

## **Regular Meeting of the Board - October 12, 2017**

Thursday, October 12, 2017

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 September 28, 2017 (2017/09/28)**
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 September 28, 2017;
- b. Committee Report of the Finance and Planning Committee Meeting held on September 25, 2017;
- c. Committee Report of the Human Resources and Policy Committee Meeting held on September 25, 2017;
- d. Committee Report of the Communications and Community Relations Committee Meeting held on September 26, 2017.

**2. Special Committee Report:**

- a. Minutes of the Pembina Trails Educational Support Fund Inc. Corporate Board Meeting held on September 28, 2017.

**3. Other Reports:**

- a. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 12, 2017;

- b. Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report dated October 12, 2017;
- c. Resignations as listed in the Resignations Report dated October 12, 2017;
- d. Enrolment Report - September 2017.

Purpose:

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information and,  
 To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 12, 2017 and,  
 To consider ratifying Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report dated October 12, 2017 and,  
 To consider receiving as listed in the Resignations Report dated October 12, 2017.

- 6. **DELEGATIONS**
- 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**

11.1. **By-Law No. 121 (Promissory Note LTPS0159)**

**Summary:**

WHEREAS it is deemed necessary and expedient to raise by loan the sum of One Million One Hundred Thirty Five Thousand Dollars (\$1,135,000) on the credit of said School Division for the purpose and payment for AA Leach Condensing Unit, Bairdmore Roof Top Unit, Charleswood Roof Replacement, Dalhousie Grooming Room and Elevator, Dieppe Roof Replacement and Areas D1 & D2, Dieppe Two Story Wing Roof Joist Upgrade.

THEREFORE BE IT RESOLVED THAT By-Law No. 121, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of \$1,135,000, and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefor be given first reading.

- 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**
  - 13.5. **HUMAN RESOURCES AND POLICY COMMITTEE**

13.5.1. **Policy JICH, Regulation JICH-R, Policy GBEC - Drug Education**

**Summary:**

Purpose: To consider Committee recommendation.

13.5.2. **Policy KE - Public Concerns and Complaints**

**Summary:**

Purpose: To consider Committee recommendation.

**13.5.3. Policy EEAA - Transportation for Students with Additional Needs**

**Summary:**

Purpose: To consider Committee recommendation.

**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. Preliminary Class Size Report**

**Summary:**

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

**14.2. September 30, 2017 Enrolment Report and Reconciliation Report**

**Summary:**

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

**14.3. Fall Conference - Pembina Trails Leadership Committee**

**Summary:**

Purpose: To receive a report from the Assistant Superintendent, Student Services, and the Assistant Superintendent, Program, re the PTLC Fall Conference held October 2-3, 2017.

**14.4. School Administration Appointment - Interim VP Whyte Ridge School**

**Summary:**

Purpose: To receive a report from the Superintendent.

**15. NEW BUSINESS**

**16. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

**16.1. Correspondence for Information Distribution List**

**Summary:**

THAT the Correspondence for Information Distribution List dated October 6, 2017, 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>





Pembina Trails School Division

By-law No. 121

Being a by-law of the Board of Trustees of Pembina Trails School Division for the purpose of borrowing the sum of One Million One Hundred Thirty Five Thousand Dollars (\$1,135,000) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$1,135,000 on the credit of the said School Division for the purpose of payment for the projects as authorized on Schedule “B” attached.

THEREFORE, pursuant to the provisions of the Public Schools Act, the Board of Trustees of the Pembina Trails School Division duly assembled, enact as follows:

- 1. That it shall be lawful for the said School Trustees to borrow the sum of \$1,135,000 by the issue and sale of the Security of the said School Division as set out below.
- 2. That the said Security shall be issued at Winnipeg, Manitoba and shall be dated the 15th day of November A.D. 2017 and shall be payable to the Minister of Finance, Winnipeg, Manitoba as follows:  
The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual instalments of \$81,676.98 each, including principal and interest at the rate of 3.750% per annum, payable annually on the 15th day of November as per Schedule “A”
- 3. That the first instalment shall be payable on the 15th day of November A.D. 2018
- 4. That the Security shall be signed by the Secretary-Treasurer and countersigned by one of the Trustee of the said School Division.
- 5. That provisions shall be made for the payment of the said Security and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of the Pembina Trails School Division, assembled at Winnipeg, in the Province of Manitoba, this 12th day of October A.D. 2017

SECOND READING the 26th day of October A.D. 2017

THIRD READING the 26th day of October A.D. 2017

(CORPORATE SEAL)

Chairperson

Secretary-Treasurer

Certified a true copy of By-law No. 121 of the Board of Trustees of the Pembina Trails School Division given first reading, the day and year above written.

Secretary-Treasurer

(CORPORATE SEAL)

## DRUG, ALCOHOL AND SUBSTANCE ABUSE BY STUDENTS

The Division recognizes that the abuse of drugs, alcohol or other substances is detrimental to the health, welfare and safety of all students involved in such practices. The Division prohibits the use, possession, or distribution of these items. The Division provides educational programs to prevent drug and alcohol abuse which assist in developing decision-making skills regarding such substances.

As used in this policy, "drugs" are all substances defined under statutes as "drugs" or "controlled substances," as well as counterfeit drugs and substances falsely represented as being drugs.

As used in this policy, "legal drugs" are defined as over-the-counter and prescription drugs, including vitamins and other dietary supplements, that are properly possessed and used by the person for whom they are intended in accordance with all applicable policies and regulations.

As used in this policy, "illegal drugs" are all drugs not defined herein as legal drugs.

Student use, possession, or distribution, or being under the influence of illegal drugs or alcohol is prohibited

- on all Division property,
- at Division or school-sanctioned activities or events,
- when students are being transported in vehicles dispatched by the Division or one of its schools, and
- off school property when such conduct has a connection to school or any Division activity or event.

The Division believes that effective prevention and treatment of drug and alcohol abuse requires the combined efforts of parents/guardians and the Division, and holds that parents/guardians have the responsibility to cooperate with the Division in attempting to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse. Parents/guardians of a student involved in alcohol and drug abuse shall be contacted immediately by the School Administrator or designate. School authorities may also contact the police.

The Division, through the Physical Education and Health curriculum shall implement age-appropriate, developmentally based drug and alcohol education and abuse-prevention programs for all students in all divisional schools.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			1 of 2

Appendix 1 for 13.5.1.: Policy JICH

In support of this policy, no liquor permits shall be issued for schools or school Division property, and liquor or alcoholic beverages are prohibited on Division property at all times.

— *Accomplish Anything* —

Adopted	Reviewed	Revised	Page
11/488/05			2 of 2

## DRUG, ALCOHOL AND SUBSTANCE ABUSE BY STUDENTS

The Division recognizes that alcohol and other drug abuse is a problem in our society and acknowledges the negative health and life-style effects it can have on students personally, as well as on their ability to learn. The Division will work with parents/guardians and agencies within the community in the promotion, enhancement, and maintenance of a drug free school system and student body. The Division will therefore implement the following:

### Preventative Curriculum

The Division recognizes the role of drug education in reducing alcohol and drug related problems and will give high priority to the implementation of a drug education curriculum through its support of the Physical Education and Health Curriculum and teaching about:

- the possession and/or use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful;
- the legal, social, and health consequences of drug and alcohol use and effective techniques for resisting peer pressure to use illegal drugs and alcohol;
- the standards of conduct and prohibition on the possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs and alcohol;
- available drug and alcohol counselling and rehabilitation programs; and
- penalties that may be imposed for the possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs and alcohol in violation of this policy.

### Early Identification and Intervention

The Division recognizes the need for early identification and intervention programming to identify and provide early assistance to students who are experiencing problems related to alcohol and other drugs.

The early identification and intervention program will:

- acquaint staff with procedures to be followed when dealing with alcohol and other drug related

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			1 of 4

situations;

- familiarize staff with the signs and symptoms of alcohol and drug use/or abuse by students, and the effects of alcohol and drug use by others on students;
- familiarize staff with student referral processes;
- train appropriate staff in assessment and counselling skills relating to alcohol and other drug use/abuse by students, or the effects of alcohol and drug use by others on students;
- inform all students and their parents/guardians of the existence of the early identification and intervention program and how to access the program;
- assist in providing parents/guardians and others in the community, with information, skills, and opportunities to support youth in their efforts to remain drug free, and encourage and support educational initiatives within the community to address alcohol and drug issues and concerns; and
- when deemed appropriate, support of the placement of a Youth Intervention Worker (A.F.M.).

### External Assessment and Interventions

Should there be repeated incidents where drug and alcohol concerns are deemed to be contributing to school performance difficulties for a particular student, and all efforts have been exhausted to assess and assist in this regard, the School Administrator or designate may:

- require a more formal, external assessment to occur that will provide recommendations for subsequent action and, if necessary,
- make allowances for a student's non-attendance at school during the assessment period.

### Disciplinary Action

The use, possession, and/or distribution of alcohol or illicit drugs is strictly prohibited. Drugs, as defined in this policy, and alcohol are not to be used by, nor to be in the possession of, individuals during school activities and school related activities on or off school property. Furthermore, no student is to be under the influence of alcohol or illegal drugs during school programs, activities or events. When a student is found to be in possession of, or under the influence of, and/or distributing alcohol or illegal or illicit drugs, the school administration shall impose disciplinary measures as identified in the procedures under this policy and the Division's Standard of Behaviour.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			2 of 4

### Recovery Supports

The Division believes it is the role of the school to assist a student who is entering into a treatment program, is participating in a treatment program, or is returning to school after participating in a treatment program. At these times the school will:

- work with parents/guardians and outside agencies to facilitate transitions in/out of these programs and assist in the development and implementation of an ongoing educational plan for the recovering students;
- establish realistic plans for the recovering student regarding school performance and expectations;
- work with others in determining and providing the supports needed to implement each recovery plan; and,
- recognize and accommodate the need to revise a recovery plan as educational/recovery goals change.

### Procedures Respecting the Possession or Use of Alcohol and Other Illicit Drugs on School Premises

The School Administrator or designate shall confiscate any alcohol or other drug(s) present, contact the parents/guardians to advise of the situation and arrange for the departure of the student from school property to a safe place (i.e. home, hospital).

In all cases, the School Administrator or designate shall subsequently arrange for appropriate follow-up with the students and parent/guardian, and may report the matter to the Winnipeg Police Service.

The School Administrator or designate shall undertake appropriate disciplinary or follow-up actions. These may include:

- suspension of the student;
- a requirement for the student to attend an agency program (i.e. A.F.M.);
- referral of the student to a school-based and/or community-based counselling service;
- a determination that the return of the student to school be contingent upon assessment by community-based services (i.e. A.F.M.); and
- such other conditions or consequences as may be deemed appropriate by the School Administrator or designate.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			3 of 4

### Procedures Respecting the Supplying/Selling of Alcohol or Other Illicit Drugs on School Premises

The Division considers the supplying/selling of alcohol and drugs in the school environment a serious breach of policy and such actions will not be tolerated.

In all cases when a student is found to have been supplying or selling alcohol or illicit drugs on school premises the School Administrator or designate shall:

- confiscate the alcohol or drugs present and immediately contact the parents/guardians and refer the matter to the police; and
- suspend the student with such conditions as may be determined by the School Administrator and supported by the Division's Standard of Behaviour.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			4 of 4

## ALCOHOL AND DRUG FREE WORKPLACE

The Division recognizes the importance of maintaining a workplace free of alcohol and other drugs to enhance the welfare of employees and students.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while on duty or on Division property, unless the substance is a requirement of a medical intervention and being taken according to prescription directions. Appearance at work while under the influence of a chemical substance may result in a request to leave the workplace. Violation of this policy shall result in appropriate action such as requiring an employee to participate in a drug rehabilitation program, or disciplinary action up to and including immediate suspension and dismissal.

*For the purposes of this policy the “workplace” is defined as the site for the performance of work done under the authority of the Division. That includes any Division building or any school premises; any school/Division owned vehicle or any other vehicle approved to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of employees of the Division.*

First Reading: February 10, 2005

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
3/107/05			1 of 1



## PUBLIC CONCERNS AND COMPLAINTS

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or its management, or to equip the schools to do their tasks more effectively, is welcomed by the Division.

Whenever a complaint is made directly to the Board as a whole, or to a Board member as an individual, it shall be referred to the Superintendent or designate and the school administration for study and reporting.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible and in a timely manner. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

Any complaint about the selection or utilization of a learning resource shall be handled in accordance with Policy IJ.

Any complaint about personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

Board members individually shall refer compliments, suggestions and constructive criticism and operational matters directly to the Superintendent or a Member of the Senior Administration Team for consideration and action. Neither the Board, a Committee of the Board or a Trustee shall consider or act on a complaint that has not been explored at the appropriate administrative level, nor shall they contact staff directly in a personal attempt to resolve a problem.

Comments affecting policy which are not resolved through clarification or explanation by the administration shall be routed through regular channels to the Board meeting agenda for consideration by the Board as a Whole.

Complaints that cannot be resolved by the administration and appeal of the Superintendent's decision shall be handled by the Board through written correspondence.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
12/539/05		20170927011	1 of 1

## STUDENT ELIGIBILITY FOR TRANSPORT - WALKERS AND RIDERS

1. The Division may provide transportation support for eligible students in the following circumstances. An eligible student is defined as a student who meets the criteria to receive transportation support as set out below:
  - a. for any student enrolled in grades K-6 in cases where the student's residence is 1.6 kilometres or greater walking distance from the student's catchment school as defined in paragraph No. 6;
  - b. for any student enrolled in grades K-6 in cases where a hazardous roadway, as defined in paragraph No. 7, is situated between the student's residence and the student's catchment school and no Adult Crossing Guards are assigned to assist the students to cross the hazardous roadway. This provision also applies in cases where the student's residence is less than 1.6 kilometres walking distance from the student's catchment school;
  - c. for any student attending an alternative catchment school in those areas where the Board of Trustees has established an alternative catchment school in addition to the primary catchment school (where both the catchment school and the alternative school use the same language of instruction) provided that the student's residence meets the eligibility criteria with respect to walking distance pursuant to paragraph No. 6 or the hazardous roadway criteria pursuant to paragraph No. 7 with respect to both the primary and alternative catchment school;
  - d. for any student enrolled in grades 7-12 in cases where the Perimeter Highway, Wilkes Avenue or Sterling Lyon Parkway is situated between the student's residence and the student's catchment school provided that the student's residence is 1.6 kilometres or greater walking distance, as defined in paragraph No. 6, from the student's catchment school or from a transit stop;
  - e. for any student in grades 9-12 in attendance at the Manitoba Institute of Trades and Technology (MITT);
  - f. for any other student for which the Division is obligated to provide transportation under The Public Schools Act or Manitoba Regulations.  
<https://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/454/07		20170927004	1 of 3

## Appendix 1 for 13.5.3.: Policy EEAA

- g. for any student attending the student's catchment area school who is unable to walk safely to school because of a learning or a physical disability. An annual determination is to be made by the Principal of the catchment school and the Director of Transportation along with supporting documentation to support the decisions as to the inability of any student to walk safely to school. Any such student shall be eligible for transportation support to a day care centre instead of to the student's residence subject to there being no material cost difference or logistical route alteration and being further subject to review and agreement between the Assistant Superintendent, Student Services and the Secretary-Treasurer.
- h. for any student designated for transportation support by the Board of Trustees who would not otherwise be eligible to be provided with transportation support under this Policy.
2. For purposes of applying this Policy, the student's residence shall mean the residence of the parent or legal guardian. Where service to a day care centre is part of the transportation plan for any eligible student, the student will be eligible to be transported to any specific day care centre when the address of the day care centre meets the same distance or hazardous roadway criteria as exists for the student's residence and can be accommodated on the route.
3. Transportation support to any eligible student to and from school shall be provided a maximum of once per day.
4. The Director of Transportation and, where appropriate, in consultation with the Assistant Superintendent, Student Support Services and the Secretary-Treasurer shall determine the most suitable form of transportation support for any student. The nature of the transportation support under Policy EEA or Policy EEAFa may take any one or combination of the following forms:
- a. school bus service;
  - b. transit tickets or passes;
  - c. taxi cab or van service;
  - d. transportation allowance.
5. In any case where the Assistant Superintendent, Student Services, is considering that a student requires placement in a school other than in the catchment area school relating to the student's residence, consultation shall take place between the Student Services Department and the Transportation Department with respect to the cost and logistical implications of providing such transportation to the student. In any such case the student shall be eligible for transportation support to a day care centre instead of to the student's residence subject to there being no material cost difference or logistical alteration and being further subject to review and agreement between the Assistant Superintendent, Student Services and the Secretary-Treasurer.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/454/07		<b>20170927004</b>	2 of 3

6. The measurement of the 1.6 kilometres walking distance between the student's residence and the student's catchment school shall be taken from an entrance of the school along the shortest public route available including any combination of sidewalks, streets, back lanes, walkways and paths, but not including bridges or overpasses and where the 1.6 kilometre walking distance falls part way within a block of residences, the Board may extend transportation eligibility to the entire block.
7. Hazardous roadways are defined as roadways with three or more lanes of traffic (excluding turning lanes) and designated as truck routes.
8. The Board may enter into agreements with Winnipeg Transit to ensure a suitable level of service for students in grades 9-12 attending their catchment area school.
  - a. A parent or guardian of a student who is not eligible for transportation support may apply for transportation on a school bus on a fee basis pursuant to the Division's Seat Sale Provisions.
  - b. A parent or guardian of a student who is eligible for transportation support but who is coming from or going to an address which does not qualify for transportation support pursuant to this Policy may apply for transportation on a school bus on a fee basis pursuant to the Division's Seat Sale Provisions.
  - c. The Transportation Department may provide transportation support to students in paragraph 4(a) and (b) provided that the provision of such service does not require a material change to the distance, times or costs associated with the operation of the route.
9. The Principal of each school shall prepare a plan for loading and unloading each school bus. The plan shall designate a loading and unloading zone either on the grounds or at a point adjacent to the school grounds. The Principal shall supervise or assign a responsible person to supervise the loading and unloading of each school bus.
10. The Director of Transportation, each school principal and each school bus driver shall comply with all applicable provisions of The Public Schools Act and relevant Manitoba Regulations for which each is responsible.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/454/07		<b>20170927004</b>	3 of 3

**Come explore  
opportunities that  
can enrich the lives  
of young adults in  
the community.**



***2nd Annual Metro Winnipeg School Divisions Transition  
Forum: Information and Choices for Teens with Special Needs  
and their Families (Ages 11 - 21/Grades 5 - 12+)***

The Metro Winnipeg School Divisions, in partnership with Metro Winnipeg Council for Exceptional Children (MWCEC), are hosting a Transition Forum for interested middle and senior years students with special needs and their parents. Educators are welcome.

Winnipeg service providers including Supported Employment and Day Programs, recreation opportunities and Provincial Government Services will be on hand to provide information on what they offer and how to access their services.

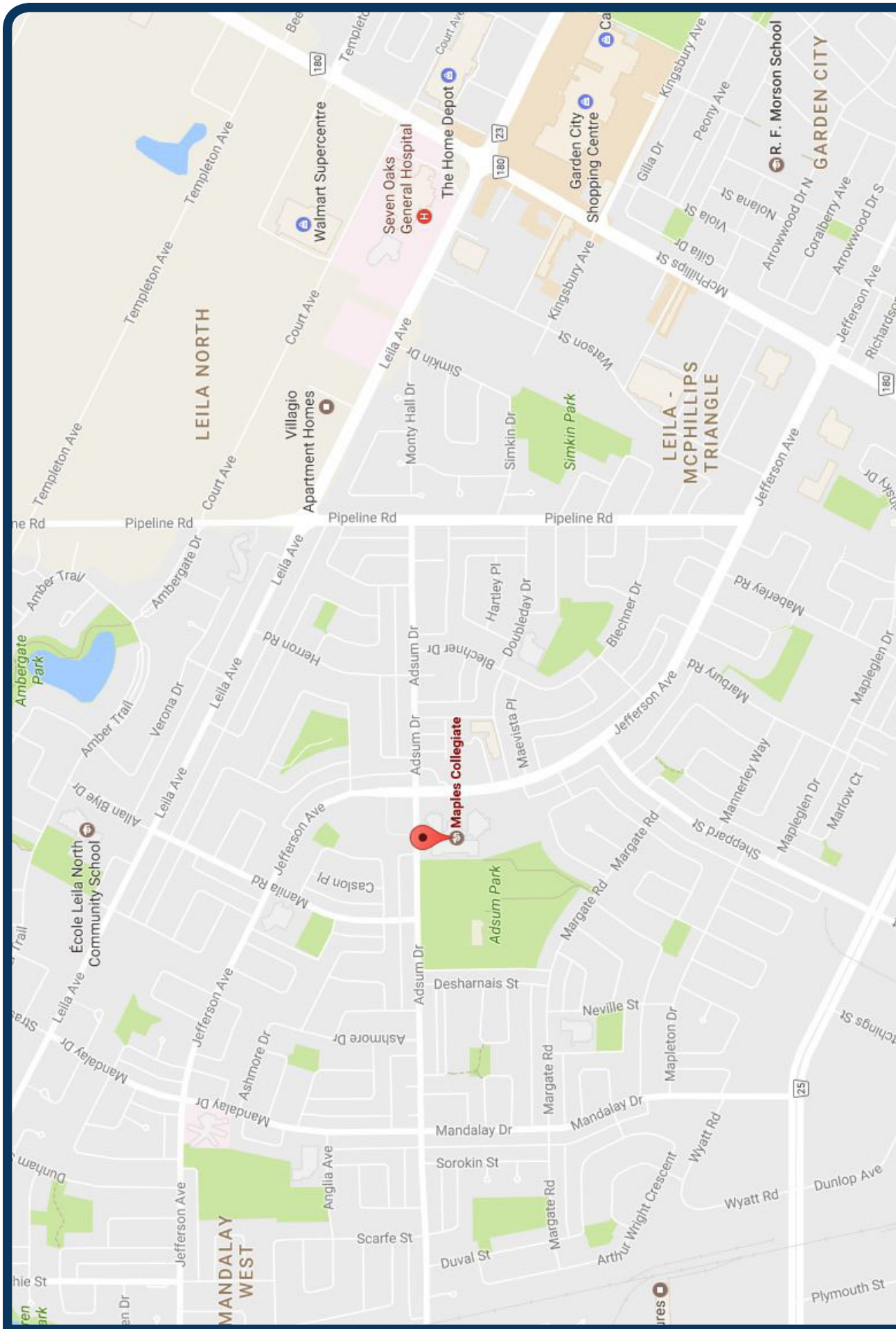
**Please plan to attend this information session on:**

**Tuesday, November 7, 2017  
1 - 2:30 p.m. and 6:30 - 8 p.m.  
Maples Collegiate (1330 Jefferson Avenue)  
No RSVP required**

**Contact: Terry Hass-Speirs  
P: 204.927.3700 Ext. 12041 or E: [theresa.hassspeirs@7oaks.org](mailto:theresa.hassspeirs@7oaks.org)**







**Maples Collegiate**  
(1330 Jefferson Avenue)

**Daytime Parking:**  
On streets around school  
following parking signs.

**Evening Parking:**  
School parking lot.

# e-bulletin

September 27, 2017

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

[www.mbschoolboards.ca](http://www.mbschoolboards.ca)

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

## REGIONAL MEETINGS

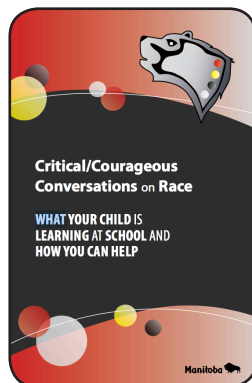
Regional meetings get underway in less than a month! This is the opportunity for boards to receive an update on association happenings since our March 2017 convention, and to begin the deliberations that will culminate in elections and debate at convention 2018. The [call for resolutions and the first call for nominations](#) was distributed in June. The deadline for receipt of regular resolutions is this Friday, September 29. There will be two more calls for nominations, at the October regional meetings and then again in March, at convention. As well, nominations can be submitted in writing to the Nominations Committee at any time, up until the final call at convention.

Meeting dates and locations are as follows: Region 1, Monday, October 23 (Victoria Inn, Brandon); Region 2, Thursday, October 26 (Carman Pentecostal Assembly); Region 3, Friday, October 27 (Larters at St. Andrews); Region 4, Saturday, October 21 (Frontier Collegiate, Cranberry Portage); and Region 5/6, Saturday, October 28 (Norwood Hotel, Winnipeg).

Regional meeting agenda packages will be distributed during the first week of October.

## TALKING ABOUT RACE

Two new complementary resource documents were recently posted by Manitoba Education and Training. [Creating Racism-Free Schools through Critical/Courageous Conversations on Race](#) and [Critical/Courageous Conversations on Race: What your child is learning at school and how you can help](#) will help school divisions, schools, teachers, parents, and students engage in and understand conversations about racism. The documents describe the levels and effects of racism, and acknowledge its history within Canada. Ultimately, the goal is to create inclusive and equitable classrooms and schools for all students, with a particular focus on those who identify as First Nation, Métis and Inuit, and in so doing contribute to the advancement of the Truth and Reconciliation Commission's Calls to Action.



## LEARNERS AT THE CENTRE

The Manitoba Education Research Network (MERN) Fall Forum will be focusing on [Students at the Centre](#). This one-day event will be held on Friday, November 3, from 9:00 a.m. to 2:45 p.m. at Brandon University's Faculty of Education. The day will be structured with a keynote presentation and three banks of concurrent workshops. Workshops will explore some of the latest research in aspects of literacy, numeracy, STEM education, mental health, leadership and more. As always, there is no fee to attend this event, and lunch is provided.

[Register](#) online, or for more information, contact [MERN](#).

**MERN**  
 Manitoba Education Research Network

## REMEMBRANCE DAY

Just in time for Remembrance Day, Winnipeg's Brookside Cemetery is once again offering guided tours of its Field of Honour, the burial place of more than 14,000 war veterans, peacekeepers, merchant marines and military personnel. School tours, which include a chance to hear from surviving veterans, will operate twice daily (9:30 a.m. and 12:30 p.m.) from November 6 to 10. Each tour can accommodate 34 to 40 students, and lasts approximately two hours. Organizers are hoping to have 500 students participate in this interactive learning experience this year. For more information or to book a tour, contact Sherry, Matt or Milaini by [email](#) or by telephone at (204) 986-4348.



## HEALTHY FOODS, HEALTHY KIDS, HEALTHY SCHOOLS

The Manitoba Healthy Food in Schools [new website](#) is now live! The website is designed to offer schools resources to promote healthy eating, create a comprehensive school nutrition environment, and guide schools through any food and nutrition challenges they may encounter. Examples of resources found on the website include school nutrition guidelines, community resources, recipes, healthy fundraising factsheets, and free school nutrition services offered by a registered dietitian. Check it out!


**Manitoba**



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

September 26, 2017

TO: The Secretary-Treasurer  
All Manitoba School Boards

FROM: Janis Arnold, Board Development Consultant  
Education and Communication Services

RE: 2017 Fall Trustee Education Workshop – November 17, 2017

---

The association is pleased to welcome Marc Kuly, Associate Professor at the University of Winnipeg, for a full-day session on **“Telling Stories about Schools: Building Public Support”**. This workshop, designed for trustees as well as senior administrators, will provide both theory and practical information to add to your advocacy toolkit. The focus will be on communication and using positive stories to help people understand the strength of today's public schools, and how school boards make good schools better.

Marc Kuly directs the Service Learning Program for Faculty of Education at the University of Winnipeg. He draws on fifteen years of experience as an inner city educator to guide the program towards experiences that allow students to recognize the strength that lies in diversity. He is committed to the promise of schools to develop a robust community. Marc received the 2008 Manitoba Foundation for the Arts award for excellence in arts education and was featured in the Gemini Award winning documentary, *The Storytelling Class*.

This event is being held at the Norwood Hotel in Winnipeg on Friday, November 17. The registration desk will open at 8:30 a.m.; the workshop will commence at 9:00 a.m. and conclude at 3:30 p.m. The registration fee of \$150.00 (plus GST) includes all workshop handouts, continental breakfast, refreshment break and lunch.

Full program and registration information is attached. If you have any questions, please contact me directly at 204-594-5173 or by email: [jarnold@mbschoolboards.ca](mailto:jarnold@mbschoolboards.ca).





## Telling Stories About Schools: Building Public Support

9:00 a.m. to 3:30 p.m., Friday, November 17, 2017

Norwood Hotel, 112 Marion Street, Winnipeg, MB

### Workshop Description

*Public Schools are vitally important. They are the places that families trust to care for their children. As a result, they are subject to a lot of very reasonable attention and concern. Too often however, they can be the subjects of unreasonable arguments that disregard the great work going on within them. With the challenge of communicating the rich texture of life in schools, to the public in mind, this workshop is offered to help trustees develop their advocacy toolkit.*

*The day will blend theory and practice to give participants approaches to storytelling that will help them put the reality of schools at the centre of the work they do to support quality education.*

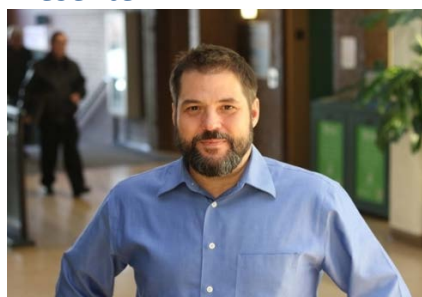
### Program

9:00 a.m. Welcome and Opening Comments

- *What is a story and how does it work?*
- *Practical techniques for telling great stories well*
- *The relationship between data and reality*
- *The relationship between storytelling and education*

3:15 p.m. Summary and Closing Comments

### Presenter



Marc Kuly directs the Service Learning Program for Faculty of Education at the University of Winnipeg. He draws on fifteen years of experience as an inner city educator to guide the program towards experiences that allow students to recognize the strength that lies in diversity. Committed to the promise of schools to develop a robust public, Marc uses storytelling to help students connect across differences. Marc received the 2008 Manitoba Foundation for the Arts award for excellence in arts education and was featured in the Gemini Award winning documentary, *The Storytelling Class*.



## Telling Stories About Schools: Building Public Support

Registration Form ♦ Friday, November 17, 2017  
Norwood Hotel ♦ 112 Marion Street ♦ Winnipeg

### To Register:

Please return this completed form to the association office by November 10. Email to [jesau@mbschoolboards.ca](mailto:jesau@mbschoolboards.ca) (Jennifer Esau) or by fax to 204 231-1356. Forms can also be mailed to: 191 Provencher Blvd., Winnipeg, MB R2H 0G4

**This full day session will provide both theory and practical information to add to your advocacy toolkit. The focus will be on communication and using positive stories to help people understand the strength of today's public schools, and how school boards make good schools better.**



### Cancellation Policy:

Full refunds will be given if notice of cancellation is received at the association by November 10. Refunds, less a \$25 per person administration fee, will be issued if notice of cancellation is received at the association office after November 10, but prior to November 17. No refunds will be available for cancellations received after the start of the workshop, but substitutions will be allowed.

### Things to Note:

- Registration fee for this one-day workshop is \$150 per person plus GST, includes all workshop handouts, lunch and refreshment breaks
- Registration opens at 8:30 a.m. with continental breakfast available
- Session begins at 9:00 a.m. and concludes at 3:30 p.m.
- Contact **Jennifer** at the association office should you have specific food *allergies* or dietary restrictions
- Registration deadline is Friday, November 10
- Norwood Hotel 204-233-4475 | 888-888-1878 (toll-free)

(Please Print)

Division/District: \_\_\_\_\_

Name	Position

Total Fees	\$	+ GST (5%)	\$	Total Payable	\$
------------	----	------------	----	---------------	----

Cheque enclosed: \_\_\_\_\_ Please invoice: \_\_\_\_\_

## Assistant Superintendent - Student Services

Bulletin No. A18-3

September 20, 2017

### Administration Offices

The River East Transcona School Division is the province's second largest school division, a division committed to providing educational opportunities to all students in a safe and secure environment. The division has an enrollment of over 16,300 students, approximately 2,800 employees and a budget of approximately \$187 million.

Reporting to the superintendent/CEO, the successful candidate will be part of the division's senior administrative team comprised of the superintendent/CEO, four assistant superintendents, and the secretary-treasurer/CFO. The successful candidate will be assigned major areas of responsibility including but not limited to:

- Oversees and monitors the K-12 student services program and delivery
- Initiates and supervises the development, provision and assessment of counselling services, resource services and specialized student services programs
- Liaises, supervises and assesses clinical and divisional student services provided by the school division
  - Detailed roles and responsibilities specific to this position can be found on the River East Transcona School Division website at: <http://www.retsd.mb.ca/yourretsdpolicies/documents/CDBE.pdf>

### Applicants must:

- Have a minimum of ten (10) years of progressively responsible instructional leadership experience
- Demonstrate leadership and management ability in administration, inclusion education and instructional strategies and assessment, curriculum improvement, supervision and evaluation
- Demonstrate a commitment to excellence in teaching and learning and success working as a member of a collaborative team
- Demonstrate a commitment to the development and support of a learning community that includes shared decision-making, school-based planning and implementation of priorities
- Possess excellent interpersonal communication, problem-solving, mediation and facilitation skills
- Have the ability to make difficult decisions and the courage to do what is best for students

### Qualifications:

- Master's degree in education or equivalent work experience
- Valid Manitoba teacher's certificate

**Start Date:** January 8, 2018

External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

Submit resumé, including a statement of educational philosophy and four references, by 4:00 p.m.

**Friday, October 6, 2017** to:

**Superintendent/CEO**  
River East Transcona School Division  
589 Roch St.  
Winnipeg MB R2K 2P7  
Email: [nrobinson@retsdb.ca](mailto:nrobinson@retsdb.ca)

RETSD employment opportunities are advertised on our website at  
[www.retsdb.ca](http://www.retsdb.ca)

# ONE SCHOLARSHIP ENDLESS OPPORTUNITIES



## HORATIO ALGER CANADIAN SCHOLARSHIP PROGRAM

**Receive up to \$10,000  
for post-secondary studies**

85 Scholarships will be awarded across Canada

### ELIGIBILITY

If integrity, determination and courage describe you - you have what it takes to be a Horatio Alger Scholar. Our scholarships reward students who possess the character to overcome adversity and succeed in life. We help students overcome financial barriers to pursuing higher education.

*To be considered eligible for the Horatio Alger Canadian Scholarship Program, applicants must:*

- Be graduating high school with plans to enter a post-secondary institution in the fall or be a CEGEP student planning to pursue a university education
- Exhibit a strong commitment to pursue and complete a degree at a post-secondary institution (in Quebec a three-year vocational program at college or a two-year preparatory program followed by a university degree)
- Demonstrate critical financial need (annual net family income of \$65,000 or less)
- Be involved in co-curricular and community activities
- Display integrity and perseverance in overcoming adversity
- Maintain a minimum grade percentage of 65
- Attend high school (or CEGEP) and reside in Canada
- Be a Canadian citizen

**Application Deadline: October 25**

To learn more and apply, visit [www.horatioalger.ca/en/scholarships](http://www.horatioalger.ca/en/scholarships).



WAYWAYSEECAPPO FIRST NATION

in Partnership with

PARK WEST SCHOOL DIVISION



## Partners in Education Conference

November 14th & 15th, 2017

George P. Buleziuk Center

Russell, Manitoba

### Conference Topics will include:

- History of the partnership
- Benefits of the partnership
- Academic impact
- Banquet/social evening included

### Keynote Speaker **Phil Fontaine**

Former National Chief of the  
Assembly of First Nations



Waywayseecappo First Nation and Park West School Division have a unique educational partnership which has greatly enhanced educational outcomes for our children. Students at have shown dramatic 44% improvement in their literacy levels. In November 2010 only 3% of students were at grade level. As of June 2016 there are 47% of students at grade level.

While the gains in literacy are most noteworthy, there have been significant additional benefits. This conference will provide insight into how the partnership was developed as well as the benefits to students, teachers, the First Nation, and the School Division.

**Registration fee: \$200**

**Registration form attached**

**Registration deadline: November 1st, 2017**

For more information contact:

Tanya Thompson at 204-842-2102

Email: [tthompson@pwsd.ca](mailto:tthompson@pwsd.ca)





WAYWAYSEECAPPO FIRST NATION  
In Partnership with  
PARK WEST SCHOOL DIVISION



## Partners in Education Conference Registration Form

Organization:			
Contact person:			
Email Contact:			
Participant Information			
Name	Food Allergy	Attending Banquet on November 14	
Registrant #1		Yes	No
Registrant #2		Yes	No
Registrant #3		Yes	No
Registrant #4		Yes	No
FEES			
<i>(Please use this as your invoice)</i>			
<b>Guest Registration</b>	Number attending	@ \$200 each	<b>TOTAL \$</b>
<b>Agenda to follow – send registrations to Tanya Thompson at <a href="mailto:tthompson@pwsd.ca">tthompson@pwsd.ca</a> or fax to 204-842-2110</b>			

### Payment Information

Please **e-transfer** the funds to [dfulton@pwsd.ca](mailto:dfulton@pwsd.ca) using the password: **WW\_PWSD**

Alternatively, cheques can be made payable and mailed to:  
Park West School Division  
PO Box 68  
Birtle, MB R0M 0C0

### Hotel Booking Information

A block of rooms has been reserved at:  
Russell Inn Conference Centre  
204-773-2186 or 1-800-665-0678  
Quote the group block: **Partners in Education**

**Hotel reservation deadline is November 1<sup>st</sup>, 2017**



## 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 January 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
- Evaluation and Assessment

Please submit detailed Curriculum Vitae with the names of three references, no later than **Thursday, October 5, 2017 at 12:00 p.m. (noon)** to Gillian Muir, Executive Assistant at [gmuir@sjsd.net](mailto:gmuir@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.***



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

October 5, 2017

## **SAFE GRAD SEMINAR TIME SENSITIVE**

Dear Principal / Grad Advisor:

We are planning a Safe Grad Seminar in Winnipeg on:

**Saturday, November 25, 2017**

**Victoria Inn  
Wellington Ballroom  
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](mailto:safegrad@mbschoolboards.ca))**  
**Fax (204-231-1356)**

**DEADLINE:                      Monday, November 13, 2017**

Thank you.



Darren Thomas, Chairman  
Safe Grad/TADD Manitoba

DT/cs  
Enclosures





## SAFE GRAD SEMINAR REGISTRATION

***Please R.S.V.P. by Monday, November 13, 2017***

**Saturday, November 25, 2017  
Victoria Inn  
Wellington 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.

\_\_\_\_\_

**Please return registration to:**

Manitoba School Boards Association  
191 Provencher Boulevard  
Winnipeg, MB R2H 0G4  
Attn: Cindy Sienkiewicz  
Fax #: 204-231-1356  
E-mail: [safegrad@mbschoolboards.ca](mailto:safegrad@mbschoolboards.ca)

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

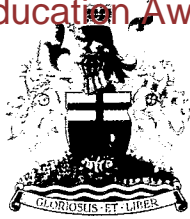


**SAFE GRAD SEMINAR  
SATURDAY, NOVEMBER 25, 2017**

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

**AGENDA**

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



**MINISTER  
OF EDUCATION AND TRAINING**

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

October 2017

**To:** Chairs of School Boards  
Superintendents of School Divisions  
Principals of Schools (Kindergarten to Grade 12)  
Presidents of Advisory Councils for School Leadership/Parent Councils

Dear Colleagues:

**Subject: Manitoba's Excellence in Education Awards, 2017/2018**

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, teacher 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 receive a certificate and a \$500 cash award.

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/](http://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 December 1, 2017.

.../2

Page 2

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 2017/2018 school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Wishart', with a stylized, cursive script.

Ian Wishart  
Minister  
Education and Training

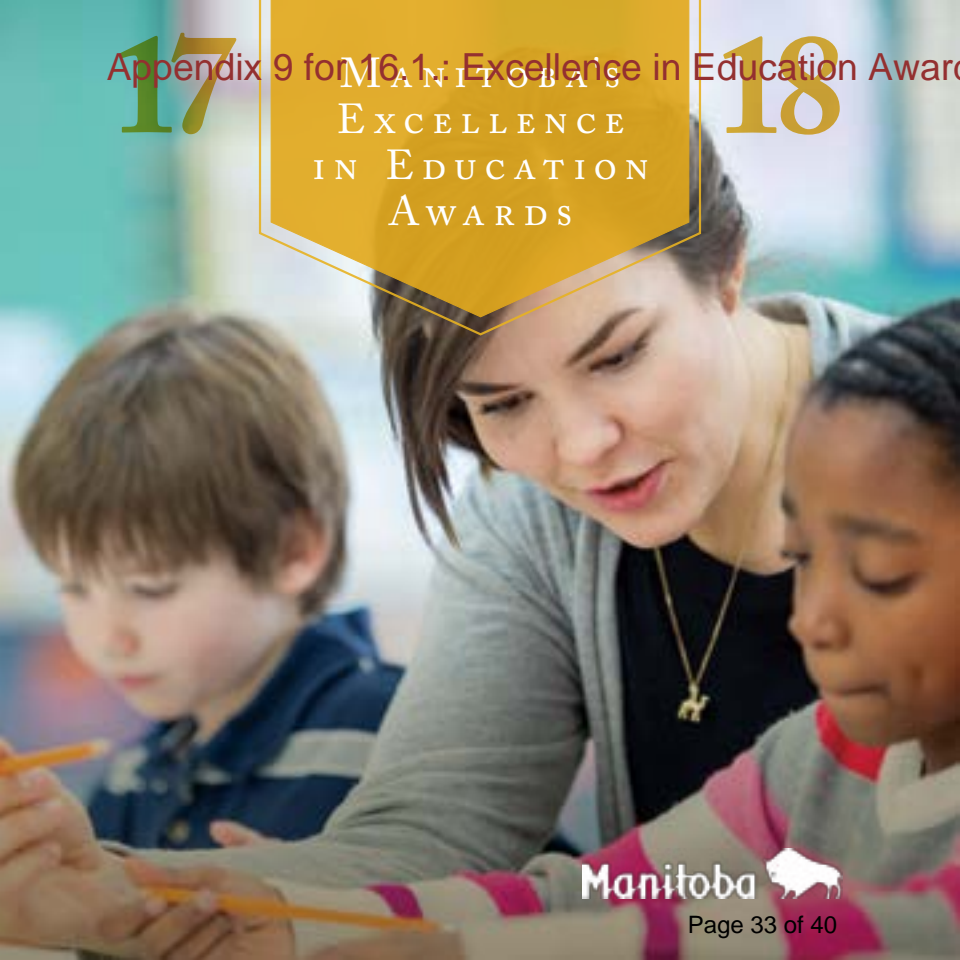
Enclosures

- 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

# 17 MANITOBA 18

## Appendix 9 for 16.1: Excellence in Education Awards

### EXCELLENCE IN EDUCATION AWARDS



## Appendix 9 for 16.1.: Excellence in Education Award



### 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



## Appendix 9 for 16.1.: Excellence in Education Awards

### THE AWARDS

Since 2006, Manitoba recognizes 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)

An award reception is held in honour of the recipients.  
Each recipient receives a certificate and a \$500 cash award.



## Appendix 9 for 16.1.: Excellence in Education Awards

### TEACHING EXCELLENCE AWARD

The nominees must have completed over two years of teaching as of June 2017 in a Manitoba school. These teachers demonstrate an exemplary professional practice and a contagious enthusiasm for learning.

### OUTSTANDING NEW TEACHER AWARD

The nominees must have a maximum of two years of teaching experience as of June 2017. These new teachers distinguish themselves by their enthusiasm, their dynamism and their ability to inspire students and colleagues.

### 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 are able 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.

## Appendix 9 for 16.1.: Excellence in Education Award



## Appendix 9 for 16.1.: Excellence in Education Award NOMINATION PROCESS

The following persons, with direct knowledge of the nominee's contribution, can nominate or endorse the nomination of an eligible educator:

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

Please note that either the nominator or the endorser must be an educator from the nominee's school personnel or an administrator from the school division.

Nominators must ensure that all nomination package documents are submitted by the deadline.

**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/](http://www.edu.gov.mb.ca/k12/excellence/)**

## SUBMISSION DEADLINE

The submission deadline is  
December 1, 2017.

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](mailto:excellence@gov.mb.ca)