BRANDON SCHOOL DIVISION

October 23, 2026

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

TO BE HELD MONDAY, OCTOBER 26, 2026
7:30 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

a) Regular Board Meeting – October 13, 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

The 2025-2026 Financial Audit is now complete. Representatives from BDO Canada, LLP, will attend and present the Auditor's Report on the Financial Statements.

Refer to motions

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

a) Review Report of Senior Administration – October 26, 2026

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

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

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

a) E-News, October 21, 2026

b) MSBA Fall General & Regional Meetings – November 26-27, 2026
Registration Deadline: November 13, 2026

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions:

63/2026 That the Auditor's Report and Financial Statements for the twelve-month fiscal period ended June 30, 2026, be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

64/2026 That the Trustees be paid the appropriate indemnity for attending the MSBA Fall General & Regional Meeting held on November 26-27, 2026, at the Delta Hotel, Winnipeg, Manitoba.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) Trustee Election – October 28, 2026
b) Inaugural Board Meeting – 7:00 p.m., Monday, November 2, 2026
c) Next Board Committee Meetings – 6:00 p.m., Monday, November 9, 2026
d) Next Regular Board Meeting – 7:30 p.m., Monday, November 9, 2026

Additional Information:

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

7.00 ADJOURNMENT

BRANDON SCHOOL DIVISION

Minutes of the Regular Board Meeting
Tuesday, October 13, 2026

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

Trustees Present:	L. Ross, Chairperson	D. Ross, Vice-Chairperson
	K. Carr	C. Ekenna (by phone)
	K. Fallis	L. McConnell
	J. Murray	B. Sieklicki
Also Present:	D. Labossiere, Secretary-Treasurer	
	J. Zilkey, Superintendent/CEO	
	S. Gilleshammer, Assistant Superintendent – Student Services	
	M. Sawa, Assistant Superintendent – Curriculum and HR	
	J. McBeth, Executive Assistant	
	T. Curtis, Communications Coordinator	
Regrets:	S. Mozdzen	

The Chairperson called the meeting to order at 6:50 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added one (1) item for In-Camera.

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

1.02 Adoption of Minutes of Previous Meeting

a) Regular Board Meeting – September 28, 2026
K. Fallis – B. Sieklicki

That the minutes be approved as circulated.
Carried

D. Ross – K. Carr
That the Board move into In-Camera session at 6:52 p.m.

2.00 IN-CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

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

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

L. McConnell – D. Ross
That the Board move out of In-Camera session at 6:58 p.m.

The Chairperson called the public portion of the meeting to order at 7:30 p.m., with a traditional heritage land acknowledgment.

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

Ms. Heather Ewasiuk, Senior Election Official, presented information on the voting opportunities available in the upcoming municipal and school board elections in October 2026 and answered Trustee questions.

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

Mr. Zilkey provided highlights from the following items from the October 13, 2026, Report of Senior Administration:

a) Administrative Information:
- Celebrations:
  - World Teachers' Day – World Teachers' Day is celebrated annually on October 5th as an opportunity to recognize the incredible dedication, skill and compassion of teachers who inspire students every day.

- Information Items:
  - The 2026/2027 Manitoba's Excellence in Education Awards provide an opportunity to recognize outstanding teachers, school leaders and school nutrition champions whose contributions have a lasting impact on the well-being, achievement, and engagement of Manitoba students. Awards will be presented in the following categories; Teaching Excellence, Outstanding New Teacher, Outstanding Team Collaboration, Outstanding School Leader, Premier's Award for Excellence in Education, Nello Altomare Award for Excellence in School Nutrition. Nominations must be submitted by December 6, 2026. Nomination forms and detailed criteria are available at the following link: www.edu.gov.mb.ca/k12/excellence

  - Nominations are now open for the 2027 Prime Minister's Awards. The Prime Minister's Awards honour exceptional educators and celebrate the impact they have on their students and communities. Any person or group with direct knowledge of the nominee's contribution, such as students, parents of students, colleagues, school principal or supervisor, and community leaders may nominate educators in three different categories; Teaching Excellence, Teaching Excellence in Science, Technology, Engineering and Mathematics (STEM), Excellence in Early Childhood Education. More information is available at the following link: Prime Minister's Awards. The nomination deadline is January 13, 2027.

  - Truth and Reconciliation Week – September 28 – October 4, 2026. Ms. Sawa provided an overview of what activities the Brandon School Division schools participated in during the week.

  - Mr. Zilkey provided a presentation on Classroom Utilization by School as of September 2026. Mr. Zilkey answered Trustee questions for clarification.

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 October 13, 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 September 28, 2026, was circulated.

K. Carr – D. Ross
That the report be received and filed.
Carried

b) Finance & Facilities Committee Meeting
The written report of the Finance & Facilities Committee meeting held on September 28, 2026, was circulated.

B. Sieklicki – K. Carr
That the report be received and filed.
Carried

Following the reading of the Finance & Facilities Committee Meeting minutes, Mr. Labossiere answered Trustee questions regarding the school bus reserve.

c) Personnel & Policy Committee Meeting
The written report of the Personnel & Policy Committee meeting held on September 28, 2026, was circulated.

L. McConnell – K. Carr
That the report be received and filed.
Carried

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation:

- From Board Agenda

- MSBA Issues

a) E-News, October 7, 2026
b) MSBA Fall General & Regional Meetings – November 26-27, 2026

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions:

61/2026 B. Sieklicki – K. Carr
That the proposed budget dates for the 2027-2028 Budget be as follows, subject to receiving the Provincial funding announcement by February 10, 2027:

Wednesday, February 24, 2027 - Budget Presentation and Deliberations
Monday, March 1, 2027 - Public Budget Consultation
Monday, March 8, 2027 - Final Budget Approval
Carried

Late Motion:

62/2026 K. Fallis – L. McConnell
That Confidential No. 2 and the recommendations therein be approved.
Carried

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

Trustee J. Murray expressed his gratitude and appreciation to past and present Senior Administration, Trustees and staff members he had the opportunity to work with during his 31 years as a Trustee.

6.00 ANNOUNCEMENTS

a) Next Board Committee Meetings – 6:00 p.m., Monday, October 26, 2026
b) Next Regular Board Meeting – 7:30 p.m., Monday, October 26, 2026
c) Trustee Election – October 28, 2026

7.00 ADJOURNMENT

D. Ross – K. Fallis
That the Board do now adjourn at 8:15 p.m.
. Carried

_____ _____
Chairperson (L. Ross) Secretary-Treasurer (D. Labossiere)

Report of Senior Administration to the Board of Trustees

October 26, 2026

A. Administrative Information

I. CELEBRATIONS

1. MAJOR PRODUCTION – VINCENT MASSEY HIGH SCHOOL

Vincent Massey High School is pleased to present The Addams Family, A Musical Comedy, from November 26-28, 2026 at the Western Manitoba Centennial Auditorium.

2. 2026 PRIME MINISTER'S AWARD FOR TEACHING EXCELLENCE IN STEM – CERTIFICATE OF ACHIEVEMENT

Congratulations to Christopher Sarkonak, Teacher, Crocus Plains Regional Secondary School, on being a recipient of the 2026 Prime Minister's Awards for Teaching Excellence in STEM – Certificate of Achievement.

This award recognizes Mr. Sarkonak's commitment to making science engaging, building student confidence, and encouraging the next generation of innovators.

3. ROYAL CONSERVATORY OF MUSIC 2026 TEACHER OF DISTINCTION AWARD

Congratulations to Wing Chow, Teacher, École New Era School, on receiving the Royal Conservatory of Music Teacher of Distinction Award 2026 (Manitoba Region).

This award recognizes Ms. Chow's dedication to music education and her commitment to inspiring young learners through joyful, inclusive, and engaging music experiences.

1031 - 6th Street • Brandon, Manitoba • R7A 4K5 • Telephone 204-729-3100 • Fax 204-727-2217
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II. SUSPENSIONS

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

Grade Level	Number of Students Suspended	Category: Inappropriate Behaviour	Category: Assaultive Behaviour	Category: Drugs and Alcohol
K-8 In-School	0	-	-	-
K-8 Out-of-School	8	9	8	0
Total Suspensions K-8	8	9	8	0
9-12 In-School	0	-	-	-
9-12 Out-of-School	12	13	5	6
Total Suspensions 9-12	12	13	5	6
All Schools Total	20	22	13	6
		possession of weapons – 2	use of weapons – 2	

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:

- October 7, 2026 – Facilities Department staff meeting – Jon Zilkey
- October 7, 2026 – Maryland Park School staff meeting – Jon Zilkey
- October 7, 2026 - Meeting with Candice Waddell-Henowitch, Associate Professor, Department of Psychiatric Nursing and Gender and Women's Studies Program, Brandon University – Susan Gilleshammer
- October 9, 2026 – Maryland Park School Classroom Addition Opening Ceremony – Jon Zilkey, Denis Labossiere, Susan Gilleshammer, Michelle Sawa

- October 13, 2026 – Valleyview Centennial School staff meeting – Jon Zilkey
- October 14, 2026 – Prairie Hope High School – Susan Gilleshammer
- October 15, 2026 – King George School staff meeting – Jon Zilkey
- October 15, 2026 - Meeting with Jill Brown, Manager and Christine Miner, Director, Child and Adolescent Treatment Centre – Susan Gilleshammer
- October 15, 2026 – Meadows School – Michelle Sawa
- October 16, 2026 – Southwest Superintendent Group meeting – Jon Zilkey, Susan Gilleshammer, Michelle Sawa
- October 16, 2026 – Crocus Plains Regional Secondary School – Susan Gilleshammer
- October 19, 2026 – École secondaire Neelin High School – Susan Gilleshammer
- October 19, 2026 – Riverheights School – Susan Gilleshammer
- October 19, 2026 – Kirkcaldy Heights School – Susan Gilleshammer
- October 19, 2026 – Vincent Massey High School – Susan Gilleshammer
- October 20, 2026 – Vincent Massey High School – Susan Gilleshammer

IV. INFORMATION ITEMS

1. CORRESPONDENCE FROM MANITOBA EDUCATION AND EARLY CHILDHOOD LEARNING

MEDIA LITERACY WEEK, DIGITAL CITIZEN DAY

For Information .....J. Zilkey

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 26 to 30, 2026 as Media Literacy Week, and October 28, 2026 as Digital Citizen Day in Manitoba. Please see Appendix A.

This proclamation is intended to raise awareness of the importance of digital and media literacy and support learners in developing the knowledge, skills, and critical thinking needed to access, evaluate, and engage with digital information responsibly.

This year marks the 21st annual Media Literacy Week and the 5th anniversary of Digital Citizen Day. Through the participation of schools, libraries, museums, and community organizations across Canada, these initiatives encourage meaningful conversations about media literacy, responsible online behaviour, and active digital citizenship.

MANITOBA SCHOOL LIBRARY DAY

For Information .....J. Zilkey

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 26, 2026 as Manitoba School Library Day. The theme of the day is “School Libraries Shine!”. Please see Appendix B.

Held annually on the fourth Monday of October, Manitoba School Library Day recognizes the vital role school libraries play in student success. Through instruction and equitable access to diverse resources, they enhance learning, support curriculum implementation, and inspire a lifelong passion for reading and learning. School libraries help students develop essential skills, including literacy, critical and creative thinking, inquiry, and collaboration, that contribute to success in school and beyond. They also provide welcoming, inclusive spaces where students feel represented, connected, and empowered to explore their interests and reach their full potential.

Manitoba School Library Day is an opportunity for schools to participate in the “Drop Everything and Read” challenge sponsored by the Manitoba School Library Association.

2. ADMINISTRATIVE PROCEDURE 5100 – LEAVES AND ABSENCES – PROFESSIONAL STAFF

For Information .....M. Sawa

Administrative Procedure 5100 – Leaves and Absences – Professional Staff has been updated to align with Bill 11 – The Employment Standards Code Amendment Act. Please see Appendix C.

Page 2 – new section added:

Sick leave, with pay, for professional staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated Collective Agreement. A medical note is not required for:

- Absences of up to seven (7) consecutive calendar days or less; or,
- Fewer than 10 cumulative workdays in a calendar year.

Please note that partial day absences count as a day of absence. After either of these thresholds are reached, a medical note may be requested at the discretion of the Division. Should a medical note be requested by the Division, reimbursement will be provided upon evidence of payment and will be limited to an amount the Division determines to be reasonable and customary.

An employee who is absent due to illness or injury for four (4) or more

consecutive workdays will be required to complete the Self-Attestation Form, or as otherwise requested by the Division.

3. ADMINISTRATIVE PROCEDURE 5095 – LEAVES AND ABSENCES – PERMANENT SUPPORT STAFF

For Information .....M. Sawa

Administrative Procedure 5095 – Leaves and Absences – Permanent Support Staff has been updated to align with Bill 11 – The Employment Standards Code Amendment Act. Please see Appendix D.

Page 2 – Sick Leave:

Changed from: Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated Collective Agreement. If absent for 5 or more consecutive days, a physician medical note is required to be attached to the leave request or e-mailed to payroll.

Changed to: Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated Collective Agreement. A medical note is not required for:

- Absences of up to seven (7) consecutive calendar days or less; or,
- Fewer than 10 cumulative workdays in a calendar year.

Please note that partial day absences count as a day of absence. After either of these thresholds are reached, a medical note may be requested at the discretion of the Division. Should a medical note be requested by the Division, reimbursement will be provided upon evidence of payment and will be limited to an amount the Division determines to be reasonable and customary.

An employee who is absent due to illness or injury for four (4) or more consecutive workdays will be required to complete the Self-Attestation Form, or as otherwise requested by the Division.

4. ADMINISTRATIVE FORM 5095Fa – SELF-ATTESTATION

For Information .....M. Sawa

Administrative Form 5095Fa – Self-Attestation has been created to support the changes to Administrative Procedure 5095 – Leaves and Absences – Permanent Support Staff, and Administrative Procedure 5100 – Leaves and Absences – Professional Staff. Please see Appendix E.

5. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY

For Information .....S. Gilleshammer

Vincent Massey High School submitted an off-site activity request for fifty-two (52) Grade 9 to Grade 12 band and choir students to make a trip to Vancouver, British Columbia from April 21 to April 25, 2027.

Kurt Hunter, Principal, Vincent Massey High School, recommended this trip for approval. Susan Gilleshammer, Assistant Superintendent, approved this trip.

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. STAFFING ACTIVITY REPORT

For Information .....M. Sawa

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

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

Jon Zilkey
Superintendent/Chief Executive Officer

Appendix A

PROVINCE OF MANITOBA

PROCLAMATION

MEDIA LITERACY WEEK
October 26 to October 30, 2026
and
DIGITAL CITIZEN DAY
October 28, 2026

WHEREAS The Manitoba government proclaims October 26 to 30, 2026, as Media Literacy Week and October 28, 2026, as Digital Citizen Day to promote digital and media literacy in Manitoba;

WHEREAS Digital and media literacy are vital for all Manitobans to engage responsibly and safely in online environments;

WHEREAS Raising awareness about digital and media literacy in school is crucial to ensuring all students have the skills needed to use, understand, engage, access, and verify online information;

WHEREAS Educators, parents, and community members can help foster safe and respectful online interactions that promote positive physical and mental health;

WHEREAS Educators, parents, and community members play an essential role in cultivating students' critical thinking skills, including the capacity to contextualize and critically evaluate digital media to make informed decisions; and

WHEREAS The Manitoba government encourages all Manitobans who interact with young people to engage them in digital and media literacy learning;

NOW THEREFORE BE IT KNOWN THAT I, Tracy Schmidt, Minister of Education and Early Childhood Learning for the Manitoba government, do hereby proclaim the week of October 26 to 30, 2026, as

MEDIA LITERACY WEEK

and October 28, 2026, as

DIGITAL CITIZEN DAY

in Manitoba and commend their thoughtful observances to all citizens of our province.

[redacted]

Honourable Tracy Schmidt
Minister
Education and
Early Childhood Learning

Appendix B

PROVINCE OF MANITOBA

PROCLAMATION

MANITOBA SCHOOL LIBRARY DAY
OCTOBER 26, 2026

WHEREAS The fourth Monday in October is celebrated annually as Manitoba School Library Day;

WHEREAS The theme for Manitoba School Library Day 2026 is "**School Libraries Shine!**";

WHEREAS School libraries in Manitoba foster literacy, critical and creative thinking, inquiry, and collaboration, helping students develop the knowledge and skills they need to succeed in school and beyond;

WHEREAS School libraries in Manitoba provide welcoming and inclusive spaces where students feel represented, connected, and empowered to learn, explore, and grow; and

WHEREAS School libraries in Manitoba provide instruction, equitable access to diverse resources, and learning opportunities that support curriculum implementation, enhance student achievement, and inspire a lifelong love of learning;

NOW THEREFORE BE IT KNOWN THAT I, Tracy Schmidt, Minister of Education and Early Childhood Learning for the Province of Manitoba, do hereby proclaim Monday, October 26, 2026, as

MANITOBA SCHOOL LIBRARY DAY

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

[redacted]

Honourable Tracy Schmidt
Minister
Education and
Early Childhood Learning

Administrative Procedure 5100

Leaves and Absences – Professional Staff

Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

School Closure Due to Inclement Weather

Form Cross Reference:

Self-Attestation Form

Legal/Regulatory Reference:

Collective Agreement between Manitoba School Boards Association and The Manitoba Teachers' Society

The Public Schools Act

Manitoba Employment Standards

Date Adopted: November 2013

Amended: October 2019; September 2024; March 2025; October 2026

The Brandon School Division, recognizing that circumstances will arise on occasion which will require professional staff to be absent from their duties, has adopted a number of administrative procedures regarding leaves of absence.

The Division has assumed a contractual obligation for leaves of absence in accordance with Collective Agreement, Article 7 which outlines the definitions of eligibility, extent of benefits, and rules of application for the following categories:

- Sick Leave (Article 7.01)
- Family Medical Leave (Article 7.02)
- On-The-Job Injury (Article 7.03)
- Compassionate and Bereavement Leave (Article 7.04)
- Birth or Adoptive Leave (Article 7.05)
- Maternity and Parental/Adoptive Leave (Article 7.06)
- Personal Leave (Article 7.07)
- Religious Holy Leave (Article 7.08)
- Indigenous Ceremonial, Cultural, Spiritual Observance Leave (Article 7.09)
- Jury and Witness Duty (Article 7.10)
- Examination Leave (Article 7.11)

- Leave of Absence Without Pay (Article 7.12)
- Changes to a Teacher's FTE Assignment (Article 7.13)
- Deferred Salary Leave Plan (Article 7.14)
- Leave for Association or Society Business (Article 7.15)
- Leave of Absence for Association President or Vice President (Article 7.16)
- Leave of Absence for Provincial Executive (Article 7.17)
- Elected President or Vice President of MTS Leave (Article 7.18)

Teachers who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein. Some leaves have further clarification which are outlined below.

Sick Leave

Sick leave, with pay, for professional staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated Collective Agreement. A medical note is not required for:

- Absences of up to seven (7) consecutive calendar days or less; or,
- Fewer than 10 cumulative workdays in a calendar year.

Please note that partial day absences count as a day of absence. After either of these thresholds are reached, a medical note may be requested at the discretion of the Division. Should a medical note be requested by the Division, reimbursement will be provided upon evidence of payment and will be limited to an amount the Division determines to be reasonable and customary.

An employee who is absent due to illness or injury for four (4) or more consecutive workdays will be required to complete the Self-Attestation Form, or as otherwise requested by the Division.

Leave of Absence on Account of Illness

Leave of Absence on Account of Illness, without pay, for professional staff may be provided when an individual's accumulated sick leave (Article 7.01) has been expended.

Two types of Leave of Absence on Account of Illness shall be available under this administrative procedure:

- Term Certain: a Leave of Absence on Account of Illness which is provided for a specified period, such period not to exceed the equivalent of 1 school year.

Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an extension of term certain leave must be made a minimum of 2 weeks prior to the expiry date.

- Indefinite Leave: a Leave of Absence on Account of Illness which exceeds 1 school year. In order to ensure assignment to a position upon return to work, individuals on an indefinite leave shall notify the Superintendent/CEO or designate of their intended date of return to work on or before April 1st preceding the date of their intended return.

All requests for a Leave of Absence on Account of Illness must be accompanied by a statement of certification written by a physician.

Adoptive Leave

Employees who have satisfied seven (7) consecutive months of employment with the Division shall be entitled to a Leave of Absence for the purpose of adoption as provided hereinafter:

- The employee shall provide to the Superintendent/CEO or designate a statement of intent to adopt a child as soon as an application for adoption is filed.
- Following notification to the Superintendent/CEO or designate of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process.
- The employee shall advise the Superintendent/CEO or designate as soon as the delivery date is known, and the leave shall commence not more than 5 days before or after the date the child is received by the adoptive parents.
- The length of the Adoptive Leave shall be as mutually agreed upon by the employee and the Superintendent/CEO or designate, but it shall not exceed 61 weeks in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Superintendent/CEO or designate.
- Employees who receive an Adoptive Leave of Absence shall receive the leave with a "guaranteed return". For the purpose of this administrative procedure, a "guaranteed return" means that when an employee indicates their intention to return from leave, the employee shall return to the same or a comparable teaching position as designated by the School Division. Upon return employees shall be placed in a position which, in the opinion of the Superintendent/CEO or designate, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of "guaranteed return" does not abrogate any provisions for the termination of employment of any employee of the Division.

- Failure to return from said leave on the date agreed upon by the employee and Superintendent/CEO or designate shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

Leave of Absence Without Pay

The Superintendent/CEO or designate is authorized to approve Leave of Absence Without Pay to any member of the teaching staff when, in the opinion of the Superintendent/CEO or designate, the leave is warranted due to unforeseeable circumstances of the teacher making the request.

One-Year Leave

The following general administrative procedure shall apply to requests for leave of up to 1 year for the purposes of Personal Leave of Absence.

- Subject to the terms hereinafter stated, all members of the teaching staff shall be eligible for up to One-Year Personal Leave of Absence without pay.
- Written applications, stating the type of leave requested, shall be submitted to the Superintendent/CEO or designate no later than April 1st preceding the school year for which the leave is desired. For One-Year Personal Leave of Absence the purpose of the leave must be stated by the applicant in the letter of request.
- Except when otherwise stated, persons applying for a Leave of Absence shall be a permanent employee. Leaves of Absence provided under this administrative procedure should not extend beyond 12 calendar months and only leaves running concurrent to the school year will be considered.
- The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in the same or a comparable teaching position which, in the opinion of the Superintendent/CEO or designate, is suitable and appropriate to their qualifications.
- Leaves of Absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Superintendent/CEO or designate, a suitable replacement is not available or if it is considered by the Superintendent/CEO or designate that the leave would adversely affect the quality of education in the Division.
- Staff who are on Leave of Absence shall provide the Superintendent/CEO or designate with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A teacher not advising the Superintendent/CEO or designate of their intentions by April 1st shall relinquish the benefits of a guaranteed return and placement

of the teacher shall be at the discretion of the Superintendent/CEO or designate and subject to there being an appropriate vacancy available.

- Accumulated sick leave of the teacher taking Leave of Absence under this administrative procedure shall be maintained but shall not accumulate.
- For a teacher granted a personal leave, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the teacher in accordance with the conditions of the insurance plans.
- Teachers receiving a leave under this administrative procedure shall be required to sign a memorandum of agreement accepting the terms as set forth in the administrative procedure as provided to them.

Absence Due to Inclement Weather

- When an employee is absent as a result of inclement weather and the school has not been declared closed by the Superintendent/CEO or designate, that absence may be regarded as a Personal Paid Day (as allocated by the Collective Agreement).
- In the event that the employee has no Personal Paid Days remaining, the employee shall be deducted full salary equivalent to the number of days lost.
- When a school(s) is closed by the Superintendent/CEO or designate because of inclement weather or road conditions, the employees assigned to these schools shall not be deducted salary for absence. Leaves submitted prior to the closure will not be adjusted unless there are extenuating circumstances (ex. employee would have been available to work).

Appeals

Where a request for leave has not been granted, the Division is prepared to listen to appeals for reconsideration. Such requests may be made individually by the teacher or by the member of the Association Executive requested by the teacher so to act, or by both jointly and should be made in writing to the person who made the initial decision.

Administrative Procedure 5095

Leaves and Absences – Permanent Support Staff

Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

Form Cross Reference:

Self-Attestation Form

Legal/Regulatory Reference:

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

Date Adopted: July 2014

Amended: December 2017; March 2025; October 2026

The Brandon School Division, recognizing that circumstances will arise on occasion which will require permanent support staff to be absent from their assigned duties, has, both through negotiation of the Collective Agreement and administrative procedure development, adopted a number of procedures regarding leaves of absence.

The Division has assumed a contractual obligation for leaves of absence in accordance to Collective Agreement Articles 17 and 18 which outline the definitions of eligibility, extent of benefits, and rules of application for the following categories:

- Sick Leave (Article 17.01 – 17.12)
- Workers Compensation (Article17.09)
- Personal Leave (Article 18.02 & 18.03)
- Union Leave (Article 18.04)
- Family Leave (Article 18.05)
- Bereavement Leave (Article 18.06)
- Jury Duty (Article 18.07)
- Maternity Leave (Article 18.08)
- Adoption or Parental Leave (Article 18.09)

Permanent support staff who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

Sick Leave

Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated Collective Agreement. A medical note is not required for:

- Absences of up to seven (7) consecutive calendar days or less; or,
- Fewer than 10 cumulative workdays in a calendar year.

Please note that partial day absences count as a day of absence. After either of these thresholds are reached, a medical note may be requested at the discretion of the Division. Should a medical note be requested by the Division, reimbursement will be provided upon evidence of payment and will be limited to an amount the Division determines to be reasonable and customary.

An employee who is absent due to illness or injury for four (4) or more consecutive workdays will be required to complete the Self-Attestation Form, or as otherwise requested by the Division.

Leave of Absence On Account Of Illness

Leave of absence on account of illness, without pay, for permanent support staff may be provided when an individual's accumulated sick leave has been expended.

Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one school year. Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an extension of term certain leave must be made a minimum of 2 weeks prior to the expiry date.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

Compassionate Leave

Compassionate Leave shall mean a leave of absence granted to permanent support staff when unforeseen circumstances, involving a member of the family, create a situation as a result of which the employee is under such stress that they are unable to assume the duties of their position.

For the purpose of this section “family” shall be as defined under “Bereavement” in the Collective Agreement.

In the event of circumstances suggesting the need for compassionate leave, the employee would request approval from the Secretary-Treasurer or designate.

Upon approval of the leave, permanent support staff will be provided up to a maximum of 3 days compassionate leave with full pay.

Bereavement Travel Leave

Requests for leave of absence, with pay, for the purpose of travel in excess of 500 Kilometers one-way to attend the funeral of a member of the employee's immediate family may be granted at the discretion of the Office of Human Resources.

For the purpose of this section “family” shall be as defined under “Bereavement - Article 18.06 (a)” in the Collective Agreement.

Such approved leave shall be in addition to that authorized in the Collective Agreement and shall not exceed 2 days.

Leave Without Pay

For permanent support staff, it is the Division’s expectation that staff are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks. The Office of Human Resources is authorized to approve leave of absence without pay to any member of the support staff when, in the opinion of the Office of Human Resources, the leave is warranted due to good and sufficient reason and in the opinion of the Secretary-Treasurer does not unduly interfere with the operations of the Division. The Division will follow Collective Agreement, Article 18.01 and 18.02.

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current administrative procedure or be subject to Division approval.

Extension of Holiday Time

Absent good and sufficient reason, requests for leaves and absences, as identified within this administrative procedure, to extend the Spring Break, Winter Break or Summer Break shall not be allowed.

Adoptive Leave

Permanent support staff who have completed one year of employment with the Division shall be entitled to a leave of absence for the purpose of adoption as provided hereinafter.

- The employee shall provide to the Office of Human Resources a statement of intent to adopt a child as soon as an application for adoption is filed.
- Following notification to the Office of Human Resources of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process.
- The employee shall advise the Office of Human Resources as soon as the delivery date is known, and the leave shall commence not more than 5 days before or after the date the child is received by the adoptive parents.
- The length of the adoptive leave shall be as mutually agreed upon by the employee and the Office of Human Resources, but it shall not exceed 1 year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Office of Human Resources.
- Employees who receive an adoptive leave of absence shall receive the leave with a “guaranteed return”. For the purpose of this administrative procedure, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Office of Human Resources, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.
- Failure to return from said leave on the date agreed upon by the employee and the Office of Human Resources shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

One Year Leave – Personal Leave of Absence

The following general administrative procedure statements shall apply to requests for leave of One year for the purposes of personal leave of absence.

- Subject to the terms hereinafter stated, all permanent support staff shall be eligible for a One Year Personal Leave of Absence without pay.
- Written applications, stating the type of leave requested, shall be submitted to the Office of Human Resources no later than April 1st preceding the school year for which the leave is desired. For One Year Personal Leave of Absence, the purpose of the leave must be stated by the applicant in the letter of request.
- Personal leaves of absence provided under this administrative procedure should not extend beyond 12 calendar months and only leaves running concurrent to the school year will be considered.
- The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be

placed in a position which, in the opinion of the Office of Human Resources, is suitable and appropriate to their qualifications.

- Personal leave of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Office of Human Resources, a suitable replacement is not available or if it is considered by the Office of Human Resources that the leave would adversely affect the quality of education in the Division.
- Staff who are on personal leave of absence shall provide the Office of Human Resources with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A permanent support staff member not advising the Office of Human Resources of their intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the employee shall be at the discretion of the Office of Human Resources, and subject to there being an appropriate vacancy available.
- Accumulated sick leave of the employee taking personal leave of absence under this administrative procedure shall be maintained but shall not accumulate.
- For an employee granted a personal leave of absence, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the employee in accordance with the conditions of the insurance plans.
- Employees receiving a personal leave of absence under this administrative procedure shall be required to sign a memorandum of agreement accepting the terms as set forth in the administrative procedure as provided to them.

Appeals

Where a request for leave has not been granted, the Division is prepared to receive requests for reconsideration. Such requests may be made individually by the employee or by the member of the CUPE Executive requested by the employee so to assist, or by both jointly and should be made in writing to the person who made the initial decision.

Administrative Form Number 5095Fa
Self-Attestation

Administrative Procedures Cross Reference:

Leaves and Absences – Professional Staff

Leaves and Absences – Permanent Support Staff

Date Adopted: October 2026

Employee Name _____ Job Title/Position _____

Please complete the information below and return to the Payroll Department.

1. Absence Details:

   First date of absence _____

   End date of absence _____

2. Reason for Absence:

   ☐ Personal illness or injury

   ☐ Family illness or injury – please indicate relationship _____

ATTESTATION:

- **I CONFIRM** that I was unable to attend work due to the reason indicated on this form, at the dates stated, and that all of the information I have included with this form is true and accurate to the best of my knowledge and ability.
- **I UNDERSTAND** that knowingly providing false information to my employer may result in disciplinary and/or other action by my employer.
- **I ACKNOWLEDGE** that this form will be filed and may be referenced as part of my employer's absence management processes.
- **I UNDERSTAND** that additional information and/or documentation related to my absences may be required at my employer's direction.

Employee Signature: _____

Date: _____

BRANDON SCHOOL DIVISION

EDUCATION AND COMMUNITY RELATIONS COMMITTEE MINUTES
Tuesday, October 13, 2026 – 6:00 p.m.
Boardroom, Administration Office

Trustees Present:	L. Ross	D. Ross
	K. Carr	C. Ekenna (By phone)
	K. Fallis	L. McConnell
	J. Murray	B. Sieklicki
Also Present:	D. Labossiere, Secretary-Treasurer	
	J. Zilkey, Superintendent/CEO	
	S. Gilleshammer, Assistant Superintendent – Student Services	
	M. Sawa, Assistant Superintendent – Curriculum and HR	
	J. McBeth, Executive Assistant	
Regrets:	S. Mozdzen	

1. COMMITTEE ITEMS

A. NO STONE LEFT ALONE
The Brandon School Division Board of Trustees was invited to attend the 13th annual No Stone Left Alone Ceremony, at the Brandon Cemetery on Friday, November 6, 2026, at 10:00 am. Trustee K. Carr, Mr. Zilkey, Ms. Gilleshammer and Ms. Sawa will be attending to represent BSD.

2. OPERATIONS INFORMATION

A. CORRESPONDENCE

- Ms. Sawa spoke to the correspondence received from Rhonda Shaw, Executive Director, Learning and Outcomes Branch; and Kassy Assié, Executive Director, Bureau de l'éducation française, regarding the draft Guidelines for Responding to Parent/Caregiver Requests for Accommodations in the Physical and Health Education Curriculum (Voluntary Pilot). Ms. Sawa answered Trustee questions for clarification.
- Ms. Gilleshammer reviewed the correspondence received from Allan Hawkins, Director, Inclusion Support Branch, Manitoba Education and Early Childhood Learning, regarding the Inclusion Support Branch Professional Learning Series 2026/2027.
- Ms. Gilleshammer spoke to the correspondence received from Allan Hawkins, Director, Inclusion Support Branch, Manitoba Education and Early Childhood Learning, regarding Sources of Strength – School-Based Suicide Prevention and Mental Health Promotion Training.
- Ms. Gilleshammer reviewed the correspondence received from Allan Hawkins, Director, Inclusion Support Branch, Manitoba Education and Early Childhood

Learning, regarding Student Services Review and Reporting. She added that BSD will be participating.

- Ms. Gilleshammer spoke to the correspondence received from Allan Hawkins, Director, Inclusion Support Branch, Manitoba Education and Early Childhood Learning, regarding a workshop focused on supporting students who are deaf and hard of hearing. She indicated this information will be shared with the schools.
- Ms. Gilleshammer reviewed the correspondence received from Rhonda Shaw, Executive Director, Learning and Outcomes Branch, regarding Special Language Credit Option information for fall examinations.
- Ms. Sawa spoke to the correspondence received from Jeffrey Kehler, Assistant Deputy Minister, System Performance and Accountability, regarding Temporary Resident Pupils. Ms. Sawa answered Trustee questions for clarification.

Respectfully submitted,

_____

C. Ekenna

BRANDON SCHOOL DIVISION

FINANCE & FACILITIES COMMITTEE MINUTES
Tuesday, October 13, 2026 – 6:00 p.m.
Boardroom, Administration Office

Trustees Present:	L. Ross	D. Ross
	K. Carr	C. Ekenna (By phone)
	K. Fallis	L. McConnell
	J. Murray	B. Sieklicki
Also Present:	D. Labossiere, Secretary-Treasurer	
	J. Zilkey, Superintendent/CEO	
	S. Gilleshammer, Assistant Superintendent – Student Services	
	M. Sawa, Assistant Superintendent – Curriculum and HR	
	J. McBeth, Executive Assistant	
Regrets:	S. Mozdzen	

1. COMMITTEE ITEMS

A. CONFIRM PAYMENTS OF ACCOUNT (SEPTEMBER)
The payments of account for the month of September were provided for information and accepted as circulated.

2. OPERATIONS INFORMATION

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letters received from the Education Funding Branch regarding:
  - Crocus Plains Regional Secondary – MUA Replacement – Additional Project Support
  - Crocus Plains Regional Secondary – Roof Replacement Phase 2 – Additional Project Support
  - Earl Oxford School – One Modular Classroom Request – Tender Authorization
  - Valleyview Centennial School – One Modular Classroom Request – Tender Authorization

- Mr. Labossiere spoke to the letter received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding a funding increase of $6,027 in 2026-2027 to a total amount of $111,027 to support the High-Fidelity Wrap Facilitator Program.

Respectfully submitted,

B. Sieklicki

BRANDON SCHOOL DIVISION

PERSONNEL AND POLICY COMMITTEE MINUTES
Tuesday, October 13, 2026 – 6:00 p.m.
Boardroom, Administration Office

Trustees Present:	L. Ross	D. Ross
	K. Carr	C. Ekenna (By phone)
	K. Fallis	L. McConnell
	J. Murray	B. Sieklicki

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

Regrets: S. Mozdzen

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1. COMMITTEE ITEMS

A. PERSONNEL MATTER
Mr. Labossiere spoke to a Personnel Matter and Senior Administration answered Trustee questions for clarification.

B. PERSONNEL MATTER
Mr. Zilkey spoke to a Personnel Matter and answered Trustee questions for clarification. The Committee agreed to bring forward the following late motion to the Regular Board Meeting, October 13, 2026:

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

2. OPERATIONS INFORMATION

A. MSBA – COLLECTIVE BARGAINING UPDATE/SALARY BULLETINS:
- Collective Bargaining Update:
  - Mr. Labossiere reviewed information on a Personnel Matter.

Respectfully submitted,

L. McConnell

e-bulletin

MANITOBA School Boards ASSOCIATION

October 21, 2026

THE FINAL PUSH TO ELECTION DAY ON OCTOBER 28

As school trustee elections approach, now is the time to help Manitobans make informed choices at the ballot box. On **October 28**, communities across Manitoba will elect the school trustees who will help shape the future of public education in their local school divisions.

We encourage all trustees and education advocates to remind friends, family, and neighbours to take a few minutes to learn about the candidates in their area before voting. Outside of Winnipeg, residents can find candidate information through their local school division websites and municipal election resources. In Winnipeg, voters can learn more about school trustee candidates by visiting: https://www.winnipeg.ca/city-governance/wards-elections/2026-election/information-voters/candidates.

An informed vote is a powerful way to support strong public education. Let's work together to ensure Manitobans understand the important role trustees play and are prepared to cast their ballots on October 28.



MANITOBA School Boards ASSOCIATION

2026 Manitoba School Trustee Elections

elect2026.ca

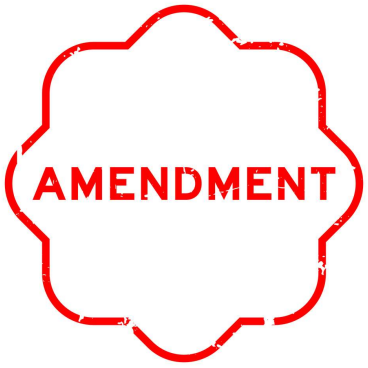
ACCOMMODATION UPDATE: FALL GENERAL & REGIONAL MEETINGS

Delegates attending the Fall General and Regional Meetings on November 26-27 are advised that the Delta Hotels Winnipeg is now **fully booked for Wednesday, November 25.** Guest rooms are still available at the Delta for Thursday, November 26 and Friday, November 27.



To accommodate conference attendees, we have secured an additional room block at the Radisson Hotel Winnipeg Downtown (288 Portage Avenue, Winnipeg). Booking information is in the **October 14 Divisional Mail memo**.

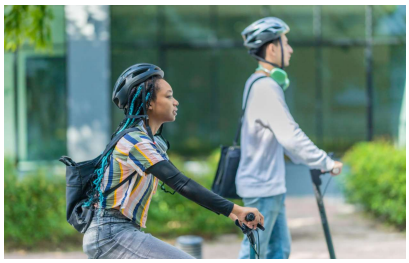
If you need help with your reservation or have questions, please contact events@mbschoolboards.ca.



EXPANDING MEMBERSHIP, STRENGTHENING PARTNERSHIPS

The Manitoba School Boards Association (MSBA) welcomes recent legislative amendments, which came into force on **October 1, 2026**, expanding eligibility for full MSBA membership to include Indigenous educational organizations and other qualifying groups.

These changes represent an important step forward toward building stronger partnerships across Manitoba's education sector. The next step will be for MSBA Members to consider the necessary amendments to association by-laws at the 2027 Convention. Member boards will have the opportunity to review these proposed amendments in advance of the FGM.



NEW RULES FOR E-SCOOTERS AND OTHER PERSONAL ELECTRIC VEHICLES

As students and families increasingly use e-scooters and other personal electric vehicles to travel to and from school, new provincial rules will help make Manitoba roads, paths, and public spaces safer for everyone. Beginning in 2027, Manitoba will introduce regulations for personal electric vehicles (PEVs), including e-scooters, hoverboards, and electric unicycles.

With an amendment to *The Highway Traffic Act*, the new rules require riders to be at least 16 years old and wear a properly fitted helmet at all times. PEVs will be permitted on roads with speed limits of 50 km/h or less and on shared-use paths, but they will not be allowed on sidewalks. Riders will also be limited to a **maximum speed of 25 km/h** and must follow the same traffic rules that apply to other road users.

For schools, these changes provide greater clarity around safe transportation practices and reinforce the importance of road safety education for students. As personal electric vehicles become more common across Manitoba, these rules will support safer travel for students while encouraging responsible use of emerging transportation options.



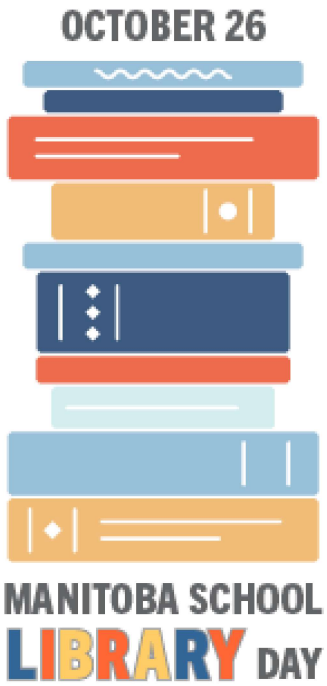
NOMINATIONS OPEN FOR 2026/27 EXCELLENCE IN EDUCATION AWARDS

The Manitoba government is now accepting nominations for the **2026-27 Excellence in Education Awards**, an opportunity to recognize the outstanding educators and school leaders who make a lasting difference in the lives of Manitoba students. The awards celebrate excellence in teaching, leadership, collaboration, school nutrition, and overall contributions to student success.

Parents, students, school trustees, teachers, and school or school division administrators can submit nominations, making this a meaningful way for school communities to honour those whose dedication helps students thrive.

Award categories include Teaching Excellence, Outstanding New Teacher, Outstanding Team Collaboration, Outstanding School Leader, the Nello Altomare Award for Excellence in School Nutrition, and the Premier's Award for Excellence in Education.

Nominations are open until **December 6, 2026**, and recipients will be recognized at a provincial awards ceremony in spring 2027. More information and nomination forms are available at: www.edu.gov.mb.ca/k12/excellence.



MANITOBA SCHOOL LIBRARY DAY IS OCT 26

MSBA is proud to recognize Manitoba School Library Day on **October 26.** School libraries play a vital role in supporting student achievement by providing safe, inclusive, and welcoming spaces where learners can explore new ideas, access information, and develop a lifelong love of reading and learning.

School libraries reflect the diversity of our communities and provide resources that support classroom learning, literacy development, and student well-being. They are places where curiosity is encouraged, creativity is nurtured, and every student has the opportunity to feel seen, supported, and inspired.

On Manitoba School Library Day, we encourage students, educators, trustees, and families to celebrate the important contributions of school libraries and the dedicated staff who help make them vibrant centres of learning, inclusion, and discovery.

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