Regular Meeting of the Board - November 10, 2016

Thursday, November 10, 2016

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. Minutes Approval

4.1 Regular Meeting of the Board - October 27, 2016 (2016/10/27)

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 October 27, 2016;
b. Committee Report of the Finance and Planning Committee Meeting held on October 24, 2016;
c. Committee Report of the Human Resources and Policy Committee Meeting on October 31, 2016;
d. Committee Report of the BACE Committee Meeting held on May 30, 2016.

2. Special Committee Report:

a. Minutes of the Pembina Trails Educational Support Fund Inc. Corporate Board Meeting held on October 27, 2016.

3. Other Reports:

a. Commendation Report dated November 10, 2016;
b. Teacher Contracts (Term) as listed in the Teacher Contracts Report dated November 10,

2016;

c. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 10, 2016;
d. Substitute Teacher Contracts as listed in the 2015-16 Substitute Teacher Contracts Report dated November 10, 2016;
e. Disbursements for the period August 1 - 31, 2016.

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 November 10, 2016 and,
To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 10, 2016 and,
To consider ratifying Substitute Teacher Contracts as listed in the 2015-16 Substitute Teacher Contracts Report dated November 10, 2016 and,
To consider approving Disbursements for the period August 1 to 31, 2016.

6. DELEGATIONS

6.1. Grant Thornton LLP Auditors 2015-17 Financial Statements

Summary:
Purpose: To meet with the Division's Auditors from Grant Thornton to review the following:

1. Report to the Board of Trustees - Communication of Audit Strategy and Results, including:

- Internal Control Letter (see Appendix "D" in the report to the Board of Trustees)

2. Audited Financial Statements

3. Auditors' report on Supplementary Financial Information, December 31, 2015 (Over $50,000 Salary Report).

6.2. Pembina Trails Teachers' Association

Summary:
Purpose: To make a presentation to the Board.

7. EDUCATIONAL PRESENTATIONS

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

14. BUILDINGS, PROPERTY AND TRANSPORTATION COMMITTEE

15. EDUCATION COMMITTEE

16. COMMUNICATION AND COMMUNITY RELATIONS COMMITTEE

17. FINANCE AND PLANNING COMMITTEE

18. HUMAN RESOURCES AND POLICY COMMITTEE

18.1. Making the Move: Staffing and Non-Salary Expenditures

Summary:
Purpose: To consider Committee recommendations.

19. NEGOTIATIONS COMMITTEE

20. PEMBINA TRAILS SCHOOL DIVISION EDUCATIONAL SUPPORT FUND INC.

21. PEMBINA TRAILS VOICES

22. COUNCIL OF PRESIDENTS

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

24. ADMINISTRATIVE REPORTS

24.1. Long Service Trustee Recognition 2016-17

Summary:
Purpose: To receive a report from the Administration and consider recommendation.

24.2. School Administration Appointment - Acting Vice-Principal Westdale School

Summary:
Purpose: To receive a report from the Superintendent.

25. NEW BUSINESS

25.1. Trustee Professional Development Report (Postponed from Regular Meeting of the Board - October 27, 2016 : 2016/10/27)

Summary:
Purpose: To receive a report from Trustees who attended Professional Development activities.

25.2. Association of Manitoba Municipalities: AMM Resolution #08-2016 Education Funding Model Task Force

Summary:
Purpose: To review AMM Resolution #08-2016 and consider Board position.

26. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

26.1. Correspondence for Information Distribution List

Summary:
THAT the Correspondence for Information Distribution List dated November 4, 2016 be received as information.

27. QUESTIONS FROM TRUSTEES

28. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

29. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE

30. ADJOURNMENT

Minutes Template:
Meeting adjourned at <currentTime>

Help prevent Dryer Fires

MANITOBA School Boards ASSOCIATION

How often are your dryers lint traps and vents cleaned in your schools? It's very common to clean out the lint traps with a simple sign to remind someone but the dryer vent may go unnoticed for months or even years.

Some dryer vents are easily ignored or neglected and a buildup of lint is one of the easiest ways for a fire to happen. During the winter, dryer fires are more common and it is strongly recommended that lint filters are cleaned after every use and that vent ducts are cleaned at minimum every 6-12 months (depending on usage).

Lint is very flammable and a dryer which hasn't been cleaned regularly is at a high risk as a potential fire hazard. Please consider the following safety tips:

- **Always ensure that the dryer has a lint filter before use**
- **Never leave a dryer operating overnight**
- **Make sure the lint filter is cleaned after every laundry load, including around the drum**
- **Venting pipes should be rigid or flexible metal material, never plastic**
- **Ensure that the outside exhaust is not restricted**
- **Solvents or flammable chemicals (certain cleaning products) on rags or towels should never be used in dryers**
- **Be sure to follow the manufacturer's operating instructions and do not overload your dryer**

MANITOBA
School Boards
ASSOCIATION

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

October 3, 2016

SAFE GRAD SEMINAR
TIME SENSITIVE

Dear Principal / Grad Advisor:

Once again we are planning a Safe Grad Seminar in Winnipeg on:

Saturday, November 26, 2016
Victoria Inn
1808 Wellington Avenue, Winnipeg, MB

The seminar will begin at 9:30 am with the History of Safe Grad, and the remainder of the morning will cover off everything you ever wanted to know about planning your graduation celebration! The seminar concludes with lunch provided for all attendees. (Registration will commence at 9:00 am).

There is no cost for students and adults to attend this seminar. Please inform your Safe Grad committee of this event. The suggested maximum of attendees per school is **6**.

You can register by: **E-mail (safegrad@mbschoolboards.ca)**
Fax (204-231-1356)

DEADLINE: Monday, November 14, 2016

Thank you.

Darren Thomas, Chairman
Safe Grad/TADD Manitoba

DT/cs
Enclosures

Safe Grad Manitoba

191 PROVENCHER BOULEVARD, WINNIPEG, MANITOBA R2H 0G4 | 204.233.1595 | TOLL FREE 1.800.262.8836 | FAX 204.231.1356 |
WWW.MBSCHOOLBOARDS.CA

SAFE GRAD SEMINAR
REGISTRATION

Please R.S.V.P. by Monday, November 14, 2016

Saturday, November 26, 2016
Victoria Inn
1808 Wellington Avenue, Winnipeg
9:00 am Registration
9:30 am – 12:00 pm Seminar

School Name: _____

Contact Person/Phone No: _____

Attendees:

_____ _____

_____ _____

_____ _____

_____

* Please provide your e-mail address if you require acknowledgment of receipt.

_____

Please return registration to:	Manitoba School Boards Assoc. 191 Provencher Boulevard Winnipeg, MB R2H OG4 Attn: Cindy Sienkiewicz Fax #: 204-231-1356 E-mail: safegrad@mbschoolboards.ca

N.B. All registrations via e-mail will be acknowledged.

SAFE GRAD SEMINAR
SATURDAY, NOVEMBER 26, 2016

Victoria Inn
1808 Wellington Avenue
Winnipeg, MB
9:00 am – 12:00 pm

AGENDA

9:00 am	Registration
9:30 – 10:30 am	History of Safe Grad Structure of Committee
10:30 – 10:45 am	BREAK
10:45 – 11:15 am	Liquor and Gaming Authority of Manitoba(LGA) Requirements
11:15 – Noon	Liability and Insurance Use of Forms
Noon	LUNCH / Adjourn

MANITOBA School Boards ASSOCIATION

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

DATE: **March 23, 2016**

TO: All board chairs, for distribution to all trustees; all superintendents for distribution to all school staff and volunteers

FROM: Ken Cameron, President

RE: **Free Online Resources for All Divisional Staff and School Volunteers re: *Respect in Schools* Program**

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1. Introduction

On March 17, our association was pleased to welcome **Mr. Sheldon Kennedy**, C.M., O.M., in conjunction with our association's annual convention. Sheldon's presentation included reference to the ***Respect in Schools*** program.

The presentation highlighted the availability of free online training and certification resources for all divisional staff through the ***Respect in Schools*** program.

Staff who are eligible to access these resources include principals, teachers, educational assistants, guidance and student services staff, custodial and transportation staff.

It is important to note that parent or community volunteers who regularly work with students may also access these free resources.

All available resources can be accessed at: https://mb-rischool.respectgroupinc.com/

These resources are available in both English and French.

2. Additional Background / Context

The ***Respect in Schools*** program is designed to provide all staff and volunteers with the information they require to understand and respond to incidents of **bullying, abuse, harassment and neglect.**

The aim of the program is to protecting the interests of all students, personnel and school divisions in instances where students are most vulnerable to incidents of **bullying, abuse, harassment and neglect.**

The average time to complete the program is 2.5 hours.

The online resources are compatible with most low and high speed computer operating systems.

Additional background concerning the program can be accessed here: http://respectinschool.com/respect-in-school-program/

Respect in School for Manitoba - Registration and Re-Access Information

Website for the program: https://mb-rischool.respectgroupinc.com

Registration Information:

- Once at the site, the default language is English. Click the link "Français" to convert registration to French if necessary.
- Select "Register a New User"
- If you have previously certified in the Respect in School program under another implementation, enter your existing certification number in the box provided and select Check. Once your profile has been found and loaded, complete the registration and select Submit.
- If you have not completed a Respect Group Inc. program previously, complete the displayed registration fields. All fields marked with a red X are mandatory and must be completed.
- For Username and Password, you may select any entries you wish, however spaces may not be included in the entries. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual. Please note these fields are case sensitive, and on re-entry, must be entered exactly as during registration.
- You will be requested to select a school Division, then a School (in the Association box)
- You will also be requested to enter your Role by selecting an existing one from the drop-down list.
- Once registration is complete, select Submit at the bottom of the page. With successful registration, you will be taken to the program Home page.
- Select the appropriate language button to access the program instructions and content.

Re-Access:

- Return to the website address above (same address as for registration)
- Enter your username and password in the selection boxes indicated (username and password are case sensitive)
- Select "Login"
- For Username/Password assistance, click on Retrieve User Name or Retrieve Password on the login page
- If you are already certified in a Respect Group Inc. program, you can use the Look-up your Certificate Number button to retrieve it.

General Information:

- Should you experience any challenges while taking Respect in School, numerous tools are available inside the program and before you login. Inside the program, look for the Help button. Prior to logging in you will also see buttons to retrieve Usernames and Passwords, and to look up your certificate number.
- Respect Group Inc. programs make use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address.

MANITOBA School Boards ASSOCIATION

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

August 24, 2016

Greetings trustees,

This year has certainly brought some significant professional development opportunities for trustees. With the hosting by Manitoba of the National Trustee Gathering on Aboriginal Education, as well as the Canadian School Boards Association Annual Congress earlier this summer, many trustees received some valuable insights and perspectives on their roles and responsibilities as public education leaders.

As a result of the earlier PD opportunities provided this season, attendance by trustees at the annual Summer Institute hosted by the Manitoba Association of School Superintendents (MASS), was more limited than in previous years. However, the key concepts and ideas that were shared at this year's Summer Institute are worthy of everyone's attention and focus as we enter the school year ahead.

The following general reflections will hopefully provide all boards with a basic understanding of what was received by your superintendents and other school administrators during this year's Summer Institute. We hope that this summary will prove valuable to you and we would encourage all boards to take time to discuss the main themes and ideas with your superintendents in the new school year. By working together around these key themes, concepts and ideas, we can make a real difference for students across Manitoba!

Wendy Bloomfield

Chair
Seine River School Division

Josh Watt

Executive Director
Manitoba School Boards Association

Reflections on the 2016 MASS Summer Institute

Convened at Hecla, August 17-19, this year's MASS Summer Institute was focused on the central theme of leadership for "coherence" and "deep learning" within the public education sector. Based on this theme, some very important ideas emerged, to help further shape and advance public education in Manitoba.

Co-facilitated with significant knowledge and expertise by Dr. Michael Fullan, OC, former Dean of the Ontario Institute for Studies in Education (OISE) and Joanne Quinn, Director of the Global

Partnership for New Pedagogies for Deep Learning, two key concepts emerged during these meetings: both of which involve school boards as important leaders, facilitators, and enablers.

First off, a definition: **Coherence: the depth of shared understanding about the nature of our work.**

The main idea of "coherence" is that it is very important for everyone in the public education system to arrive at the same appreciation and understanding about their mutual roles, responsibilities, mandates, and ability to affect positive, system-wide change for the betterment of students and communities.

1) Leading from the Middle

It has long been recognized that top-down approaches to leadership and especially, in instances of change management, often meet with resistance and limited success at a local level. By contrast, bottom-up approaches also oftentimes encounter resistance and barriers given more centralized forms of leadership at the top and middle layers of management. As both a concept and practice, "leading from the middle" can therefore have some very real and positive impacts for meaningful change and implementation.

Two versions of "leading from the middle" were discussed throughout the two day Summer Institute:

a) MACRO-level

In the larger picture, Michael and Joanne discussed the important interplay and relationships that often exist between governments, school governors and administrators, and front-line staff. Viewed as a "top", "middle" and "bottom" layer of leadership, school governors (trustees) and administrators (superintendents) represent the "middle" layer of leadership.

In practical terms, "leading from the middle" means that school divisions assume greater responsibility for identifying needs and then working creatively to meet those needs. In this respect, it is important to develop a successfully balanced working relationship with government as well as with divisional employees.

Leading from the middle places emphasis on streamlining public resources to help support school division objectives and goals, without government driving the public education agenda alone. Similarly, it is also important for school governors and administrators to receive feedback from those leaders who are their direct reports: front-line staff, in order to be in an informed position to meaningfully voice what the

division's needs might be. Leadership according to this model involves a fluid exchange of ideas across all three levels of leadership, but all of which are interpreted, coordinated and led by the "middle".

It is important to understand that there can be many positive drivers of educational success and innovation within public schools, some coming from the "top", others from the "bottom" and some from the "middle". Michael and Joanne emphasized however, that the key to balancing needs and facilitating priorities amidst the spectrum of these demands continues to lie with the "middle". By exercising leadership according to this model, the public education system can become more coherent and poised for success.

b) MICRO-level

Within each division, there is also a concept of leading from the middle that would identify school governance and administration, school principals and teachers/other front-line staff as a three layer leadership model. According to this smaller picture of "leading from the middle", principals and other school leaders become particularly important, especially in their role as change agents for educational innovation and student success.

In the day to day operations of school activities and curriculum, principals can help maximize change by championing the needs of their reports to senior levels of administration within each division, while also assuming the role of translator and mediator in terms of achieving the overarching goals and priorities established by senior administration. Nowhere is this more coherent and relevant than the ushering in of curriculum designed to help students deepen their learning.

Further Reading

Those who might be interested in further reading on the above leadership styles are encouraged to visit the following weblink, featuring a more detailed article authored by Michael on this subject:

http://www.cea-ace.ca/education-canada/article/leadership-middle

2) New Pedagogies for Deep Learning

The second key idea that received extensive focus during the Summer Institute was the concept of "New Pedagogies for Deep Learning" (NPDL). Most boards will recognize that the six main components involved with this suggested style of pedagogy for "deep learning" are

already taking place across our schools, both through the ongoing implementation of curriculum, as well as through classroom and extra-curricular activities.

However, the extent to which each of these components become maximized for greatest impact, lies in boards and senior administration providing the flexibility and discretion to school leaders and other front-line staff to innovate and to challenge students to achieve their best and develop their skills. Each of the components also becomes maximized as boards and senior administration also equip staff with the resources and tools they will need to achieve this success. At a very high level, NPDL involves six "C"s, as follows:

Character

Character refers to qualities of the individual essential for being personally effective in a complex world including: grit, tenacity, perseverance, resilience, reliability, and honesty.

Citizenship

Thinking like global citizens, considering global issues based on a deep understanding of diverse values with genuine interest in engaging with others to solve complex problems that impact human and environmental sustainability.

Collaboration

Collaboration refers to the capacity to work interdependently and synergistically in teams with strong interpersonal and team-related skills including effective management of team dynamics, making substantive decisions together, and learning from and contributing to the learning of others.

Communication

Communication entails mastery of three fluencies: digital, writing, and speaking tailored for a range of audiences.

Creativity

Having an 'entrepreneurial eye' for economic and social opportunities, asking the right questions to generate novel ideas, and demonstrating leadership to pursue those ideas into practice.

Critical Thinking

Critically evaluating information and arguments, seeing patterns and connections, construction meaningful knowledge and applying it in the real world.

Further Reading:

Those who are interested in further reading on the subject of New Pedagogies for Deep Learning are encouraged to visit the following website, which provides an overview of Michael and Joanne's research and initiatives:

http://www.newpedagogies.org

The two big "take aways" from this year's Summer Institute:

1) In order to maximize system and classroom success, board and senior administration's leadership style becomes more coherent as it reflects the two models discussed above: both according to the "macro" as well as "micro" models of this "middle"-focused style.

2) If we want to unlock and tap full potential for and in our students, if we want them to enter the 21st century world prepared to tackle any challenge that may come their way, and if we want our graduates to be the change that will make a meaningful difference around them, then coherence of leadership and of learning style are two very real concepts worthy of further discussion between any board and its senior administrative team.

Winnipeg

Office of the Mayor • Bureau du maire

October 7th, 2016

Ms. Julie Fisher
Chair of the Board
Pembina Trails School Division
181 Henlow Bay
Winnipeg MB R3Y 1M7

Dear Ms. Fisher:

Further to your letter of September 26th, 2016 and on behalf of the Office of Mayor Brian Bowman, thank you for your letter thanking the Mayor for his visits to each of the Pembina Trails School Division high schools.

We appreciate this and we will bring it to Mayor Bowman's attention.

Again, thank you for your correspondence.

Sincerely,

Alyssa Reimer

Alyssa Reimer
Office of Mayor Brian Bowman

2016 YEAR OF RECONCILIATION

City Hall, 510 Main Street • Hôtel de ville, 510, rue Main • Winnipeg • Manitoba • R3B 1B9
tel/tél. : 204.986.5665 • fax/téléc. : 204.949.0566 • www.winnipeg.ca • myo-mayor@winnipeg.ca

e bulletin

November 2, 2016

MANITOBA School Boards ASSOCIATION
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

REGIONAL MEETING FOLLOW-UP

Thank you to all the trustees and administrators who attended our recent round of fall regional meetings. Whether in Thompson, Brandon, Carman, St. Andrews or Winnipeg, the conversations were spirited, informative, and sometimes entertaining. As part of those meetings, the association's Aboriginal and Indigenous Education Action Planning Committee presented its final report. That full report, along with the regional meeting presentation (as a download), can be found on our website. Several meetings also included elections for regional MUST Fund representatives. Michelle Kaminsky (Region 1, Mountain View SD), Rod Brownlee (Region 2, Portage la Prairie SD), Sally Cook (Region 3, Interlake SD), and Cindy Turner (Region 5, Louis Riel SD) will be joining Leslie Fernandes (Region 4, Flin Flon SD) and Mike Babinsky (Region 6, Winnipeg SD) on the MUST Fund Committee. And finally, the presentation encapsulating school boards' SWOT analysis of education funding in Manitoba will be forwarded via divisional email in the coming weeks.

MERN FALL FORUM

MERN Manitoba Education Research Network

Don't forget, the MERN Fall Forum, Valuing Diversity, will be held from 9:30 a.m. to 2:30 p.m. on Thursday, November 10, at Brandon University. The forum will include a keynote address, as well as four rounds of concurrent sessions. There is no cost of this event, and lunch is provided. Full program information, including a registration link, is available online.

And while we're on the topic of MERN please note two date changes from what was published in our learning opportunities document earlier this year. The Indigenous Education Research Session will be held in Winnipeg on December 2, and the Spring Forum in Winnipeg on May 12. These dates have been updated in the online version of the learning opportunities document.

RECOGNIZING ACHIEVEMENT

Do you want to recognize someone in your school community for a job well-done? Then why not nominate them for an award! Several programs are currently seeking nominations, including the:

- Prime Minister's Awards for Teaching Excellence (deadline: January 17, 2017);

- Ken Spencer Award for Innovation in Teaching and Learning (deadline: November 10, 2106);

THE KEN SPENCER AWARD

- Manitoba School Boards Association Presidents' Council Award;
- Premier Award for School Board Innovation; and
- Student Citizenship Awards.

The nomination deadline for those last three awards, which are all sponsored by the Manitoba School Boards Association, is January 27, 2017. Award descriptions and necessary forms can be found in the online awards package page.

IN THE MAIL

Several items of interest to all trustees have been distributed in recent weeks through our weekly divisional email. These include:

- a memo from President Ken Cameron related to Respect in School, a free (for now) online training and certification program for school teaching and support staff, parents, and volunteers (October 26);
- a report from Seine River SD Chair Wendy Bloomfield and MSBA Executive Director Josh Watt on the 2016 MASS Summer Institute, which focussed on leadership for coherence and deep learning within the public education sector (October 26);
- the call for nominations for positions on the 2017-18 provincial executive, and for resolutions to be considered at the 2017 annual convention (October 19); and
- a memo from President Ken Cameron asking those trustees interested in representing the association on internal and external committees to submit a volunteer form (even if they have done so in the past), to allow us to ensure our list of volunteers is current (October 19).

Correspondence listed can be obtained from your board chair, secretary-treasurer, or the association office. Please be certain to watch for MSBA's critical and urgent advocacy guide on AMM Resolution 08-2016, which will appear in this week's divisional mail.

twitter **follow us** @MBschoolboards