

**Regular Meeting of the Board
Agenda**

Thursday, November 1, 2018

8:15 PM

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. BOARD MINUTES APPROVAL**
- 4. STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS**

4.1 Standing Committee Reports

- a. Report of the Committee Meeting of the Whole held on October 11, 2018;
- b. Report of the Finance Committee Meeting of the Whole held on October 11, 2018;
- c. Committee Report of the Finance and Planning Committee Meeting held on October 15, 2018;
- d. Committee Report of the BACE Committee Meeting held on May 28, 2018.

4.2 Other Reports

1. Bereavement Report dated November 1, 2018;
2. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated November 1, 2018;
3. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 1, 2018;
4. Substitute Teacher Contracts as listed in the 2018-19 Substitute Teacher Contracts Report dated November 1, 2018;
5. Resignations as listed in the Resignations Report dated November 1, 2018;
6. Disbursements for the period September 1 - 30, 2018.

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 1, 2018 and,
To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 1, 2018 and,
To consider ratifying Substitute Teacher Contracts as listed in the 2018-19 Substitute Teacher Contracts Report dated November 1, 2018 and,
To consider receiving resignations as listed in the Resignations Report dated November 1, 2018 and,
To consider approving Disbursements for the period September 1 to September 30, 2018.

5. DELEGATIONS

5.1 Meeting with Auditors re, Financial Statements for Year Ended June 30, 2018

Purpose: To meet with the Division's auditors to review the 2017-18 Financial Statements.

6. EDUCATIONAL PRESENTATIONS

7. BUSINESS FROM PREVIOUS BOARD MEETINGS

7.1 MSBA Call for Nominations and Resolutions

Purpose: To consider nominations for the Manitoba School Boards Association Provincial Executive, and to consider developing draft Resolutions for the 2019 Manitoba School Boards Convention.

8. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

9. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE

10. BY-LAWS AND/OR POLICIES

11. CORRESPONDENCE FOR DISCUSSION

12. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS

12.1 Buildings, Property and Transportation Committee

12.2 Communication and Community Relations Committee

12.3 Education Committee

12.4 Finance and Planning Committee

12.5 Human Resources and Policy Committee

12.6 Negotiations Committee

12.7 Pembina Trails School Division Educational Support Fund Inc.

12.8 Pembina Trails Voices

12.9 Council of Presidents

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

13. ADMINISTRATIVE REPORTS

13.1 Additional Vocational Space in New High School

Purpose: To receive a report from the Superintendent.

13.2 K-8 Class Sizes

Purpose: To receive a report from the Assistant Superintendent, Human Resources.

13.3 Reconcile Student Projection Actual 2018-19

Purpose: To receive a report from the Assistant Superintendent, Human Resources.

13.4 Beaverlodge Care for Kids - Addendum

Purpose: To receive a report from the Secretary-Treasurer and consider ratifying addendum.

14. NEW BUSINESS

15. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

Purpose: To receive the Correspondence for Information Distribution List.

16. QUESTIONS FROM TRUSTEES

17. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

18. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE

19. ADJOURNMENT



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

October 12, 2018

TO: All Trustees, All Superintendents, All Secretary-Treasurers

FROM: Josh Watt, Executive Director

RE: **"Talking to Kids About Cannabis" Fact Sheet**

On October 17, 2018, cannabis (also known as "marijuana" or "pot") will become available for sale, legally and for recreational purposes, across Canada. At that time, cannabis will become more available and more visible than ever before.

After October 17, kids may see more people using cannabis and the shops where cannabis is sold. This may result in them asking questions about the use and sale of cannabis.

Given the risks and harms of using or possessing cannabis, and the fact that one in ten young Canadians have used cannabis, we encourage all teachers, parents and guardians to take time to talk about cannabis with your kids. By working together, we can make sure that our kids know enough about cannabis to make safe choices when they are at home, at school or anyplace else!

To access the fact sheet, please visit:

<http://www.mbschoolboards.ca/>

Our main page has readily downloadable access to the forms.

The forms will also be available for download at any time (see list of downloadable resources) at:

<http://www.mbschoolboards.ca/studentSafety.php>

Thank you in advance for your attention to these critical resources. Please share with your networks.

LE LEADERSHIP, LA PROMOTION ET LE SERVICE AU NOM DES COMMISSIONS SCOLAIRES PUBLIQUES DU MANITOBA

le 12 octobre 2018

RÉCIPIENDAIRES : Toutes Commissaires, Toutes Directeurs-Généraux, Toutes Secrétaires-Trésoriers

DE : Josh Watt, Directeur-Général

SUJET : Feuille d'information : « Parler du cannabis aux jeunes »

À compter du 17 octobre 2018, le cannabis (également connu sous le nom de « marijuana ») sera disponible à la vente, légalement et à des fins récréatives, partout au Canada. Dès lors, le cannabis deviendra plus accessible et plus visible que jamais.

Après cette date, il se peut que les jeunes voient davantage de personnes consommer du cannabis ainsi que de commerces où il est vendu. Cela peut les amener à poser des questions sur l'utilisation et la vente de cannabis.

Étant donné les risques et les effets néfastes liés à l'usage ou à la possession de cannabis et le fait qu'un jeune Canadien sur dix en a déjà consommé, nous encourageons tous les parents et tuteurs à prendre le temps de parler du cannabis avec leurs jeunes. En travaillant ensemble, nous pouvons veiller à ce que ces derniers soient suffisamment informés et en mesure de faire des choix sains à la maison, à l'école ou ailleurs.

Pour accéder à la fiche de renseignements, veuillez visiter:

<http://www.mbschoolboards.ca/>

Notre page du Web principale offre un accès facilement téléchargeable aux formulaires.

Les formulaires pourront également être téléchargés à tout moment (voir la liste des ressources téléchargeables) à l'adresse suivante:

<http://www.mbschoolboards.ca/studentSafety.php>

Merci d'avance de votre attention sur ces ressources critiques. S'il vous plaît partager avec vos réseaux.



RECEIVED

OCT 08 2018

Pembina Trails
School Division

**MINISTER
OF EDUCATION AND TRAINING**

Room 168
Legislative Building
Winnipeg, Manitoba, Canada
R3C 0V8

OCT 05 2018

To: Chairs of School Boards
Superintendents of School Divisions
Principals of Schools (Kindergarten to Grade 12)
Directors of First Nations and Tribal Councils
Presidents of Advisory Councils for School Leadership/Parent Councils

Dear Colleagues:

Subject: 2018-2019 Manitoba's Excellence in Education Awards

Manitoba Education and Training is pleased to launch Manitoba's Excellence in Education Awards to celebrate outstanding teachers and school administrators who go above and beyond to benefit students. The awards highlight the remarkable contribution of educators whose stimulating educational practices have a profound impact on both student learning and engagement.

School trustees, superintendents, principals, colleagues, students and parents are encouraged to take this opportunity to nominate the exceptional educators in their community who are deserving of such recognition. The award categories are as follows: Teaching Excellence, Outstanding New Teacher, Outstanding Team Collaboration, Outstanding School Leader, and the Premier's Award for Excellence in Education. Each award recipient will be invited to attend a reception at the Legislative Building and will be presented with a certificate and a monetary gift of \$500.

Please share the enclosed brochures with your school community. You may also download and print posters from the website www.edu.gov.mb.ca/k12/excellence/. Complete information on these awards and the nomination process is also available online. The submission deadline for nominations is November 30, 2018.

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Manitoba's educators make exemplary contributions that enhance student learning and achievement every day. My hope is that this initiative, Manitoba's Excellence in Education Awards, inspires each and every one of you to take the time to recognize and praise the great individuals working in your school community, and more specifically, to submit nominations for the 2018-2019 school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelvin Goertzen', with a long horizontal stroke extending to the right.

Kelvin Goertzen
Minister
Education and Training

Enclosures

- c. The Honourable Brian Pallister, Premier of Manitoba
- Manitoba School Boards Association
- Manitoba Teachers' Society
- Manitoba Association of School Superintendents
- Manitoba Association of School Business Officials
- Council of School Leaders
- Manitoba Association of Parent Councils
- Manitoba Federation of Independent Schools

18

MANITOBA'S
EXCELLENCE
IN EDUCATION
AWARDS

19





A dimly lit classroom with several tables and chairs, a whiteboard, and a blackboard. The room is filled with educational materials and supplies, creating a professional and organized environment.

ELIGIBILITY

At the time of nomination, all nominees must be educators who:

- hold a valid, permanent Manitoba teaching certificate
- work directly with Kindergarten to Grade 12 students in a school setting on a daily basis

THE AWARDS

Since 2006, Manitoba has recognized outstanding educators whose stimulating educational practices have a profound impact on student learning and engagement.

Awards are presented in the following categories:

TEACHING EXCELLENCE

(three awards)

OUTSTANDING NEW TEACHER

(one award)

OUTSTANDING TEAM COLLABORATION

(one award)

OUTSTANDING SCHOOL LEADER

(one award)

PREMIER'S AWARD FOR EXCELLENCE IN EDUCATION

(one award)

Each award recipient will be invited to attend a reception at the Legislative Building and will be presented with a certificate and a monetary gift of \$500.

TEACHING EXCELLENCE AWARD

The nominees must have completed over two years of teaching as of June 2018 in a Manitoba school. These teachers demonstrate exemplary professional practices and an exceptional ability to inspire students and colleagues.

OUTSTANDING NEW TEACHER AWARD

The nominees must have a maximum of two years of teaching experience as of June 2018. These new teachers demonstrate great enthusiasm and professional skills that foster a love of learning in students.

OUTSTANDING TEAM COLLABORATION AWARD

The nominated team must consist of two or three educators. These educators demonstrate a remarkable collaborative effort while spearheading an exceptional initiative that fosters student learning and engagement.

OUTSTANDING SCHOOL LEADER AWARD

The nominees must be principals or vice-principals. These passionate administrators demonstrate an exemplary ability to bring out the best in students and staff in order to create a stimulating learning environment in which each individual can thrive.

PREMIER'S AWARD FOR EXCELLENCE IN EDUCATION

The recipient of this award will be selected from among all the nominees for the above-mentioned categories. This educator distinguishes himself/herself by his/her most remarkable contribution to student learning and engagement.



NOMINATIONS

The following individuals who have direct knowledge of the nominee's contribution may nominate an eligible educator for an award:

- student
- parent/legal guardian
- colleague
- school administrator
- school division administrator
- school trustee

Please note that each nomination requires two nominators, one of whom must be an educator from the nominee's school or a school division administrator.

Complete information on the nomination process, including selection criteria and required forms, are posted on the website for Manitoba's Excellence in Education Awards:

www.edu.gov.mb.ca/k12/excellence/

SUBMISSION DEADLINE

The submission deadline is
November 30, 2018.

Only complete nomination packages
including all required signatures
will be considered.

For further information, contact:

Jeannette Aubin
Manitoba Education and Training
Phone: 204-945-6263
Toll free: 1-800-282-8069, ext. 6263
Email: excellence@gov.mb.ca

October 10, 2018

TO: The Secretary-Treasurer, All Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: November 29 and 30 events:

- **New trustee orientation**
- **Returning trustee professional development**
- **Association general meeting**
- **Regional meetings**

Please find attached the registration form for the Manitoba School Boards Association upcoming trustee professional development events and meetings. All sessions will be held on November 29 and 30, at the Victoria Inn in Winnipeg. Details of these sessions are as follows.

November 29: New Trustee Orientation and Returning Trustee Professional Development

The **new trustee orientation** will be an all-day session, designed to help newly-elected trustees better understand the role of school boards in Manitoba's K-12 public education system, and the role of individual trustees on the corporate board. Topics will include an examination of what it means to govern, a look at school board structure and operations, the school board leadership team, funding and budgets, and the board's role as employer. The session will also include an overview of Manitoba School Boards Association services. The new trustee orientation sessions will be facilitated by Manitoba School Boards Association senior staff.

Professional development sessions geared for returning trustees will run concurrently with the new trustee orientation. These 75-minute sessions will provide up-to-date information on current and evolving issues. The final list of topics continues to evolve, but will include:

- school board codes of conduct: lessons learned;
- a good governance checklist for student achievement;
- best practices in risk management;
- procedural requirements of *The Public Schools Act*;
- issues related to the legalization of recreational cannabis; and
- a legislative update.

A full description of these sessions will be provided prior to November 29, and delegates will be able to choose which session(s) to attend on-site.

A \$95 registration fee will apply to the November 29 sessions.

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November 30: Association General Meeting and Regional Meetings

There will be three main components to the November 30 session, as follows:

- a general session for all trustees dedicated to association business, including an association overview or update, a financial report, introduction of executive resolutions (to be voted on in March), executive officer nominations (for positions to be elected in March), and executive officer by-elections (for vacancies resulting from the October 24 school board elections);
- regional meetings (breakouts), for the presentation and discussion of regional resolutions, nominations (for director positions to be elected in March), director by-elections (for vacancies resulting from the October 24 school board elections), and discussion of any regional issues; and
- a general session for information sharing and discussion of provincial issues, including the association's communications and advocacy initiative, the pending education review, and provincial bargaining.

In accordance with association By-law 5.1 and By-law 6.2(c), this memo constitutes the required 14-day notice for any convention (general meeting) other than the annual convention, and the required 30-day notice for a regional meeting.

There is no cost to attend the November 30 meetings, although pre-registration is required to enable us to make the necessary arrangements for meeting space and meals.

The registration deadline for these events is November 20, 2018. If you have any questions, please don't hesitate to email me at hdemetrioff@mbschoolboards.ca. Thank you.

:hd

Attachment



e-bulletin

October 10, 2018

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

www.mbschoolboards.ca

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

A BUSY END TO NOVEMBER

We'll be closing out the month of November with two days jam-packed with learning, sharing, and association business. On November 29, we'll be holding our traditional post-election new trustee orientation. This full-day session will help newly-elected trustees better understand the role of school boards in Manitoba's K-12 public education system, and their own role on the school board. Topics will include an examination of what it means to govern, a look at school board structure and operations, the school division leadership team, funding and budgets, and the board's role as employer.

Professional development sessions geared for returning trustees will run concurrently with the new trustee orientation. These 75-minute sessions will provide up-to-date information on current and developing issues. The final list of topics continues to evolve, but will include school board codes of conduct, best practices in risk management, issues related to the legalization of recreational cannabis, and a legislative update.

November 30 will constitute both a general meeting of the association, and meetings of the various regions. The day's agenda will include nominations for positions on the provincial executive (to be elected in March), by-elections for any positions vacant after the October 24 school board elections, and an update on the association's activities and finances. Regions will discuss proposed resolutions, and vote to determine whether they will go forward to convention in March. There will also be a general session for information sharing and discussion of provincial issues, including the association's communications and advocacy initiative and the pending education review.

All sessions will be held at the Victoria Inn in Winnipeg, and will run from 9:00 a.m. to 4:00 p.m. each day. The registration package is being distributed in today's divisional email.

COMMITTEE VACANCY

The association's seat on the Student Services/Inclusive Education Consultation Advisory Committee is currently vacant, and we are looking for a volunteer to fill that position, effective immediately. The committee provides a forum for discussion on issues pertaining to student services and inclusive education, and opportunities to discuss the issues, mutual concerns, and policies related to student services and inclusive education with educational stakeholder groups. For the full committee mandate, or to volunteer, contact Executive Assistant [Andrea Kehler](#). And watch for more committee opportunities following the October 24 school board elections!

LEARNING ON DEMAND

Our latest series of [Division Dispatches](#), [Partners in Education](#), pays homage to the old adage about not needing to reinvent the wheel. While we strive to provide high-quality learning resources on our own website, we are quick to acknowledge the good work that others are doing in this regard. In this four-part series, we have identified some of the most trustee-relevant resources available on the websites of other organizations: provincial school board associations, EdCan Network, BoardSource, and the Center for Public Education. For more information on these or other learning resources, contact Board Development Consultant [Janis Arnold](#).



THERE'S STILL TIME...

... to tell a student in need about the Horatio Alger Scholarship Program, which provides \$1.2 million annually in need-based scholarship support for deserving students in all Canadian provinces and territories. Scholarships of up to \$10,000 are awarded to full-time students in their terminal year of high school with financial need who have demonstrated integrity and perseverance in overcoming adversity, a commitment to pursue a post-secondary education, a desire to contribute to society, and a good academic record. Deadline for application is October 25. You'll find details on our [website](#).



MORE 2016 CENSUS RESULTS

Statistics Canada continues to release its analysis of the [2016 Census of Population](#). The most recent installment was the [Aboriginal Population Profile](#), which presents information focusing on the Aboriginal identity population of various geographic areas. [Data tables](#) on families, households, marital status, language, immigration, ethno-cultural diversity, journey to work and Aboriginal peoples are now included as online Data tables. Statistics Canada has also created a new [census video](#) to show some of the ways in which census data can be used to help individuals and organizations plan for their futures.



October 22, 2018

Mr. Ted Fransen
Superintendent of Education
Pembina Trails School Division
181 Henlow Bay
Winnipeg (MB) R3Y 1M7

Dear Mr. Fransen:

We are writing to thank you for your continued interest and support in the Educational Leadership Internship Program (ELIP) involving professionals in education from Haiti and Manitoba. Last week, we received your cheque in the amount of \$2500 confirming the third instalment of your three-year commitment toward the success of ELIP. As promised, in exchange for your generous support, we will ensure the logo and name of Pembina Trails School Division will be used during all of our activities and on all documentation related to ELIP both here in Manitoba and in Haiti. We are also committed to placing one of the participants, an educational leader from Haiti, in one of your schools during part of their stay in May 2019. I will keep your lead, Ms. Elaine Egan, informed of all details in the spring.

We are pleased to have Pembina Trails School Division as a strong partner in this project and thank you once again for your support.

Yours sincerely,



Jules Rocque, Ph.D.
Coordinator – Manitoba
Université de Saint-Boniface
jrocque@ustboniface.ca



Jean Elie Larrieux, Ph.D.
Coordinator – Haiti

LOCAL VOICES, LOCAL CHOICES

School boards are grassroots, democratic bodies, and Local Voices, Local Choices is our grassroots campaign to inform communities and mobilize public support for the work they do, and the role they play in shaping local schools that are responsive to student and community needs.



*Local Voices
Local Choices*

Because schools belong to communities



*Local Voices
Local Choices*

Because schools belong to communities

We have established dedicated [web](#) and [Facebook](#) pages to provide resources associated with the campaign. To date, these resources include a short video that addresses the importance of keeping school boards both local and elected (available in [French](#) or [English](#)) and a template letter of support for school board governance (also available in [French](#) and [English](#)). We have also posted the [first](#) of what will be a series of articles under the banner The Veteran's Voice, in which local veterans share their thoughts on the connections between military service, democracy and elections. The Facebook page provides a forum for trustees and community members to comment on anything they see on our page, as well as to post their own stories about what local choices in education have meant for them.

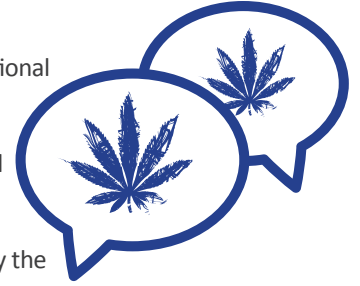
There are also resources available on our [advocacy page](#) that complement this campaign. The most comprehensive of these is an [education perspective on Manitoba's 2019 pre-budget consultation](#), which examines the implications of questions being asked in the online consultation about education.

New resources will be added in the months leading up to the government's promised review of K-12 education, which is expected to launch early in the new year. We encourage you to share these resources with your local communities, tell us your stories on Facebook, and check back often for updates. You can also follow us on Twitter and Instagram (@MbSchoolBoards), where we are using the hashtag #localvoiceslocalchoices.



TALKING TO KIDS

It's been one week since the recreational use of cannabis became legal in Canada, and while the initial flurry of media coverage leading up to and immediately following this change has abated somewhat, questions and confusion remain. To help clarify the situation, especially as it applies to young people in Manitoba, the association, in cooperation with MAPC, has produced a fact sheet, Talking to Kids about Cannabis. The fact sheet, which is available in [English](#), [French](#) and [Tagalog](#), is intended to provide students and their parents with the facts they need to make healthy, safe and informed choices when it comes to cannabis use.



The fact sheet includes information about the physiological and psychological impacts of cannabis use, details of the legal situation in Manitoba, and a glossary of additional resources for more information. You can link to the documents from our [homepage](#), or find them as downloads under [student safety](#) on the [risk management](#) page.

POST ELECTION FOLLOW-UP

Once the 2018 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 November 30, 2018, 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 they are available on October 25.

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.



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

ASSISTANT SUPERINTENDENT HIGH SCHOOL AND CAREER STUDIES PROGRAM Winnipeg, Manitoba

Duties to Commence January 2019

Frontier School Division is geographically the largest school division in Manitoba with 41 schools in 39 northern and remote communities. Frontier School 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.

As the strategic leader of the Career Studies department, the successful applicant will be responsible for providing direction, support and coordination of high school programs and career development and transition programs that ensure students are prepared for society. The incumbent will be responsible for supervising department staff and coordinating the effective delivery of programs. The incumbent will also be responsible for implementing division-wide programs in Careers, Physical Education, Technical Vocational and overseeing the delivery of counseling services throughout the Division.

The preferred candidate will meet the following criteria:

- A strategic planner responsible for the development and effective implementation of all high school, career and personal awareness programs throughout the Division.
- An accountability-based leader in terms of student results and achievement, assessment and evaluation of programs and strategic planning for growth and development.
- Demonstrated success in developing new initiatives in high school education.
- Understanding of Indigenous perspectives and Way of Life
- 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 three years' experience in program coordination/management in an education environment.
- Demonstrated experience in Counselling, Adult Education or Technical Vocational
- Knowledge of technical developments and software packages available for program service delivery.
- An excellent financial manager responsible for an annual budget of approximately \$10 million.
- A lifelong learner, with a Master's degree in education (administration, curriculum, foundations)

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

Applicants interested in this unique opportunity are to submit a detailed resume and a list of three references, including written permission to contact them, by October 26, 2018.

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