

**Regular Meeting of the Board
Agenda**

Thursday, November 14, 2019

8:00 PM

Board Room

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

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 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.

3. AGENDA APPROVAL

4. BOARD MINUTES APPROVAL

5. STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS

1. Standing Committee Reports:

- a. Report of the Committee Meeting of the Whole held on October 24, 2019;
- b. Committee Report of the Finance and Planning Committee Meeting held on October 21, 2019;
- c. Committee Report of the Human Resources and Policy Committee Meeting held on October 28, 2019;
- d. Committee Report of the Education Committee Meeting held on November 4, 2019.

2. Other Reports:

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated November 14, 2019;

- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October November 14, 2019;
- c. Substitute Teacher Contracts as listed in the 2019-20 Substitute Teacher Contracts Report dated November 14, 2019;
- d. Resignations as listed in the Resignations Report dated November 14, 2019;
- e. Enrolment Report - October 2019;
- f. Pembina Trails Voices Minutes - September 2, 2019;
- g. Disbursements List - September 2019.

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 14, 2019, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated November 14, 2019, and

To consider ratifying Substitute Teacher Contracts as listed in the 2019-20 Substitute Teacher Contracts Report dated November 14, 2019, and

To consider receiving resignations as listed in the Resignations Report dated November 14, 2019, and

To consider approving Disbursements for the period September 1 to 30, 2019.

6. DELEGATIONS

6.1 Meeting with Auditors re, Financial Statements for Year Ended June 30, 2019

Purpose: To meet with the Division's auditors to review the 2018-19 Financial Statements.

7. EDUCATIONAL PRESENTATIONS

8. BUSINESS FROM PREVIOUS BOARD MEETINGS

8.1 Status Update - Resolutions for the 2020 MSBA Convention

Purpose: To receive a report from the Chair of the Board.

9. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

10. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE

- 10.1 **Green Action Centre Delegation Request**
Purpose: To consider response to delegation.
- 11. **BY-LAWS AND/OR POLICIES**
- 12. **CORRESPONDENCE FOR DISCUSSION**
 - 12.1 **Donation - 2020 MSBA Convention**
Purpose: To consider request from the MSBA.
- 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**
 - 13.5 **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 **Boards/Association Council on Education (B.A.C.E)**
- 14. **ADMINISTRATIVE REPORTS**
 - 14.1 **MET K-12 Framework Report 2019-20**
Purpose: To receive a report from the Superintendent.
 - 14.2 **Secretary-Treasurer Contract**
Purpose: To consider approving.
- 15. **NEW BUSINESS**
- 16. **CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**
- 17. **QUESTIONS FROM TRUSTEES**

18. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE
19. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE
20. ADJOURNMENT

CONVENTION 2020

The theme for the Manitoba School Boards Association 2020 convention is [Leading Change with Courage, Clarity and Resilience](#).



Julie Wilson

The Convention's professional development day, Thursday, March 12, will be framed by two inspiring keynotes that explore different aspects of this theme. Our opening keynote speaker is Julie Wilson, author of *The Human Side of Changing Education: How to Lead Change with Clarity, Conviction and*

Courage. Her presentation will explore the idea that changing schools means changing people, and that changing people requires special tools and a human-centered approach. Our closing keynote speaker will be [Zaheen Nanji](#), author of *The Resilience Reflex*, who will speak on "The Resilient Leader: Tap into Your Tenacity & Master Decision-Making Even in the Midst of Chaos."



Zaheen Nanji



Leading Change
with courage, clarity and resilience

CALL FOR WORKSHOPS AND ENTERTAINMENT

Between its opening and closing keynote presentations, Convention 2020 will offer delegates a selection of concurrent workshops that speak to some aspect of the convention theme, or to fundamental, ongoing responsibilities of school boards. We are once again inviting all school boards to share their experiences and expertise with their colleagues from across the province, by presenting a workshop session. And this year, we are also inviting school boards to nominate a student or students to participate in the convention program, in one of two ways. We are looking for a student or small student group to open the convention by leading delegates in the singing of O Canada on Thursday, March 12, and we are also looking for a polished, high-energy group of student performers to entertain delegates at the banquet that closes our convention on Friday, March 13.

Boards may submit a workshop proposal or nominate a student performer by completing the [form](#) that was distributed in today's divisional email. The deadline for receipt of proposals and nominations is December 6, 2019.

IN OTHER CONVENTION NEWS

Friday, November 1 is the deadline for receipt of [resolutions](#) to go forward to our November 23 regional meetings. Resolutions received by that deadline will be considered by the regions, and if adopted, go before the membership at the convention in March.

In mid-November, boards will be receiving information about our awards and recognition program, with details about how they can submit nominations for the student citizenship awards, the Presidents' Council Award, and long service trustee recognition.

This year marks the 20th year that the Manitoba School Boards Association will hold a [raffle](#) in conjunction with its annual convention, with proceeds going to a local children's charity. The Convention Planning Committee has again selected the Sunshine Fund, a program of the Manitoba Camping Association that provides camp subsidies to Manitoba families, as the recipient of funds raised.

For all the latest convention news, visit our [convention page](#).



FALL PD AND MEETINGS

The [final program](#) for our upcoming trustee professional development event and meetings is now available. This provides some additional detail that was not included in the preliminary program, distributed on September 25, 2019. Of particular note, this updated version includes descriptions of the November 22 plenary and concurrent sessions. It also indicates that the November 23 general meeting (morning session) will be livestreamed via Zoom. Details of how to connect to that livestream will be sent to school division offices no later than Wednesday, November 20, 2019.



COMMITTEE VACANCY

There is currently one vacancy on the association's Resolutions and Policy Committee. To volunteer for this opportunity, please complete and submit the [committee volunteer form](#), or email Executive Assistant [Andrea Kehler](#).

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CAREER OPPORTUNITY

Transportation Manager

The Division

Evergreen School Division is located in the Interlake region of Manitoba, bordering the shores of Lake Winnipeg from Chalet Beach north to Hecla Island. The Division office is located in Gimli, approximately 90 KM north of Winnipeg. There are eight schools located in the four communities of Winnipeg Beach, Gimli, Arborg, and Riverton. The position is headquartered in Gimli and includes management of 24 bus routes and a bus maintenance facility.

The Position

The Board is seeking a Transportation Manager who operates as part of the Education Support Centre team, reporting to the Secretary-Treasurer on all facets of the Division's Transportation Department. The Transportation Manager will provide leadership to the Transportation Department staff and be responsible for the overall management of the Transportation Department. Areas of responsibility within the transportation system include general administration, bus routes, safety, and personnel training.

The Candidate

Required Qualifications and Experience:

- Grade 12 Diploma and formal Post-Secondary training in a related field (management, transportation, mechanical);
- Minimum 4 years' management experience, including budget, inventory control, and staff evaluations;
- Ability to communicate effectively with people both orally and in writing.

Preferred Qualifications and Experience:

- Government Safety Inspection experience and certified by the Province of Manitoba as a Vehicle Inspector;
- Current Class 2 Manitoba Driver's License and School Bus Operator's Certificate preferred;
- Knowledge of Workplace Safety and Health legislation, regulations and procedures.

For a complete job description visit www.esd.ca Employment and Human Resources/Professional Staff Postings.

Start date: As soon as possible.

Salary: Commensurate with qualifications and experience.

Applications:

Please send a cover letter and resume with three work related references to:

Transportation Manager Search, Evergreen School Division

Email: applications@esd.ca

CLOSING DATE: Sunday October 27, 2019 (3:30 pm)

Clear criminal record and child abuse registry checks are required of all employees of the school division. We will confirm receipt of all applicants by email, however only those selected for follow-up will be contacted. Evergreen School Division may contact former employers.

We thank all applicants for their interest, only those short-listed will be contacted for an interview to be held the week of October 28, 2019.



Box 1206
344 - 2nd Street North
Beausejour, MB R0E 0C0
Ph 204.268.6500
Toll Free 866.444.5559

Divisional Posting #228
October 23, 2019

HUMAN RESOURCES DIRECTOR

LOCATION: Sunrise Education Centre, Beausejour, Manitoba

CONTRACT: 1.0 f.t.e. (Permanent)

START DATE: December 1, 2019 or a mutually negotiated date

DESCRIPTION: Under the direction of the Superintendent or designate, the successful candidate will be responsible for evaluating the on-going operation of human resource management and develop, recommend and implement policies, programs and procedures regarding human resource planning, recruitment, training and development, and collective bargaining. The successful candidate will be part of the division's senior administrative team comprised of the Superintendent/CEO, Assistant Superintendent Learning & Instruction Development, Assistant Superintendent Student Support Services and the Secretary-Treasurer. The mandate is delivery of a quality education and a positive experience for all who engage with the division. To that end, the incumbent will assist with the effective leadership and management of each of the Division's departments within the organization.

The successful candidate will be assigned major areas of responsibility including but not limited to:

- Plan, develop, recommend, implement and evaluate select operations of human resource management
- Monitor all human resource related processes and procedures to ensure legal/contractual compliance
- Advise and assist administration and employees on interpretation and administration of collective agreements, policies and programs
- Assist administration in counseling employees on performance improvement plans, disciplinary actions, and problems affecting work performance
- Develop and implement labour relation policies and procedures and assist in the negotiation of collective agreements
- Provide support to administration regarding grievance and dispute resolution
- Assist with recruitment, selection, recruiting processes and practice as required
- Responsible to ensure systems are developed and maintained to provide required human resource personnel files, information and statistical data

YOU HAVE QUESTIONS?

We have answers—at least if your questions relate to school board procedures! In our latest Practical Procedure Division Dispatch, we share ten of the most common procedural questions we receive at the association office, along with our answers. Those answers are based on requirements contained within *The Public Schools Act*, direction provided by Robert's Rules of Order (the parliamentary authority most commonly used by Manitoba school boards), and school board procedural by-laws.

[Part 1](#) of [Short Answers to Common Questions](#) focuses on matters related to voting. [Part 2](#) examines meeting and interpersonal dynamics in the context of school board meetings. Check them out, and remember: if you have an uncommon question related to school board procedure, you can always ask it of Director of Education and Communication Services [Heather Demetrio](#).



RECOGNIZING EXCELLENCE

Nominations are now open for the [Manitoba Excellence in Education Awards](#). Since 2006, these awards have recognized outstanding educators whose practices have a profound impact on student learning and engagement. The awards are presented in several 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, selected from nominees from the above categories).

The deadline for receipt of nominations is December 2, 2019. Award recipients will be invited to attend a reception at the Legislative Building and will be presented with a certificate and a monetary gift of \$500.



19

MANITOBA'S
EXCELLENCE
IN EDUCATION
AWARDS

20

TICK, TOCK

Just a friendly reminder that the deadline for receipt of resolutions to be considered at our upcoming fall meetings is Friday, November 1, 2019. Detailed information about resolutions can be found in the [Call for Nominations and Resolutions](#), which was distributed in September. That document also served as the first call for nominations for those positions on the provincial executive that are up for election in March 2020—Vice-President (boards with 6000+ students), and Directors for Regions 1, 3 and 5 (one position only). The second call for nominations will take place on the morning of Saturday, November 23, as part of the day's general meeting agenda, and the final call at the call to order of our annual convention, on Thursday, March 12, 2020. Nominations may also be submitted at any time between now and the final call, to the Nominating Committee c/o the association office.



The registration deadline for our fall professional development day and general and regional meetings is Wednesday, November 13, 2019. [Program](#) and registration material for these events was distributed in the September 25 divisional email; a more detailed program will be distributed by the end of October. These events are being held at the Victoria Inn on Friday and Saturday, November 22 and 23. A block of rooms is being held at the hotel under group number 867017.

DOING COPYRIGHT RIGHT

If you're on Twitter, now would be a good time to confirm that you are following [CMEC—The Council of Ministers of Education Canada](#). Throughout October, CMEC will be focusing its attention on copyright awareness, and helping educational institutions and personnel ensure that they are operating within the fair dealing guidelines when it comes to duplicating material for classroom use. You can also check out their [Teachers and Copyright](#) page for useful resources, including the Fair Dealing Decision Tool, which will help teachers decide whether "fair dealing" permits classroom use of print materials, artistic works, or audiovisual materials without first getting copyright permission.



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Executive Highlights

Monday, October 21, 2019

Alan Campbell
President
204-886-7121

Sandy Nemeth
Vice-President
(6,000 students or more)
204-230-6475

Floyd Martens
Vice-President
(fewer than 6,000 students)
204-572-5374

Vacant
Past President

Kelli Riehl
Director Region 1
204-539-2803

Leah Klassen
Director Region 2
204-325-8093

Lena Kublick
Director Region 3
204-757-2889

Vaughn Wadelius
Director Region 4
204-623-3073

Jerry Sodomlak
Director Region 5
204-999-1409

Julie Fisher
Director Region 5
204-261-7963

Chris Broughton
Director Region 6
204-509-8642

1. The Executive received and reviewed the association's draft 2018-2019 audited financial statements and the Audit Findings Report, as presented by KPMG partner Shawna Lounsbury and Robyn Winters, Chief Financial Officer.
2. Louise Johnston, Louis Riel S.D. was re-appointed to the Convention Planning Committee.
3. The Executive shared thoughts and ideas to build on the Local Voices, Local Choices campaign leading up to the K-12 Review Commission's final report anticipated release date of March 2020.
4. Alan provided an overview of the Fall regional meeting structure for the new Directors around the executive table, including their responsibilities as hosts of their regional meetings.
5. Josh indicated that the Association will extend liaison meeting invitations to all political caucuses, education partners and other organizations. As dates are confirmed, they will be shared with Executive members.
6. The final MSIP Trust Agreement, the Administrative Agreement between Manitoba Schools Insurance Program and HUB/Milnco, and the certificates for loss pools and liability were presented. The Executive approved the agreements, which will go forward for signature at MSIP's next committee meeting.
7. The Executive reviewed the proposed 2020 Executive Resolutions regarding the audited financial statements and appointment of auditor. These resolutions will be included as information with all resolutions in the fall regional meetings package. They will be voted upon at the March convention.
8. The Executive reviewed the challenges involved with the Council of Ministers of Education Canada request of school boards regarding Access Copyright and their mandated participation in a document discovery process. It is important that all boards comply with the requests that have been received.
9. A summary of the 2019 Member Satisfaction Survey results was provided to Executive.

JW/ak

Questions about the items above? Contact any member of the MSBA Executive or Josh Watt, Executive Director.

The official minutes will be posted to the MSBA website once approved at the Executive's next meeting on November 21, 2019.



SAFE GRAD SEMINAR REGISTRATION FORM

Please R.S.V.P. by Monday, November 18, 2019

**Saturday, November 23, 2019
Victoria Inn Hotel & Convention Centre
Embassy Ballroom
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.

*Food Allergies: _____

Please return registration to:

Manitoba School Boards Association
191 Provencher Boulevard
Winnipeg, MB R2H 0G4
Attn: Heather Hallatt
Fax #: 204-231-1356
E-mail: safegrad@mbschoolboards.ca

Note: All registrations via e-mail will be acknowledged.



**SAFE GRAD SEMINAR
SATURDAY, NOVEMBER 23, 2019**

**Victoria Inn Hotel & Convention Centre
Embassy Ballroom
1808 Wellington Avenue
Winnipeg, MB
9:00 am – 12:00 pm**

AGENDA

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

- Source training opportunities, and coordinate professional development and information sessions for staff
- Research, analyze, assess, provide options and make recommendations on project initiatives as it relates to organizational development and effectiveness
- Supervise, train/develop and assess performance of staff
- Oversee and administer staff leave management and return to work initiatives including alternative duties and Workers Compensation or disability management
- Coordinate and manage Workplace Health and Safety programs and initiatives
- Initiate, manage and perform respectful workplace and other workplace investigations

QUALIFICATIONS:

- A bachelor's degree in a field related to human resource management and/or equivalent education and experience
- CPHR Designation preferred
- Minimum of 3-5 years' experience as a human resource generalist in a unionized environment or the equivalent related experience
- Strong customer service orientation, interpersonal and communication skills, with a keen ability to relate to all levels of people (orally and in writing)
- Familiar with applicable legislation, policies and procedures
- Proficient with MS Word, Excel, and PowerPoint
- Fiscal compliance to revenue and budgets
- Successful experience with the development and maintenance of community relations within the Division
- Understanding of legislative requirements and educational developments
- The ability to resolve complex matters that arise and adjust to changing environments to effect best solutions.
- Have the ability to make difficult decisions and the courage to do what is best for students
- For more information, please contact Mr. Scott Carleton, Secretary-Treasurer at scarleton@sunrisesd.ca

If you have the qualifications and meet the skills and requirements for the position and are confident in your ability to be successful in this position we invite you to explore this opportunity.

Please forward an application package that includes a detailed résumé, and three references including written permission to contact references to:

Email: HRDirectorsearch@sunrisesd.ca

by noon on **Tuesday, November 12, 2019**

It is a requirement for all new employees to provide a current Criminal Record Check and agree to a Child Abuse Registry Check. All applications are welcome, however only candidates selected for interviews will be contacted.

From: School Patrol <schoolpatrol@caamanitoba.com>
Date: October 18, 2019 at 9:09:22 AM CDT
Subject: School Patrol Moose Game

To all Patrol Supervisors:

CAA Manitoba has partnered with the Manitoba Moose to provide a Complimentary ticket to the Moose game on November 17, 2019 @ 2:00 pm for all school patrols, family and friends are invited to attend with the patrol at a special rate of \$16.50 (regular \$29-\$39)

Help us reward your school patrols and ensure they can enjoy this free offer.

Steps to get the free tickets:

1. Download the order form (click on link below), print copies and send home with patrols. Patrols must return completed order forms to you by October 25th, 2019.
2. Download our tracking spreadsheet (click on link below). When you receive a completed order form, use the spreadsheet to track complimentary tickets, paid tickets for family/friends.
3. Email the completed spreadsheet to jaugert@tnse.com before 4 PM on Tuesday October 29th – this will allow for any late orders – no orders will be accepted after the 29th so we can ensure delivery prior to the game. Please do not forget to include your name, email and school name at the bottom of the spreadsheet.

BONUS: Each Patrol Supervisor who sends their completed order form in by the deadline at 4 PM on October 29th will be entered to win 4 tickets in the Manitoba Centre Ice Suite for the game on November 17! We will reward 5 supervisors!

Please note: The ticket must be ordered under the patrol's name. Only one complimentary ticket per order form. Complimentary tickets are non-transferable.

Please ensure payment is ready for pick up at office reception starting on October 31st, 2019. A Moose representative will deliver tickets and vouchers to your school by end of day, November 14th.

Please DO NOT order tickets for patrols who haven't filled out the form – capacity is limited and we must ensure all tickets distributed are used.

If you have any questions, don't hesitate to contact Justin Augert jaugert@tnse.com or Erin Kantyluk schoolpatrol@caamanitoba.com<<mailto:schoolpatrol@caamanitoba.com>>

We look forward to hosting all patrols on November 17th!

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