

**Regular Meeting of the Board  
Agenda**

Thursday, November 3, 2022

8:15 PM

Craig M. Stahlke Board Room

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

**1. Recognition of Treaty Land**

We acknowledge with respect the history, spirituality and culture of the peoples with whom Treaty One was signed and the land upon which Pembina Trails School Division resides. We acknowledge our responsibility as Treaty members and honour the heritage and gifts of the Red River Métis. We commit to moving forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation.

**2. ATTENDANCE**

**3. CALL TO ORDER**

Comments:

The content of the Informational Reports has been reviewed by Trustees prior to the Board Meeting. The reports reflect discussions and activities of the Committees. At Board Meetings, if Trustees wish to speak or to ask questions regarding a particular report included in the Information Reports section of the Board Meeting agenda - that needs to be identified at the time the agenda is amended. Recommended motions from Committees are addressed separately in the agenda.

**4. AGENDA APPROVAL**

**5. BOARD MINUTES APPROVAL**

**6. STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS**

**1. Standing Committee Reports:**

- a. Meeting Notes from the Committee Meeting of the Whole held on October 12, 2022;
- b. Committee Report of the Finance, Buildings, Property and Transportation Committee Meeting held on October 31, 2022 (to be uploaded following the meeting).

## **2. Special Committee Reports:**

- a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on October 12, 2022.

## **3. Other Reports:**

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated November 3, 2022;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 3, 2022;
- c. Substitute Teacher Contracts as listed in the 2022-23 Substitute Teacher Contracts Report dated November 3, 2022;
- d. Resignations as listed in the Resignations Report dated November 3, 2022;
- e. Enrolment Report - October 2022

### **Purpose:**

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information, and

To consider ratifying Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated November 3, 2022, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 3, 2022, and

To consider ratifying Substitute Teacher Contracts as listed in the 2022-23 Substitute Teacher Contracts Report dated November 3, 2022, and

To consider receiving resignations as listed in the Resignations Report dated November 3, 2022.

## **7. DELEGATIONS**

## **8. EDUCATIONAL PRESENTATIONS**

## **9. BUSINESS FROM PREVIOUS BOARD MEETINGS**

## **10. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE**

## **11. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE**

## **12. BY-LAWS AND/OR POLICIES**

## **13. CORRESPONDENCE FOR DISCUSSION**

**14. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS**

**14.1. Communication and Community Relations Committee**

**14.2. Education Committee**

**14.3. Finance, Buildings, Property and Transportation**

**14.3.1. Meeting with the Auditors re, Financial Statements for Year Ended June 30, 2022**

Purpose: To meet with the Division's auditors to review the 2021-22 Financial Statements.

Note: The financial statements will be uploaded Monday, following the Finance Committee Meeting with the auditors.

**14.4. Human Resources and Policy Committee**

**14.5. Negotiations Committee**

**14.6. Pembina Trails School Division Educational Support Fund Inc.**

**14.7. Council of Presidents**

**14.8. Boards/Association Council on Education (B.A.C.E)**

**15. ADMINISTRATIVE REPORTS**

**15.1. Strengthening Student and Learning Fund Grant**

Purpose: To receive a report from the Administration.

**16. NEW BUSINESS**

**17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

**18. QUESTIONS FROM TRUSTEES**

**19. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE**

**20. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE**

**21. ADJOURNMENT**

# e-bulletin

October 19, 2022

MANITOBA  
School Boards  
ASSOCIATION

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Follow us on Twitter [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)

## SKILLS CANADA NATIONAL COMPETITION

MSBA is a proud partner of the 2023 Skills Canada National Competition, (SCNC) which will be held May 25-26, 2023, at the RBC Convention Centre in Winnipeg.



SCNC is an ideal way to connect with tomorrow's workforce and to discover new and exciting careers! It is the only national, multi-trade and technology competition for students and apprentices in the country. Each year, more than 550 competitors from all regions of Canada come to SCNC to participate in over 40 skilled trade and technology competitions. By providing a forum where Canadians can compete at the national level, SCNC provides hands-on work experience related to skilled trade and technology careers.

Teachers are invited to register now to showcase this important learning opportunity for students! For more information and to register please visit [schooltours@skillscanada.com](mailto:schooltours@skillscanada.com).

## POST ELECTION FOLLOW-UP

Once the 2022 school trustee elections results are known, we will be issuing a call for nominations to fill any resulting vacancies on the association's executive. By-elections will be held in conjunction with the special general meeting and regional meetings scheduled for December 2, 2022, at the Victoria Inn in Winnipeg. Watch your email or the association website for details. Election results for [Brandon](#) S.D. and divisions within the City of [Winnipeg](#) will be posted on election night. We will be posting the [results](#) for all other divisions as soon as they become available. And finally, please return your completed association membership form to us as soon as possible after your inaugural meeting. Information on that form is used to compile our internal database, and to update the [members section](#) of our website.



## SAVE THE DATES!

The Alberta School Boards Association (ASBA) will host the 2023 Canadian School Boards Association (CSBA) Congress and National Trustee Gathering on Indigenous Education in Banff, Alberta from July 3-5, 2023. School board trustees and Kindergarten to Grade 12 education leaders and policy makers from across the country will gather for the three-day event that will include renowned keynote speakers, timely and relevant learning opportunities, and engaging workshops.



As part of the 2023 CSBA Congress, ASBA is seeking proposals for up to six in-person concurrent sessions, each 75 minutes in length. For a list of potential topics and formats, please visit the event [website](#). Submissions are due by December 19, 2022, to the attention of [csperling@asba.ab.ca](mailto:csperling@asba.ab.ca).

## MANITOBA PHYSICAL ACTIVITY SAFETY IN SCHOOLS (MPASS)

After two years of collaboration between many



Manitoba partners, including PHE Manitoba, MPESA, MSBA, and Manitoba Education, and through the assistance of the Ontario Physical and Health Education Association (OPHEA), the [MPASS website](#) is now live!

MPASS intends to provide information that will assist teachers/coaches/intramural supervisors/school administrators in minimizing the risk associated with physical activity through appropriate activity-specific planning. In addition, safe instructional practices, providing age and skill-appropriate activities, and planning daily lessons which address student and activity safety will assist in minimizing foreseeable risks.

The hard work of the MPASS committee has not gone unnoticed. On October 20, they will be awarded the 2021-2022 PHE Manitoba Coalition Award for their outstanding contribution to Physical and Health Education in Manitoba at the PHE Manitoba Awards Ceremony at the Manitoba Sports Hall of Fame in Winnipeg.

## NOMINATE AN EXCEPTIONAL EDUCATOR!

The Prime Minister's Awards for Teaching Excellence have recognized exceptional elementary and secondary school teachers in all disciplines since 1994, with over 1,700 teachers honoured to date.

Teaching Excellence Awards recipients are honoured for their remarkable achievements in education and for their commitment to preparing their students for a digital and innovation-based economy. The Teaching Excellence in STEM Awards celebrate outstanding science, technology, engineering, and mathematics teachers that help develop the culture of innovation Canada needs today, and in the future.



The nomination deadline is January 17, 2023. Visit the awards [website](#) to learn more.

follow us [@MBSchoolBoards](https://www.mbschoolboards.ca)





The Interlake School Division invites applications for the position of

## ACCOUNTING MANAGER

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Reporting to the Secretary-Treasurer, the Accounting Manager is responsible for leading and monitoring the daily operations of the accounting department.

### **Responsibilities:**

- Comply with Board Governance Policies and Administrative Procedures, legislative requirements and collective agreements
- Manage and support accounting functions, including accounts payable, payroll and accounts receivable
- Perform general accounting functions; including fixed assets, capital project accounting, grant reporting, accruals and reconciliations
- Complete annual school audits of school generated funds
- Participate in developing the annual budget
- Prepare year-end working papers and assist with financial statement preparation and annual audit
- Collect and verify student enrolment data
- Provide accounting support to schools

### **Qualifications:**

- Minimum 5 years' relevant experience
- Post-secondary including Chartered Professional Accounting designation (CA, CMA, or CGA)
- Strong analytical, communication and interpersonal skills
- Excellent organizational skills and attention to detail
- Advanced financial software and Microsoft Office skills
- Experience in a public sector environment considered an asset

Salary: \$95,000 - \$120,000 per year, depending upon qualifications

For further information, please contact Melanie Mousseau at [mmousseau@isd21.mb.ca](mailto:mmousseau@isd21.mb.ca)

Start Date: As soon as possible

Applicants must include a cover letter, resume and three recent references.

Forward applications (in PDF format as one document) to [hr@isd21.mb.ca](mailto:hr@isd21.mb.ca).

Deadline for applications is **12:00 noon Wednesday, October 26, 2022.**

Interlake School Division welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted. Employment will be subject to satisfactory Criminal Record and Child Abuse Registry Checks.

Manitoba Association of Parliamentarians is pleased to host an education seminar on Saturday November 5, 2022 via ZOOM. The title of the seminar is 'Where are the Directors?' The presenter is highly qualified and the presentation would benefit anyone who is a board member as well as others who may have an interest in becoming a board member.

The presentation will speak to the importance of each board member's responsibility when serving on a board who is looking for accountability.

Do not miss this opportunity and please share this information with others who might be interested. If this is not your area of responsibility, it would be appreciated if the email can be directed to the right party.

Thank you in advance for your cooperation.

Faith Anderson  
Vice President  
Manitoba Association of Parliamentarian





**Manitoba Association of Parliamentarians**  
**SAVE THE DATE**  
**FALL MEETING AND EDUCATION SEMINAR**  
**Saturday, November 5, 2022**

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The Manitoba Association of Parliamentarians invites you to attend its Fall Meeting and Education Seminar “**Where are the Directors?**” on **Saturday, November 5, 2022** via ZOOM – 9:30 a.m. – 12:00 noon. Enrol at [www.parliamentarians-mb.ca/events](http://www.parliamentarians-mb.ca/events). Tag words for Eventbrite: **directors, map, parliamentarians, seminar**. The link will be sent upon registering.

**REGISTRATION FEE: \$10.00 per person.**

**AGENDA**

- 9:00 – 9:30 a.m. – Registration** (please join at least 15 minutes before meeting)
- 9:30 – 10:25 a.m. – Introductions and General Meeting**
- 10:25 – 10:30 a.m. – Break**
- 10:30 – 11:30 a.m. – Presentation – **CARL NOHR****
- 11:30 – 11:45 a.m. – Q&A**
- 11:45 – 12:00 noon – Closing Remarks and Adjournment**

**Carl Nohr** is a Professional Registered Parliamentarian and board member of the National Association of Parliamentarians. In addition to governance, meeting management and decision making, Carl has a passion for professionalism, stewardship and service. He enjoys sharing what he has learned and experienced, and finds that he in turn can learn much from everyone.



***Where are the Directors?*** Despite legislation introduced over 20 years ago to improve corporate and association governance, we continue to see business and association governance failures. In this workshop, we will go over the fundamentals of governance as they relate to the fiduciary duties of boards of directors. The Body of Knowledge of the National Association of Parliamentarians (NAP) tells us that a consultant must be able to advise clients regarding the rights and responsibilities of individual officers and of a board. After the session, you will be able to teach the duties of directorship to others, and serve more effectively as a director when you have the opportunity to do so.

**This presentation will benefit current and potential board members as well as general members of an organization with a board looking for accountability.**

The Manitoba Association of Parliamentarians (MAP) is an organization that encourages the study and practice of parliamentary procedure to improve and promote effective meetings.