.

Any staff or individual who has been found to have violated this Administrative Procedure may be subject to any one or more of the following:

- disciplinary action, up to and including termination of employment;
- immediate termination of service agreements; and/or
- legal action.

Violent action, threats and assault are considered a serious criminal offence and appropriate disciplinary and other measures will be taken by the Division. The Division may also report the conduct to the appropriate police agency.

Where possible, a consultative process of settlement including counseling and education components may be worked out with all persons involved.

Resolution mechanisms may consist of, but are not limited to, any one or more of the following:

- increased safety measures;
- counseling;
- education or retraining;
- written apology; and/or
- mediation.

Where a complaint is not substantiated, no corrective action will be taken against an individual who has made a complaint "in good faith". Good faith simply means that the individual believes, on reasonable grounds, that an act of harassment has taken place, and can provide evidence to support their belief that harassment has occurred.

## **Confidentiality**

All records of harassment, and subsequent investigations, are considered confidential. The Division will take all reasonable steps to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Furthermore, the Division will make every reasonable attempt to not disclose the identity of the complainant, or the identity of the respondent, or the circumstances of the complaint or information gathered during the course of an investigation of a complaint, except where disclosure is necessary for the purposes of investigating the complaint, taking corrective action in relation to the complaint, or where such disclosure is required by law.

## **Assistance**

Any staff member who has been harmed as a result of a violent act or incident in the workplace has the right to assistance. The Division recommends that any staff who has been harmed at the workplace seek consultation with a health care provider for treatment or referral for post-incident counselling as soon as possible. Where possible, the Division will provide assistance to staff through the Employee Assistance Program (EAP).

## **Fraudulent/Malicious Complaints**

It is important to realize that unfounded/frivolous allegations have serious consequences for all involved.

Making a knowingly false complaint or knowingly providing false information about a complaint is strictly prohibited and a violation of this Administrative Procedure. If it is determined by the Division that any staff has knowingly made a false complaint, they are subject to discipline, up to and including termination or legal action as the circumstances warrant.

If it is determined by the Division that a complaint made by a parent/guardian, volunteer or member of the general public was intentionally false, malicious, or vindictive, they may be subject to legal action as the circumstances warrant.

This does not apply to complaints made in good faith that are not substantiated.

## **Retaliation**

Any staff who retaliates or threatens to retaliate against any person who has complained of disrespectful behaviour, given evidence in an investigation, or been found guilty of disrespectful behaviour will be considered to have violated this Administrative Procedure and will be disciplined accordingly. Retaliation of any kind

will not be condoned or tolerated and may result in disciplinary action, up to and including termination of employment/contract.

### **Workplace Violence - Risk Assessment**

In addressing **workplace violence**, refer to Administrative Procedure 5175 – Workplace Violence Prevention.

1. When conducting a risk assessment the Division will take into consideration the staff in the workplace (age, gender, personalities, types of interactions etc.) and the workplace itself (staff working alone, lighting, workplace design, layout etc.). The Division will also look at the history of violence in the workplace including but not limited to number of violent incidents, type of jobs performed, triggers for previous incidents, etc.

2. **Steps to Eliminate or Reduce the Risk of Violence**

The Division will assess the risk for workplace violence annually or more often should the need arise. The following have been implemented by the Division in order to eliminate or reduce the risk of workplace violence:

- establishing safe work procedures and working alone procedures;
- training staff in Non-Violent Crisis Intervention (NVCI);
- establishing procedures for reporting, investigating, and documenting violent incidents;
- risk/threat assessment of staff, students and/or parents (when necessary);
- implementing mandatory workshops in Respectful Workplace, Workplace Safety and Health, and Respect in School;
- creating Safety and Health programs to inform and train all staff regarding the risk of workplace violence.

3. **History of Violence**

The Division will communicate all possible information relating to a person with a history of violence where:

- staff may reasonably be expected to come into contact with the person in the performance of their job duties;
- there is a potential risk of workplace violence as a result of interactions with the person with a history of violence

The Division will only disclose personal information that is deemed reasonably necessary to protect staff from harm.

Should a staff member have a court order, also known as a restraining order or "no-contact" order, against an individual, the staff member is encouraged to notify their Supervisor/Principal or Human Resources of the situation and provide a copy of the order. Any information received and disclosed will be held by the Division with the utmost confidentiality.

If the Division is aware that domestic violence is likely to expose a staff member or the workplace to violence, injury or risk in the workplace, the Division will take every reasonable precaution to prevent an incident of violence in the workplace.



# Financial Budget

**2026-2027**

As Deliberated on February 25, 2026

# 2026-2027 Operating Budget

The following schedules summarize the **2026-2027 Operating Budget** as deliberated on February 25, 2026.

**OPERATING FUND  
SCHEDULE OF REVENUE AND EXPENDITURES  
2026-2027 BUDGET**

	<b>2025-2026 BUDGET</b>	<b>2026-2027 BUDGET</b>	<b>BUDGET INCREASE (DECREASE)</b>	<b>% Change</b>
<b>Revenue</b>				
Provincial Government	97,941,808	103,847,588	5,905,780	6.0%
Federal Government	28,000	291,000	263,000	939.3%
Municipal Government	40,306,553	43,614,632	3,308,079	8.2%
Other School Divisions	477,520	463,510	(14,010)	-2.9%
First Nations	438,650	312,480	(126,170)	-28.8%
Private Organizations and Individuals	1,027,084	920,500	(106,584)	-10.4%
Other Sources	413,150	386,690	(26,460)	-6.4%
<b>Total Revenue</b>	<b>140,632,765</b>	<b>149,836,400</b>	<b>9,203,635</b>	<b>6.5%</b>
<b>Expenses</b>				
Regular Instruction	85,179,914	91,414,490	6,234,576	7.3%
Student Support Services	28,564,600	29,610,670	1,046,070	3.7%
Community Education and Services	586,295	608,060	21,765	3.7%
Divisional Administration	3,655,370	3,838,970	183,600	5.0%
Instructional & Other Support Services	4,521,937	5,321,890	799,953	17.7%
Transportation	3,294,200	3,402,070	107,870	3.3%
Operations and Maintenance	12,265,935	12,911,240	645,305	5.3%
Fiscal	2,421,214	2,575,510	154,296	6.4%
<b>Total Expenses</b>	<b>140,489,465</b>	<b>149,682,900</b>	<b>9,193,435</b>	<b>6.5%</b>
<b>Operating Surplus (Deficit)</b>	<b>143,300</b>	<b>153,500</b>	<b>10,200</b>	
<b>Net Transfers from (to) Capital Fund</b>	<b>(143,300)</b>	<b>(153,500)</b>	<b>(10,200)</b>	
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Operating Fund – Expenses by Function & By Object

The following chart shows the 2026-2027 budgeted expenses by function (where the Division spends the operating budget) and by object (how the Division spends its budget).

<u>Function</u>	<u>Object</u>						<u>Total</u>	<u>% of Total</u>
	<u>Salaries</u>	<u>Employee Benefits &amp; Allowances</u>	<u>Services</u>	<u>Supplies &amp; Materials</u>	<u>Interest &amp; Bank Charges</u>	<u>Transfers</u>		
Regular Instruction	79,621,390	5,286,230	1,241,460	5,200,410	-	65,000	91,414,490	61.1%
Student Support Services	26,112,240	2,824,950	321,190	352,290	-	-	29,610,670	19.8%
Community Education and Services	369,100	63,830	26,230	148,900	-	-	608,060	0.4%
Divisional Administration	2,514,510	385,970	883,330	55,160	-	-	3,838,970	2.6%
Instructional & Other Support Services	2,883,690	333,860	1,049,170	1,055,170	-	-	5,321,890	3.6%
Transportation	2,106,020	385,320	279,330	631,400	-	-	3,402,070	2.3%
Operations and Maintenance	5,735,270	1,059,910	4,530,580	1,585,480	-	-	12,911,240	8.6%
Fiscal	-	-	-	-	9,650	2,565,860	2,575,510	1.7%
<b>Total</b>	<b>119,342,220</b>	<b>10,340,070</b>	<b>8,331,290</b>	<b>9,028,810</b>	<b>9,650</b>	<b>2,630,860</b>	<b>149,682,900</b>	<b>100.0%</b>
% of Total Operating Cost	79.7%	6.9%	5.6%	6.0%	0.0%	1.8%	100.0%	

## Summary of Staff FTE

The following chart shows the summary of teachers and support staff for each function.

<u>Function</u>	<u>Teaching</u>		<u>Support Staff</u>		<u>Total</u>	
	<u>2025-2026</u>	<u>2026-2027</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2025-2026</u>	<u>2026-2027</u>
Regular Instruction	625.78	632.17	93.86	96.37	719.64	728.54
Student Support Services	134.10	131.61	316.61	326.42	450.71	458.03
Community Education and Services	0.25	0.25	10.41	10.00	10.66	10.25
Divisional Administration	2.00	2.00	20.10	20.10	22.10	22.10
Instructional & Pupil Support Services	10.10	11.60	8.73	30.96	18.83	42.56
Transportation	-	-	43.65	44.46	43.65	44.46
Operations and Maintenance	-	-	95.50	99.56	95.50	99.56
	<b>772.23</b>	<b>777.63</b>	<b>588.86</b>	<b>627.87</b>	<b>1,361.09</b>	<b>1,405.50</b>

FTE = Full Time Equivalent

## Budget Totals

The following chart shows the preliminary budget totals for 2026-2027 including the operating and transfers to capital funds along with cost per pupil comparisons.

	<u>Operating Expenses</u>	<u>Transfers to Capital</u>	<u>Total Expenses</u>	<u>Special Requirement</u>	<u>Special Levy</u>
2026-2027 Budget	\$ 149,682,900	\$ 153,500	\$ 149,836,400	\$ 64,261,527	\$ 59,274,200
2025-2026 Budget	\$ 140,489,465	\$ 143,300	\$ 140,632,765	\$ 59,999,509	\$ 54,894,623
Increase (Decrease)	<u>\$ 9,193,435</u>	<u>\$ 10,200</u>	<u>\$ 9,203,635</u>	<u>\$ 4,262,018</u>	<u>\$ 4,379,577</u>
	6.5%	7.1%	6.5%	7.10%	7.98%

### COST PER PUPIL

	<u>Total Expenses (1)</u>	<u>Funding of Schools Program</u>	<u>K-12 F.T.E. Enrolment</u>	<u>Expenses Per Pupil</u>	<u>Funding Per Pupil</u>
2026-2027 Budget	\$ 149,009,840	\$ 73,089,312	9,889.0	\$ 15,068	\$ 7,391
2025-2026 Budget	\$ 139,831,670	\$ 69,498,996	9,889.0	\$ 14,140	\$ 7,028
2024-2025 Actual	\$ 131,607,366	\$ 63,644,529	9,679.5	\$ 13,597	\$ 6,575
2023-2024 Actual	\$ 121,673,930	\$ 58,797,376	9,348.5	\$ 13,015	\$ 6,289
2022-2023 Actual	\$ 114,561,461	\$ 54,466,310	9,071.4	\$ 12,629	\$ 6,004
2021-2022 Actual	\$ 112,312,679	\$ 54,661,632	8,680.0	\$ 12,939	\$ 6,297
2020-2021 Actual	\$ 112,355,515	\$ 54,231,963	8,501.5	\$ 13,216	\$ 6,379

(1) Operating fund transfers (i.e. payments to other school divisions, organizations and individuals) are excluded to provide more accurate per pupil costs. Also excluded are expenditures on educational services not provided to K-12 pupils: Function 300 (Adult Learning Centres) and Function 400 (Community Education and Services).

# Education Property Tax

The following illustration shows the 2026 School Tax implications on an average single family residential property in Brandon with an assessed value of \$301,300.

## 2026 School Tax Impact

The tentative budget results in an annual increase of \$138.49 (7.25%) on total school taxes based on an average single-family home valued at \$301,300, prior to the Homeowners Affordability Tax Credit (HATC) provided by the Province on a homeowner's principal residence.

For 2026, the Province increased the HATC by \$100 to \$1,600 (2025 - \$1,500). After factoring the increased tax credit on the homeowner's principal residence valued at \$301,300, the net school tax increase is \$38.49.

## 2027 School Tax Impact

As 56.5% of the 2026-2027 Special Requirement is carried over to the 2027 Tax year, this results in an increase of \$84.39 (4.12%) in total school taxes for 2027 prior to factoring changes for assessment, enrolment, funding, salary increases and expenses.

	2025	2026-2027 Budget			2027 Mill Rate Commitment		
		2026	\$ Change	% Change	2027	\$ Change	Inc
 <b>Budget - Special Requirement</b>	\$ 59,999,509	\$ 64,261,527	\$ 4,262,018	7.10%	\$ 64,261,527	\$ -	0.00%
Budget - Special Levy	\$ 54,894,623	\$ 59,274,200	\$ 4,379,577	7.98%	\$ 61,715,751	\$ 2,441,551	4.12%
Total School Assessment	\$ 3,896,199,690	\$ 3,922,655,250	\$ 26,455,560	0.68%	\$ 3,922,655,250	\$ -	0.00%
<b>Brandon School Division Tax</b>							
Assessed Value*	\$ 301,300	\$ 301,300	\$ -	0.00%	\$ 301,300	\$ -	0.00%
Portioned Value @ 45%	135,585	135,585			135,585		
Mill Rate	14.089	15.111	1.021	7.25%	15.733	0.622	4.12%
<b>Total School Taxes</b>	<b>\$ 1,910.29</b>	<b>\$ 2,048.79</b>	<b>\$ 138.49</b>	<b>7.25%</b>	<b>\$ 2,133.18</b>	<b>\$ 84.39</b>	<b>4.12%</b>
Homeowners Affordability Tax Credit (HATC)	(1,500.00)	(1,600.00)	(100.00)		(1,600.00)	-	
Total School Tax Rebates / Credits	<b>\$ (1,500.00)</b>	<b>\$ (1,600.00)</b>	<b>\$ (100.00)</b>		<b>\$ (1,600.00)</b>	<b>\$ -</b>	
<b>Net School Taxes (After Provincial Tax Rebates / Credits)</b>	<b>\$ 410.29</b>	<b>\$ 448.79</b>	<b>\$ 38.49</b>		<b>\$ 533.18</b>	<b>\$ 84.39</b>	
Net Annual Increase (After Provincial Tax Rebates/Credits)		\$ 38.49			\$ 84.39		
Net Monthly Increase (After Provincial Tax Rebates/Credits)		\$ 3.21			\$ 7.03		

\*Average single family residential property



# BRANDON SCHOOL DIVISION

## EDUCATION AND COMMUNITY RELATIONS COMMITTEE MINUTES

Monday, February 23, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross  
K. Carr K. Fallis  
S. Mozdzen J. Murray  
B. Sieklicki

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

Regrets: C. Ekenna  
L. McConnell  
M. Gustafson, Superintendent/CEO

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### 1. COMMITTEE ITEMS

#### A. SUB-COMMITTEE REPORTS

The February 3, 2026, minutes of the Brandon Community Youth Wellness Coalition Meeting were reviewed and accepted as circulated.

#### B. NORTHSTAR AFTER SCHOOL TUTORING AND MENTORING PROGRAM

Ms. Gilleshammer provided a presentation on the Wayfinders program, which is an after-school tutoring and mentoring program that has been operating in Seven Oaks School Division for over a decade. Wayfinders will serve as a template for Brandon School Division's program NorthStar. This new program initiative is funded by a Bright Futures grant through the Department of Education and Early Childhood Learning. Ms. Gilleshammer answered Trustee questions.

#### C. HEALTH CARE AIDE PROGRAM FOLLOW UP

During the February 9, 2026, Committee of the Whole Meeting, Trustees asked for further information surrounding the Health Care Aide Program. Mr. Zilkey provided the following information:

- Costs to students:
  - \$95 registration fee for Assiniboine College
  - Purchase of any required personal protective equipment (PPE) such as shoes, scrubs, etc. (similar to other Technical Vocational courses)
- Costs to Crocus Plains Regional Secondary School (offset by unit credit funding):
  - Textbooks (when new ones are required)

- First Aid/CPR course fee
  - Note: Crocus Plains covers costs for all BSD students, including those from Neelin and Vincent Massey
- Students in need of financial assistance:
    - School assists with cost of registration fee for those unable to pay
    - Student Services personnel help students find used PPE from various sources
    - Students and families are given almost one year's notice of the costs of participation in the Health Care Aide Program

## **2. OPERATIONS INFORMATION**

### **A. CORRESPONDENCE:**

- Mr. Labossiere spoke to the correspondence received from Heather Thomson, Acting Director, Education Administration Services, Governance and Policy Branch, System Performance and Accountability Division, regarding the slide deck: Implementation of Bill 16: Amendments to The Municipal Councils and School Boards Elections Act and The Public Schools Act enabling reserve residents to vote and run in school trustee elections and answered Trustee questions.
- Ms. Gilleshammer reviewed the correspondence received from Faisal Islam, Executive Director, Governance and Policy Branch regarding, service animals in Manitoba schools and answered Trustee questions.
- Mr. Zilkey spoke to the correspondence received from Allison Potter, Executive Director, Continuous Improvement Branch; and Kassy Assié, Executive Director, Bureau de l'éducation française regarding, Pan-Canadian Assessment Program (PCAP) Reading Field Test – March 30 to May 1, 2026. J. R. Reid School is one of five anglophone schools in Manitoba that have been selected for participation.
- Mr. Zilkey spoke to the correspondence received from Allison Potter, Executive Director, Continuous Improvement Branch; and Kassy Assié, Executive Director, Bureau de l'éducation française regarding, Trends in International Mathematics and Science Study (TIMSS) 2027 – March 9 to April 17, 2026. Riverheights School has been randomly selected for participation.
- Mr. Labossiere reviewed the correspondence received from Honourable Tracy Schmidt, Minister, Education and Early Childhood Learning regarding, updated information on Swan Lake First Nation's school divisions under Bill 16.
- Mr. Labossiere reviewed the correspondence received from Jeffrey Kehler, Assistant Deputy Minister, System Performance and Accountability, Manitoba Education and Early Childhood Learning regarding, the implementation of Bill 16, enabling adult residents of a reserve to participate in electing provincial school trustees and/or be a candidate in a school board election.

Respectfully submitted,

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K. Fallis



# BRANDON SCHOOL DIVISION

## FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, February 23, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross  
K. Carr K. Fallis  
S. Mozdzen J. Murray  
B. Sieklicki

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

Regrets: C. Ekenna  
L. McConnell  
M. Gustafson, Superintendent/CEO

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### 1. COMMITTEE ITEMS

#### A. PROMISSORY NOTE

Mr. Labossiere spoke to the Promissory Note received from the Province for Crocus Plains Regional Secondary School.

The Committee agreed to bring the following recommendation as a late motion to the Regular Board Meeting Monday, February 23, 2026:

#### Recommendation

That the Promissory Note LTPS0855 for the purpose of borrowing the sum of One Million One Hundred Forty Eight Thousand One Hundred Dollars (\$1,148,100) to meet partial costs of the following:

School:  
Crocus Plains Regional Secondary School

Project:  
Roofing Replacement

be approved.

#### B. MODULAR CLASSROOM REQUEST

Mr. Labossiere provided student enrolment projections for Betty Gibson, Earl Oxford and Valleyview Centennial Schools.

Betty Gibson had an enrolment of 358 students as of October 1, 2025. From 2021 to 2025, the school has increased by 37 students. With the redevelopment in the catchment, enrolment growth is expected to continue in the future. To assist with

the growing enrolment the Division is requesting one (1) modular for Betty Gibson School.

Earl Oxford had an enrolment of 407 students as of October 1, 2025. From 2021 to 2025, the school increased by 33 students. The Division is anticipating this steady growth to continue going forward. The area is going through redevelopment within the catchment with higher density housing replacing single family dwellings and new build construction apartments. BSD would prefer to renovate the interior of the school with proposed classroom recapture renovations that were submitted through the 5-year capital plan submitted in 2025. If the renovations are not approved the Division is requesting one (1) modular for Earl Oxford School.

Valleyview Centennial had an enrolment of 254 students as of October 1, 2025. From 2021 to 2025, the school has increased by 30 students and is currently over school capacity. Brandon School Division would prefer to add an appropriately sized gym for K to 8 to the school and renovate the old gym to accommodate extra classrooms as requested in the 5-year capital plan submitted in 2025. If the renovation and gym addition is not approved for Valleyview Centennial, Brandon School Division is requesting one modular classroom to provide space to alleviate over capacity issues and to keep class sizes manageable.

#### C. 2026-2027 PRELIMINARY BUDGET

Mr. Labossiere spoke to the communication received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning.

Through the Funding of Schools Program, the Division will receive:

- An increase of \$303,409 or 1.0% for base support
- A decrease of (\$54,995) or (0.7%) for categorical grants
- An increase of \$3,287,542 or 10.3% for equalization
- An increase of \$960 or 0.5% for school building support
- An increase of \$53,400 or 56.0% for technology enhancement equipment (TEER)
- Harmonization grant support of \$1,071,746 to assist with teacher harmonization costs
- Other funding and grants are maintained at the 2025-2026 amounts.
- The net amount received through the Funding of Schools Program for 2026-2027 including additional operating support, special needs, the TIG, PTOG, harmonization and nutrition funding is \$83,199,274, an increase of \$4,662,062 or 5.9% over the 2025-2026 funding announcement.

Mr. Labossiere reviewed the 2026 and 2027 School Tax implications on an average single family residential property (principal residence) in Brandon with an assessed value of \$301,300 with raising school taxes to cover the preliminary budget shortfall of \$2,429,708.

Mr. Labossiere indicated that difficult budget decisions made by the Board last year assisted with this year's budget and minimizing the budget shortfall and the impact on property taxes. He provided and reviewed supporting budget documentation to assist the Board when considering the 2026-2027 budget. Mr. Labossiere answered Trustee questions.

## 2. **OPERATIONS INFORMATION**

### A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch regarding Crocus Plains Regional Secondary School – Roof Replacement Phase 2 – Additional Project Support.
- Mr. Labossiere spoke to the correspondence received from Tina Choy-Pohl, CPA, Executive Director, Education Funding Branch, regarding the 2026-2027 Funding information.
- Mr. Labossiere spoke to the sponsorship request letter from the Western Manitoba Science Fair. The Committee agreed to sponsor \$2,000 as per previous years.

Respectfully submitted,

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B. Sieklicki



# BRANDON SCHOOL DIVISION

## PERSONNEL AND POLICY COMMITTEE MINUTES

Monday, February 23, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross  
K. Carr K. Fallis  
S. Mozdzen J. Murray  
B. Sieklicki

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

Regrets: C. Ekenna  
L. McConnell  
M. Gustafson, Superintendent/CEO

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### 1. COMMITTEE ITEMS

#### A. LIMITED TEACHING PERMIT (LTP) REVIEW

Mr. Zilkey reviewed the correspondence received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding, the Limited Teaching Permit (LTP) Review along with BSD's response.

#### B. ASSISTANT SUPERINTENDENT SELECTION COMMITTEE

Mr. Zilkey spoke to the Assistant Superintendent competition. The Committee agreed to bring the following late motion to the Regular Board Meeting, Monday, February 23, 2026:

##### Recommendation:

That Trustee L. Ross be paid the appropriate indemnity for participating in the Assistant Superintendent Selection Committee.

#### C. PRINCIPAL SELECTION COMMITTEE

Mr. Zilkey spoke to the Principal competition. The Committee agreed to bring the following late motion to the Regular Board Meeting, Monday, February 23, 2026:

##### Recommendation:

That Trustee B. Sieklicki be paid the appropriate indemnity for participating in the Principal Selection Committee.

#### D. PERSONNEL MATTER

Ms. Gilleshammer spoke to a Personnel Matter and answered Trustee questions.

The Committee agreed to bring the following late motion to the Regular Board Meeting, Monday, February 23, 2026

**Recommendation:**

That confidential No. 2 and the recommendations therein be approved.

- E. MSBA MEMBER SERVICES SURVEY 2026 & MSBA CONVENTION  
The Committee discussed and completed the MSBA Member Services Survey 2026. The Committee also compiled questions for the bear pit session with Board Chairs and the Minister, for the upcoming MSBA convention.

**2. OPERATIONS INFORMATION**

- A. MSBA – COLLECTIVE BARGAINING UPDATE/SALARY BULLETINS
- Collective Bargaining Update:
    - Mr. Labossiere reviewed information on two (2) Personnel Matters.
  - Salary Bulletin:
    - Winnipeg School Division and Manitoba Government and General Employees' Union, Local 460 Ratified Agreement was distributed.
- B. MSBA – CPI, UNEMPLOYMENT RATE, REGIONAL TRENDS UPDATE
- February 17, 2026, data was reviewed.

Respectfully submitted,

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S. Mozdzen



February 25, 2026

## CONVENTION REMINDERS

The MSBA Annual Convention, taking place **March 19 and 20** in Winnipeg, is quickly approaching. Visit the [convention webpage](#) to register, select your workshops, and explore details on keynote speakers, sessions, nominations received to date, the President's Banquet, awards, the schedule at a glance, and much more.

**A reminder about board ballots:** All school boards must complete and submit their ***Authorization to Receive Board Ballots*** form by **March 6**. This form indicates which board members are permitted to pick up ballots on behalf of their board. Ballots are required for voting on any by-law-related resolutions and for the election of Vice-President (in regions with >6,000 students). To submit your authorization form, or if you have any questions, please get in touch with Executive Assistant Andrea Kehler.

Boards have also received the ***Resolutions and Special Business*** document via email, which delegates can access online.

**Registration closes on Friday, March 6.** Full refunds will be issued for cancellations received before Friday, March 6, at 4:00 p.m. After March 6, no refunds will be offered (only substitutions will be available).

As the convention approaches, keep an eye on our website for the most up-to-date information.

learn more'."/>

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62nd Annual Convention | March 19 – 20, 2026 | Delta Hotels, Winnipeg | [learn more](#)



CBC Manitoba Interview



680 CJOB Interview



## FUNDING OF SCHOOLS FOR 2026/2027

At the education funding announcement on February 9, the Manitoba government announced that it is increasing its investment in schools by 3.5% for the 2026-27 school year. This increase includes:

- \$51 million increase to help public schools with operating costs, which includes the investment in salary harmonization and technical vocational education;
- \$30 million for a universal school nutrition program and *Nello's Law*, which protects the program for years to come, plus an additional \$3 million from the sale of U.S. alcohol products for the Children's Nutrition Council;
- \$15.2 million increase in capital support, which includes principal and interest costs related to building schools; and
- \$16.6 million increase to independent schools under the funding agreement.

The Funding of Schools 2026-27 [backgrounder document](#) provides details on how this year's funding increases have been allocated for each school division.

Listen/view MSBA President Alan Campbell's full interview, which aired on February 10 on CBC Manitoba Radio with host Marcy Markusa and listen to Alan's interview with Richard Cloutier, which aired February 9 on 680CJOB [here](#), regarding the Education Funding Announcement.



### IT'S FAIR DEALING WEEK!

Fair Dealing Week, held **February 23 - 27**, is a celebration of users' rights of fair dealing under copyright law. The Council of Ministers of Education, Canada (CMEC) maintains an online resource to provide the Canadian K–12 teacher community with copyright information regarding the fair dealing provision of the Copyright Act. The [Fair Dealing Decision Tool](#) helps teachers decide whether “fair dealing” permits classroom use of print materials, artistic works, or audiovisual materials without first getting copyright permission. The tool helps teachers determine whether a specific intended classroom use is allowed by the Fair Dealing Guidelines. Check it out!



## INTERNATIONAL WOMEN'S DAY - MARCH 8

International Women's Day is a global day to recognize the social, economic, cultural, and political achievements of women and girls, and to reflect on the work needed to achieve gender equality.

In Canada, it's a time to celebrate progress on women's rights and to recognize the ongoing work underway to support women and girls' full participation in all areas of society.

International Women's Day reminds us that meaningful change takes time, commitment, and action. Everyone has a role to play.

In Manitoba's education community, we celebrate the women who inspire learning, lead with vision, and help create inclusive, empowering environments for students and staff across the province. Their leadership continues to move education and our communities forward.

Check out MSBA's [webpage](#) dedicated to trailblazing Women trustees in Manitoba.



## CALLING ALL SCHOOL DIVISION COMMUNICATIONS PROFESSIONALS IN MANITOBA!

Did you know that the Canadian Association of Communicators in Education (CACE) is the only association to offer direct support, professional development, and networking, bilingually, for educational communications professionals and school system leaders in Canada? By joining CACE, your school division is further investing in professional development for communicators and leaders to better serve your community.

An annual membership provides access to many benefits, including:

- a network of more than 350 communications professionals and system leaders who are responsible for the communications function and who truly understand the importance and challenge of school PR work.
- a national conference featuring international keynote speakers and discounted registration rates. The 2026 National Conference is in Halifax, NS, from October 23 to 25.
- 24/7 access to templates and resources, with members one click away for assistance.
- virtual events for additional local professional development.
- a Canada-wide awards program specifically designed to recognize excellence in education communications.

Working together, CACE members increase awareness and understanding of the critical management role communicators play in education. Visit the [CACE website](#) to learn more

and join today!



## DIVERSE MINDS WRITING CHALLENGE

As *I Love to Read Month* comes to a close, it's the perfect time to think about taking on a new creative challenge. B'nai Brith Canada is offering an inspiring opportunity that celebrates diversity, inclusion, and student creativity: the Diverse Minds Creative Writing Competition.

This nationwide contest invites high school students to write and illustrate an original story that teaches elementary-aged children (Kindergarten to Grade 5) about the importance of diversity and inclusion. Through this peer-to-peer approach, students help build communities where everyone feels seen, valued, and respected. Diverse Minds aims to empower youth to become role models and to recognize that their voices can make a meaningful impact both inside and beyond their classrooms.

And here's the exciting part: you could become a published author and illustrator before graduating high school! The winning submission will be professionally published as a full-colour hardcover book, and the first-place winner will receive \$2,500. Four runners-up will each receive \$1,000. The deadline for entries is June 10.

To learn more or to submit your entry, visit the Diverse Minds website.

[View online](#)

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