

Regular Meeting of the Board - February 8, 2018

Thursday, February 08, 2018

Start time 8:00 PM

Administration Office, 181 Henlow Bay, Winnipeg, Manitoba

AGENDA

1. **Attendance**
2. **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 to or 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.

Minutes Template:

Meeting called to order at <currentTime>

3. **AGENDA APPROVAL**
4. **Board Minutes Approval**
 - 4.1 **Regular Meeting of the Board - January 25, 2018 (2018/01/25)**
5. **STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS**

5.1. **Standing Committee Reports, Special Committee Reports and Other Reports**

Summary:

1. Standing Committee Reports:

- a. Report of the Committee Meeting of the Whole held on January 25, 2018;
- b. Report of the Budget Study Committee Meeting held on January 18, 2018;
- c. Committee Report of the Buildings, Property and Transportation Committee Meeting held on January 29, 2018;

2. Special Committee Report:

- a. Minutes of the Pembina Trails Educational Support Fund Inc. Corporate Board Meeting held on January 25, 2018.

3. Other Reports:

- a. Commendation Report dated February 8, 2018;
- b. Teacher Contracts (Term) as listed in the Teacher Contracts Report dated February 8, 2018;
- c. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated February 8, 2018;
- d. Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report

- dated February 8, 2018;
- e. Resignations as listed in the Resignations Report dated February 8, 2018;
- f. Enrolment Report - January 2018.

Purpose:

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information and,
To consider ratifying Teacher Contracts (Term) as listed in the Teacher Contracts Report dated February 8, 2018 and,
To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated February 8, 2018 and,
To consider ratifying Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report dated February 8, 2018 and,
To consider receiving resignations as listed in the Resignations Report dated February 8, 2018.

6. DELEGATIONS

7. EDUCATIONAL PRESENTATIONS

7.1. Thoughtexchange

Summary:

Purpose: To make a presentation to the Board.

8. BUSINESS FROM PREVIOUS BOARD MEETINGS

9. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

10. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE

11. BY-LAWS AND/OR POLICIES

12. CORRESPONDENCE FOR DISCUSSION

13. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS

13.1. BUILDINGS, PROPERTY AND TRANSPORTATION COMMITTEE

13.2. COMMUNICATION AND COMMUNITY RELATIONS COMMITTEE

13.3. EDUCATION COMMITTEE

13.4. FINANCE AND PLANNING COMMITTEE

13.4.1. Draft 2018-19 Budget

Summary:

Purpose: To release the Draft 2018-19 information to the public.

13.5. HUMAN RESOURCES AND POLICY COMMITTEE

13.6. NEGOTIATIONS COMMITTEE

13.7. PEMBINA TRAILS SCHOOL DIVISION EDUCATIONAL SUPPORT FUND INC.

13.8. PEMBINA TRAILS VOICES

13.9. COUNCIL OF PRESIDENTS

13.10. BOARD/ASSOCIATION COUNCIL ON EDUCATION (B.A.C.E.)

14. ADMINISTRATIVE REPORTS

14.1. 2018-19 School Year Calendar

Summary:

Purpose: To receive a report from the Superintendent and to consider approving the 2018-19 School Year Calendar.

14.2. Indigenous Education Plan Update

Summary:

Purpose: To receive a verbal report from the Assistant Superintendent, Program, and consider recommendation.

14.3. Yes I Can! Awards 2018

Summary:

Purpose: To receive a report from the Assistant Superintendent, Student Services.

15. NEW BUSINESS

15.1. Manitoba School Boards Association 2018 Convention

Summary:

Purpose: To solicit Trustees as to their intent to attend the 2018 MSBA Convention.

15.2. Region 5/6 Meeting with Councillor B. Mayes

Summary:

Purpose: To receive a report from Trustees in attendance.

16. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

16.1. Correspondence for Information Distribution List

Summary:

THAT the Correspondence for Information Distribution List dated February 2, 2018, be received as information.

17. QUESTIONS FROM TRUSTEES

18. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

19. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE

20. ADJOURNMENT

Minutes Template:

Meeting adjourned at <currentTime>

Appendix 1 for 5.1.: Enrolment Report

Pembina Trails School Division Pupils by Grade - January 2018

| | | Total | | | | | | | | | | | | | | | | | | | | | | | | | September 2017 | | Difference | | | | |
|--------|----|---------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-------|-------|----------------|--------|------------|-----------|---------|-----|---------|
| School | | FI K | K | FI 01 | 01 | FI 02 | 02 | FI 03 | 03 | FI 04 | 04 | FI 05 | 05 | FI 06 | 06 | FI 07 | 07 | FI 08 | 08 | FI 09 | 09 | FI 10 | 10 | FI 11 | 11 | FI 12 | 12 | FI | ENG | FI | English | FI | English |
| 1104 | AA | | | | | | | | | | | | 58 | | 52 | | 125 | | 139 | | 151 | | | | | | | 525 | | 520 | 5 | | |
| 1138 | AC | | | | | | | | | | | | | | | | 189 | | 225 | | 243 | | | | | | | 657 | | 631 | 26 | | |
| 2304 | AH | | | | | | | | | | | | | | | | | | | | | | | | 1 | | 42 | 43 | | 49 | -6 | | |
| 1958 | BA | | 36 | | 38 | | 49 | | 66 | | 60 | | 62 | | 58 | | | | | | | | | | | | | 369 | | 364 | 5 | | |
| 1676 | BE | | 31 | | 22 | | 40 | | 29 | | 35 | | 46 | | | | | | | | | | | | | | | 203 | | 201 | 2 | | |
| 1754 | BL | | 20 | | 15 | | 21 | | 23 | | 23 | | 23 | | | | | | | | | | | | | | | 125 | | 121 | 4 | | |
| 1263 | BO | 51 | 39 | 54 | 34 | 36 | 52 | 44 | 43 | 46 | 57 | | | | | | | | | | | | | | | 231 | 225 | 231 | 0 | -6 | | | |
| 1914 | CC | | 52 | | 49 | | 58 | | 71 | | 63 | | 75 | | 56 | | | | | | | | | | | | | 424 | | 399 | 25 | | |
| 1896 | CH | | | | | | | | | | | 86 | | 76 | 66 | 57 | 91 | 63 | 75 | | | | | | | | 282 | 232 | 231 | -5 | 1 | | |
| 1608 | CR | 53 | | 42 | | 51 | | 43 | | 34 | | | | | | | | | | | | | | | | | 223 | 0 | 0 | -6 | 0 | | |
| 1378 | DA | | 63 | | 67 | | 54 | | 66 | | 89 | | 84 | | 92 | | | | | | | | | | | | | 515 | | 501 | 14 | | |
| 1511 | DI | 78 | | 70 | | 82 | | 63 | | 59 | | | | | | | | | | | | | | | | | 352 | 0 | 0 | -5 | 0 | | |
| 1281 | FR | | | | | | | | | | | | | | | | | | | | | 388 | | 359 | | 508 | | 1255 | | 1256 | -1 | | |
| 1231 | GB | | 16 | | 16 | | 22 | | 19 | | 21 | | 21 | | 24 | | 66 | | 72 | | 73 | | | | | | | 350 | | 344 | 6 | | |
| 2132 | HG | | | | | | | | | | | | 134 | | 100 | | 128 | | 102 | | 113 | | | | | | | 577 | | 565 | 12 | | |
| 1273 | LL | | 11 | | 22 | | 22 | | 22 | | 22 | | 27 | | 30 | | 22 | | 27 | | | | | | | | | 205 | | 202 | 3 | | |
| 2030 | LM | | 39 | | 39 | | 43 | | 56 | | 61 | | 61 | | 74 | | 54 | | 64 | | | | | | | | | 491 | | 484 | 7 | | |
| 1227 | OA | | 20 | | 24 | | 29 | | 41 | | 30 | | 36 | | 20 | | | | | | | | | | | | | 200 | | 198 | 2 | | |
| 1691 | OP | | | | | | | | | | | | | | | | | | | 53 | 133 | 46 | 171 | 51 | 163 | 38 | 198 | 665 | 192 | 656 | -4 | 9 | |
| 1975 | PJ | | 23 | | 24 | | 24 | | 23 | | 37 | | 23 | | | | | | | | | | | | | | | 154 | | 152 | 2 | | |
| 1393 | RM | | 22 | | 25 | | 28 | | 23 | | 22 | | 25 | | 17 | | | | | | | | | | | | | 162 | | 166 | -4 | | |
| 1472 | RO | | 35 | | 28 | | 28 | | 40 | | 37 | | 27 | | | | | | | | | | | | | | | 195 | | 190 | 5 | | |
| 1202 | RW | | 22 | | 19 | | 16 | | 24 | | 23 | | 17 | | 29 | | 23 | | 19 | | | | | | | | | 192 | | 193 | -1 | | |
| 1498 | RY | | 35 | | 31 | | 25 | | 42 | | 35 | | 35 | | 53 | | | | | | | | | | | | | 256 | | 238 | 18 | | |
| 1638 | SA | 43 | | 44 | | 33 | | 56 | | 40 | | 36 | | 32 | | | | | | | | | | | | | 284 | 0 | 0 | -6 | 0 | | |
| 1114 | SH | | | | | | | | | | | | | | | | | | | | 174 | | 163 | | 175 | | 152 | 664 | | 650 | 14 | | |
| 2302 | SP | 58 | 57 | 50 | 36 | 42 | 64 | 34 | 65 | 22 | 64 | 19 | 69 | 26 | 47 | 17 | 62 | 18 | 55 | | | | | | | | 286 | 519 | 276 | 503 | 10 | 16 | |
| 1789 | TP | 20 | | 22 | | 18 | | 24 | | 21 | | | | | | | | | | | | | | | | | | 105 | 0 | 0 | 0 | 0 | |
| 1262 | VA | | | | | | | | | | | 74 | | 72 | | 71 | | 80 | | | | | | | | | 297 | 0 | 0 | -3 | 0 | | |
| 1062 | VM | | | | | | | | | | | | | | | | | | | 97 | 1 | 114 | 210 | 93 | 322 | 65 | 333 | 369 | 866 | 377 | 854 | -8 | 12 |
| 1976 | VW | 31 | 11 | 49 | 17 | 43 | 28 | 44 | 21 | 37 | 29 | 39 | 25 | 41 | 31 | 35 | 29 | 40 | 27 | | | | | | | | 359 | 218 | 361 | 214 | -2 | 4 | |
| 1398 | WD | | | | | | | | | | | | | | 76 | | 63 | | 73 | | | | | | | | | 212 | | 211 | 1 | | |
| 1512 | WG | | 17 | | 15 | | 21 | | 21 | | 13 | | 18 | | | | | | | | | | | | | | | 105 | | 101 | 4 | | |
| 2065 | WR | | 85 | | 87 | | 85 | | 108 | | 92 | | | | | | | | | | | | | | | | | 457 | | 446 | 11 | | |
| | | 334 | 634 | 331 | 608 | 305 | 709 | 308 | 803 | 259 | 813 | 254 | 866 | 247 | 825 | 180 | 852 | 201 | 878 | 150 | 888 | 160 | 932 | 144 | 1,020 | 103 | 1,233 | 2,976 | 11061 | 3,005 | 10,871 | -29 | 190 |
| | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | 14,037 | Total | 13,876 | | | |
| | | January | | | | | | | | | | | | | | | | | | | | | | | | | | | | September | | | |

e-bulletin

January 24, 2018

191 Provencher Blvd. Winnipeg, MB R2H 0G4
Phone: 204-233-1595 Toll Free: 1-800-262-8836

www.mbschoolboards.ca

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SAVE THE DATE!

With school trustee elections on October 24 this year, we needed to make some adjustments to the timing of fall regional meetings. After discussing this matter at its January 8 meeting, the executive determined that, in 2018, regional meetings would be held in conjunction with our usual post-election orientation session for newly-elected trustees. Additional trustee education offerings and a session for board chairs will also be incorporated into a comprehensive, two-day program, which will be held at the Victoria Inn in Winnipeg on November 29 and 30, 2018. Additional details will be shared as they are confirmed, but mark your calendars now!



JANUARY WEBINAR

Developing strategic directions and monitoring progress are essential roles of school boards. Strategic directions are created through sound planning processes, which are fundamental to good governance. Our upcoming half-hour webinar, [Leading the Strategic Planning Process](#), will provide an overview of a strategic planning process that engages stakeholders in developing a shared vision, mission, and goals. The webinar will outline one board's journey in creating a strategic plan, a journey that started with trustees leading focused conversations with parents, community members, students and staff. The ultimate goal was a strategic plan that provided overall direction to the division, with a focus on student learning and wellbeing.



This newest offering in our superintendent series of webinars will be presented by Donna Davidson, Superintendent of Mountain View S.D. on January 30. Resources for the webinar will be posted one week before the event. You can download them by visiting our [website](#) and following the links. To register, contact [Janis Arnold](#), Board Development Consultant. The registration deadline is 10:00 January 30.

INNOVATIONS IN RURAL EDUCATION

The 23rd [National Congress on Rural Education in Canada](#) will be held from March 25 to 27 in Saskatoon. The central theme for the 2018 event is "Innovations in Rural Education." Rapidly changing demographics pose a challenge for school divisions, who need to use innovative strategies to improve outcomes for



students and learning communities. School divisions of all sizes, demographics, and locations are responding to that challenge by pushing the boundaries of innovation and 21st century learning. Delegates to the Congress will engage in open conversations, collaborate in meaningful discussions, and make connections at the provincial and national levels. [Online registration](#) is now open.

LAST CALL

This Friday, January 26, is the deadline for receipt of nominations for all association [awards and recognition programs](#). It is also the last date when guest rooms booked within our block for our March convention can be cancelled without penalty. Rooms cancelled after January 26 will incur a penalty of one night's room charge. If you were unsuccessful in booking all the rooms required within our block, now's the time to [try again](#). Any rooms cancelled by Friday will be returned to our block, where they will be available for rebooking. After January 26, all remaining rooms in our block will be released, and our preferred rate will no longer be available.



DID YOU KNOW . . .

That Manitoba Municipal Relations has prepared and distributed a resource document [Zoning for Cannabis: A Guide for Manitoba Municipalities](#)? This document was prepared "to assist Manitoba municipalities with proposed cannabis facilities to amend their existing zoning bylaw to regulate the siting and operation of cannabis production and retail within their communities." Although the resource was prepared specifically for municipalities, it will be of interest to school boards, given that it does make reference to zoning considerations in the proximity of schools. As the document's preface acknowledges, "all levels of government are working together in order for the legalization of cannabis to be successful." School boards are one of the levels of government that needs to be informed and involved when decisions are being made that impact our kids and communities, so check out the [guide](#).



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GARDEN VALLEY SCHOOL DIVISION (Winkler MB) "Committed to Excellence: Learning Today - Building for Tomorrow"

Assistant Superintendent of Programs and Curriculum

Applications are being accepted for the position of **Assistant Superintendent of Programs and Curriculum**.

The Division:

Garden Valley School Division is a dynamic, innovative, and visionary school division located in the agricultural heartland of industrialized south central Manitoba. It has a student population of over 4500 and a staff of over 700. The City of Winkler, the industrial hub and home to the division's administrative office, two high schools, and four of its eight early and middle years administrative units, has all the amenities of a larger city within a rural setting. It is a seventy-five minute drive south of the capital, Winnipeg, and twenty minutes north of the United States border.

The nine-member Board of Trustees has a strong commitment to providing high quality education within the context of the diversity and uniqueness inherent in the Division. The mission for the Division is:

"The mission of Garden Valley School Division is to facilitate excellent education for children to become good neighbours, workers and citizens."

The Candidate:

The Assistant Superintendent of Programs and Curriculum will have a demonstrated commitment to the Board's philosophy of education, an understanding of curriculum implementation, educational programming and planning, and strong leadership abilities. This position will be of interest to a highly skilled individual who is compassionate, inspiring, collaborative, committed to relationships and servant leadership, the enhancement of professional learning communities, and accountability.

The individual will:

- Have a demonstrated commitment to excellence in teaching and learning
- Ensure Manitoba curriculum is implemented
- Coordinate the implementation and assessment of new programs and monitor student achievement
- Implement Board directives on program initiatives, research, instruction, curriculum and professional development
- Coordinate staff development, in-services, workshops, and seminars in support of divisional programs and objectives
- Coordinate surveys, tests and data gathering to maintain a high standard of education
- Assist the Superintendent with: the recruitment, hiring, and evaluation of professional staff; preparing an annual budget

A full position description is available upon request or may be accessed on the division website: www.gvsd.ca. This is a twelve-month position and will operate out of the Division Office. The position of Assistant Superintendent of Programs and Curriculum will be effective August 1, 2018.

Qualifications:

- A Bachelor's Degree and preferably a Master's Degree in Education
- Valid Manitoba Teacher's Certificate or equivalent
- At least five years of teaching experience
- At least five years of education administrative experience

More Information: Visit www.gvsd.ca

Applications:

Applicants are requested to submit a comprehensive resume including a statement of educational philosophy and the names of three references, all of whom must have knowledge of the applicant's performance in the applicant's current or recent assignment.

Assistant Superintendent Search Committee, **Posting # 01-AS-18**

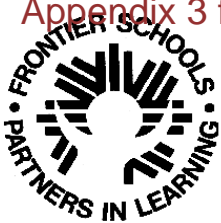
Garden Valley School Division

Box 1330, 750 Triple E Boulevard

Winkler, MB R6W 4B3

Tel: (204) 325-8335; Fax: (204) 325-4132; E-mail: assistantsuperintendent.search@gvsd.ca

This competition will remain open until a suitable candidate is found. Applications received prior to noon, February 12, 2018, will be given careful consideration.



FRONTIER SCHOOL DIVISION

Invites applications for the following position

POSITION: Area 5 Superintendent
LOCATION: Norway House, Manitoba
START DATE: August 2018
FTE: 1.00 FTE
TERM OF EMPLOYMENT: Permanent
APPLICATION DEADLINE: February 23, 2018

Educational services are provided for over 1,700 primarily indigenous pre-school to Grade 12 students in two schools in the community of Norway House in the North-Central Region of Manitoba. In Area 5, the Division employs approximately 320 professional and support staff. The Division is committed to success for all learners through a focus upon student outcomes, community-based direction for schools, and a partnership approach amongst staff, parents, and the community.

The preferred candidate will meet the following criteria:

- An educational leader with successful and student-focused administrative experience at the nursery to grade 12 levels
- An accountability-based leader in terms of student results and achievement, assessment and evaluation of programs and strategic planning for growth and development
- A knowledgeable, experienced leader in the development and implementation of Indigenous focused curricula and language programs
- Demonstrated success in leading a Divisional program portfolio
- An excellent communicator with strong interpersonal, conflict resolution and community relations skills
- A collaborative decision maker committed to a team approach with varied local partners and organizations
- An administrator with five or more years' experience (at the school or Division level) in planning, managing and allocating human, financial and material resources
- An excellent financial manager responsible for an annual budget of approximately \$27 million
- A lifelong learner, with a Master's degree in education (administration, curriculum, foundations), or in the process of obtaining a Master's degree
- Extensive knowledge about the Indigenous languages and cultures of the North-Central region of Manitoba

Applicants must hold or be eligible for a permanent professional Manitoba teaching certificate. Applicants must possess a valid Manitoba driver's license. A comprehensive benefits program and competitive salary is provided. Travel within the Division is required.

Applicants interested in this unique challenge are to submit:

- A curriculum vitae / detailed resume with three professional and three character references, including written permission to contact them
- A 250 word philosophy of education statement
- A 500 word paper on "the role of a leader in providing a quality educational program in Area 5"

Forward application package to:

Chief Superintendent's Office
 Frontier School Division
 30 Speers Road
 Winnipeg, MB R2J 1L9
 Phone: (204) 775-9741 Fax: (204) 775-9940
 Email: reg.klassen@fsdnet.ca



St. James-Assiniboia School Division

"Great Schools for Growing and Learning"

requires an

ASSISTANT SUPERINTENDENT, EDUCATION (K-8) AND STUDENT SERVICES

We invite applications from exceptional educational leaders to assume the above-noted position effective July 1, 2018.

Qualifications:

The successful candidate for this position will possess a Level I or II Administrator's Certificate and an M.Ed. degree in Educational Administration (or equivalent). The candidate will have a minimum of ten years of combined experience in classroom teaching and school principalships at the early, middle, and senior years levels. Experience in Student Services is desirable. Well-developed skills in leadership, supervision, and research are essential. The successful candidate will have the ability to work in a team setting to facilitate change in a dynamic educational environment.

Duties and Responsibilities:

The successful applicant will assist the Chief Superintendent substantially and effectively in the best interests of providing leadership in developing, achieving, and maintaining the best possible educational programs, services and staff in the Division's schools.

Major areas of responsibility include:

- Student Services
- Instructional Programs
- Assessment and Evaluation

Please submit detailed Curriculum Vitae with the names of three references, no later than **Thursday, February 8, 2018 at 12:00 p.m. (noon)** to Bernice Kitsch, Executive Assistant at bkitsch@sjsd.net to the attention of:

Brett Lough, Chief Superintendent
St. James-Assiniboia School Division
2574 Portage Avenue
Winnipeg, MB R3J 0H8

All applicants are thanked for their interest; however only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

***The St. James-Assiniboia School Division is proud to employ staff
who represent the diverse community it services.***



Secretary Treasurer Grande Yellowhead Public School Division No. 77

Applications are invited for the position of Secretary Treasurer for Grande Yellowhead Public School Division No. 77. Duties will commence April 16, 2018 or as mutually agreed.

The Division

Grande Yellowhead Public School Division stretches from Jasper National Park, east to Evansburg, south of Cadomin, and northwest beyond the Town of Grande Cache. The jurisdiction includes 18 schools, five Learning Connection Centres, approximately 4,500 students, and 560 staff members. Seven trustees have been elected to serve, and the Division office is located in Edson, approximately 200 km west of Edmonton on the Yellowhead Highway #16 and approximately 170 km east of Jasper National Park.

The Division is noted for its programming excellence. To this end, we prepare every student for a challenging future filled with optimism, hope, dreams and endless possibilities.

The Division's approved budget for 2017/2018 is \$62,279,206.

The Region

Grande Yellowhead is in a vibrant region of Alberta, abundant in resources and made up of diverse landscapes and cultures. Community life is supported by a broad range of amenities, and excellent medical services are available throughout the region.

Spectacular scenery enhances abundant recreational opportunities, including camping, hiking, canoeing, skiing, hunting, fishing and golfing. Quality recreational and cultural facilities are located in major centers. Ready access to the capital region and the international airport makes this an attractive location. This is an area with a colourful history and a promising future.

The Candidate

The successful candidate will have extensive knowledge of and experience with Board governance, records management, statutory and regulatory requirements and election processes and be highly skilled in fiscal management; will be an energetic and progressive leader, with a

strong commitment to public education and to the Division's mission, vision and principles.

This individual will have a strong work ethic; be committed to excellence and continuous improvement; be a strong team player; and will ensure accountability of self and others. The candidate will have demonstrated exemplary organizational, technological, interpersonal, communication and conflict resolution skills and have the ability to liaise with Alberta Education and Infrastructure departments.

Responsibilities include serving as the Division's chief financial officer and corporate secretary; providing leadership for the development of the annual budget and facilities master plan; administering the student transportation program; and handling FOIP requirements, contracts, agreements and partnerships.

The candidate will possess a university degree or a professional designation in accounting or business management. An MBA would be considered an asset, as would CSBO standing.

More Information

Visit our Division website at www.gypsd.ca and the Town of Edson website at www.townofedson.ca.

The competition will remain open until a suitable candidate is found. Applications received prior to February 16, 2018 are assured careful consideration.

Applications

E-mail, by February 16, 2018, a cover letter, curriculum vitae, and a list of at least five recent references in a single PDF file to:

Mr. Terry Gunderson
Alberta School Boards Association
E: tgunderson@asba.ab.ca
P: 780.451.7116

Administrative Procedure 454

ROLE OF SECRETARY TREASURER

Background

Guided by the Division's mission, vision and principles, the Secretary Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Secretary Treasurer is directly responsible and accountable to the Superintendent.

The Secretary Treasurer will have specific responsibilities for:

1. Corporate Secretary

- 1.1 Arranges and provides public notice of all Board meetings and other proceedings as required in the operation of the Division.
- 1.2 Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.
- 1.3 Ensures the maintenance, access and protection of records in accordance with the FOIP Act and Regulations.
- 1.4 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
- 1.5 In years of municipal elections, assumes duties of the Returning Officer for Grande Yellowhead Public School Division.

2. Corporate Treasurer

- 2.1 Ensures the accuracy of funding received by the Division.
- 2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- 2.3 Ensures the operation of the Division is fiscally responsible.
- 2.4 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- 2.5 Designs budget cycles that meet provincial requirements and provide for stakeholder input.
- 2.6 Prepares the draft Division budget, aligned with the proposed three-year education plan, for the Superintendent's consideration.
- 2.7 Refines the draft Three Year Capital Plan and brings forward for the Superintendent's consideration.
- 2.8 Manages the purchasing function for the Division.

- 2.9 Maintains appropriate inventory and appraisal records.
- 2.10 Provides oversight to the payroll program and ensures the program is consistent with Division values.
- 2.11 Ensures proper completion of contracts, agreements and partnerships with outside corporations and agencies.
- 2.12 Assists principals with preparation of budgets and the management of their financial affairs.
- 2.13 In collaboration with the Superintendent, provides support to the Board's negotiating committees.
- 2.14 Ensures appropriate insurance policies are in place.
- 3. Human Resources Management
 - 3.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Deputy Superintendent.
 - 3.2 Provides input to the Deputy Superintendent with regard to the recruitment and appointment of Financial Services staff.
 - 3.3 Supports the professional development and certification requirements of Financial Services staff.
- 4. Facility Services
 - 4.1 Provides leadership in the development of annual updates to the Three Year Capital Plan, including provisions for instructional and support services.
 - 4.2 Ensures that building assets are maintained in an appropriate manner.
 - 4.3 Ensures Division compliance with the requirements of Occupational Health and Safety legislation.
- 5. Student Transportation Services
 - 5.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the Division.
- 6. Fiscal Responsibility
 - 6.1 Makes recommendations to the Superintendent regarding the administration component of the Division budget, excluding staff allocations.
 - 6.2 In collaboration with the Superintendent, develops an administration budget within the parameters and constraints of the Division budget.
 - 6.3 In collaboration with the Superintendent, ensures the proper fiscal management of the administration budget, excluding staff allocations.
 - 6.4 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operation of programs within the Division.
 - 6.5 Operates in a fiscally prudent and responsible manner.

7. Policy/Administrative Procedures

- 7.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 7.2 Provides leadership and quality assurance in the planning, development, implementation and evaluation of administrative procedures, within areas of responsibility.
- 7.3 Ensures the application of Board policies and administrative procedures as required in the performance of duties.

8. Organizational Management

- 8.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 8.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
- 9.2 Ensures students, staff and parents have a high level of satisfaction with the services provided and the responsiveness of departments.
- 9.3 Ensures Freedom of Information and Protection of Privacy Act processes are effectively implemented.
- 9.4 Arranges meetings for the Board with locally elected politicians.

10. Superintendent Relations

- 10.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 10.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 10.3 Provides information which the Superintendent requires to perform her role in an exemplary fashion.

11. Leadership Practices

- 11.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works in carrying out the Superintendent's expectations.

11.2 Exhibits a high level of personal, professional and organizational integrity.

References: Sections 60, 61, 96, 113, 116, 117 School Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Local Authorities Election Act
Occupational Health and Safety Act
Funding Manual for School Authorities