

## **Regular Meeting of the Board - October 27, 2016**

Thursday, October 27, 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 13, 2016 (2016/10/13)**
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 13, 2016;
- b. Report of the Finance Committee Meeting of the Whole held on October 13, 2016;
- c. Committee Report of the Buildings, Property and Transportation Committee Meeting held on October 6, 2016;
- d. Committee Report of the Education Committee Meeting held on October 11, 2016.

**2. Other Reports:**

- a. Bereavement Report dated October 27, 2016;
- b. Teacher Contracts (Permanent) as listed in the Teacher Contracts Report dated October 27, 2016;
- c. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 27, 2016;
- d. Substitute Teacher Contracts as listed in the 2016-17 Substitute Teacher Contracts Report

- dated October 27, 2016;  
e. Minutes from the Pembina Trails Voices Council Meeting held on September 6, 2016.

**Purpose:**

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information and,  
To consider ratifying Teacher Contracts (Permanent) as listed in the Teacher Contracts Report dated October 27, 2016 and,  
To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 27, 2016 and,  
To consider ratifying Substitute Teacher Contracts as listed in the 2016-17 Substitute Teacher Contracts Report dated October 27, 2016.

- 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. 112 (Promissory Note LTPS0062)**

**Summary:**

WHEREAS it is deemed necessary and expedient to raise by loan the sum of One Million Five Hundred Thirty One Thousand Seven Hundred Dollars (\$1,531,700) on the credit of said School Division for the purpose of payment for Arthur A. Leach Modular Classrooms, Fort Richmond Modular Classrooms, Oak Park Science Classrooms, South Pointe School Construction, Vincent Massey Elevator.

THEREFORE, BE IT RESOLVED THAT By-Law No. 112, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of 1,531,700 dollars and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefor be given second and third reading and passed.

**12. CORRESPONDENCE FOR DISCUSSION**

**12.1. Manitoba School Boards Association 2017 Convention - Call for Resolutions and Nominations**

**Summary:**

Purpose: To consider nominations for the Manitoba School Boards Association Provincial Executive, and to consider developing draft Resolutions for the 2017 Manitoba School Boards Association Convention.

- 13. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS**
- 14. BUILDINGS, PROPERTY AND TRANSPORTATION COMMITTEE**
- 15. EDUCATION COMMITTEE**

**15.1. Reading Recovery Teacher Leader**

**Summary:**

Purpose: To consider Committee recommendation.

## **15.2. PTech Manitoba Steering Committee**

### **Summary:**

Purpose: To consider Committee recommendation.

- 16. COMMUNICATION AND COMMUNITY RELATIONS COMMITTEE**
- 17. FINANCE AND PLANNING COMMITTEE**
- 18. HUMAN RESOURCES AND POLICY COMMITTEE**
- 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. Divisional Action Plan**

#### **Summary:**

Purpose: To receive a report from the Superintendent.

## **25. NEW BUSINESS**

### **25.1. Trustee Professional Development Report**

#### **Summary:**

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

## **26. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

### **26.1. Correspondence for Information Distribution List**

#### **Summary:**

THAT the Correspondence for Information Distribution List dated October 21, 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>

Pembina Trails School Division

By-law No. 112

Being a by-law of the Board of Trustees of Pembina Trails School Division for the purpose of borrowing the sum of One Million Five Hundred Thirty One Thousand Seven Hundred Dollars (\$1,531,700) 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 \$1,531,700 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 \$1,531,700 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. 2016 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 \$105,348.62 each, including principal and interest at the rate of 3.250% 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. 2017
- 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 13th day of October A.D. 2016

SECOND READING the 27th day of October A.D. 2016

THIRD READING the 27th day of October A.D. 2016

(CORPORATE SEAL)

Chairperson

Secretary-Treasurer

Certified a true copy of By-law No. 112 of the Board of Trustees of the Pembina Trails School Division given first reading, the day and year above written.

Secretary-Treasurer

(CORPORATE SEAL)

MANITOBA  
**School Boards**  
ASSOCIATION



# Call for Nominations and Resolutions

### First Call for Nominations

Member school boards and trustees are now invited to nominate candidates for the following positions on the 2017-2018 Manitoba School Boards Association Provincial Executive:

#### Two-year term of office

- President
- Vice-President (Boards with fewer than 6,000 students)<sup>2</sup>
- Directors for Regions 2, 4, 5<sup>3</sup> (one position) and 6

#### One-year term of office

- Vice-President (Boards with 6,000 students or more)<sup>1</sup>
- Directors for Regions 1, 3, and 5<sup>3</sup> (one position)

<sup>1</sup> Brandon, Hanover, Louis Riel, Pembina Trails, River East Transcona, Seven Oaks, St. James-Assiniboia, and Winnipeg

<sup>2</sup> all boards not listed above

<sup>3</sup> The length of term for each of the two newly-elected Region 5 Directors (one or two-years) will be determined by lot immediately following the election.

Nominations may be made in any of three ways:

1. A trustee may be nominated for office by his or her school board by way of motion duly passed by that school board, and submitted in writing to the association's Nominating Committee.
2. A trustee may be nominated for office by submitting in writing an expression of intent, accompanied by the supporting signatures of five (5) trustees from member school boards.
3. A trustee may be nominated for office from the floor of a regional meeting or the annual convention by a single trustee from a member school board, with the consent of the nominee.

As outlined in Association by-laws, the responsibility of the Nominating Committee is to ensure that:

1. there is at least one candidate for each Executive position;
2. none of the candidates is a member of the Nominating Committee; and
3. nominations received respect the term limits established in Association by-laws (two consecutive one-year terms for President, and three consecutive one-year terms for all other positions).

This written notice is the first call for nominations. A second call will be made during the January regional meeting teleconference/webinar, and the third and final call at the morning call to order on Friday, March 17, 2017 at the Annual convention.

Sincerely,

Nominating Committee  
c/o Manitoba School Boards Association  
191 Provencher Blvd.  
Winnipeg, MB R2H 0G4  
Phone: 204-233-1595 or 1-800-262-8836  
Fax: 204-231-1356  
Email: akehler@mbschoolboards.ca

### Call for 2017 Convention Resolutions

The Resolutions and Policy Committee is now inviting member boards to submit policy amendments and new resolutions for consideration at the Association's 2017 Annual Convention. Resolutions, along with supporting rationale, should be submitted to the Manitoba School Boards Association office no later than **Tuesday, January 3, 2017**. This deadline enables us to distribute all proposed resolutions in advance of January regional meetings (to be held via teleconference/webinar).

The sections that follow outline the processes to be followed for submitting **amendments to consolidated policies, and new resolutions**.

#### Amendments to consolidated policies

In recent years, the Association has been working towards consolidating existing policies into comprehensive policy statements. That work has been completed in a number of areas:

- principles of public education;
- school boards and trustees;
- transportation;
- facilities and materials;
- education programming; and
- students.

The resulting policy statements (attached) were adopted by the membership at a convention, and all previously adopted resolutions in these areas have been archived.

**Any resolutions pertaining to areas where consolidated policies have been adopted must take the form of an amendment—that is, an addition to, deletion from, or change of wording to—the consolidated policy.** For 2017, those are the six policy areas listed above.

#### New resolutions

The processes relating to the submission of new resolutions remains unchanged from previous years, except that such resolutions will no longer be accepted in the areas (identified above) where consolidated policies have been adopted. That means that resolutions will be accepted in the following areas for consideration at the 2017 convention:

- by-laws;
- matters affecting the association;
- finance;
- employee relations; and
- external organizations.

New resolutions should augment rather than restate existing policy, which can be found in the Manual of Policies and Beliefs, posted on our website.



## Appendix 1 for 12.1.: MSBA Call for Resolutions and Nominations

### Current consolidated policies

*These policies may be amended through the resolutions process at a Manitoba School Boards Association convention. New resolutions will not be accepted in those areas where consolidated policies exist.*

#### Principles of Public Education

The Manitoba School Boards Association believes that the purpose of public schooling is to provide for the development of all children, so that each may take a meaningful place in society. The Manitoba School Boards Association has identified the following principles as key to the fulfilment of that purpose.

- The public school system provides quality programming that respects the intrinsic value of the individual and focuses on the development of each child.
- Public school programming reflects a contemporary view of the knowledge, skills, and attitudes that are of most worth to the individual and to society.
- Public schools reflect the character, cultural heritage, and democratic institutions of the communities they serve.
- The public school system demonstrates respect and support for fundamental human rights as identified in Canadian and provincial legislation.
- Public schooling is a responsibility shared among the school, the family, and the community.

#### School Boards and Trustees

##### **Authority**

The Manitoba School Boards Association believes that locally elected school boards are essential to ensuring community voice in public education, and that to be effective in this regard, they require the authority to make local decisions within broad parameters established by provincial legislation. This authority, which resides with the corporate board and not individual trustees, includes the ability to:

- access revenue beyond that which is provided by the provincial government for education purposes, through mechanisms such as the local special levy on property;
- manage financial, capital and human resources in an effective and efficient manner;
- determine and modify as necessary the school division's own internal operating structures; and
- adapt or develop curricula and establish academic requirements or standards that reflect community needs or values.

##### **Responsibility**

The Manitoba School Boards Association believes that the exercise of authority brings with it responsibility. In this light, school boards have a responsibility to:

- abide by all relevant laws by which they are bound, while retaining the right to try to influence the legislative process, or advocate for changes to existing laws;
- conduct school board business in an open and transparent manner, limiting the use of in-camera deliberations for those matters requiring confidentiality;
- preserve to the greatest extent possible the integrity of the school board and the office of school trustee through the development and enforcement of a strong school trustee code of conduct; and
- keep the best interest of students at the forefront of all deliberations.



## Appendix 1 for 12.1.: MSBA Call for Resolutions and Nominations

### Transportation

The Manitoba School Boards Association believes that student safety is a key priority for public schools, and that concerns for safety extend to the transportation and movement of students to and from school. In order to maximize student safety, it is imperative that:

- school buses be outfitted with equipment and systems that are known to enhance safety;
- all students be educated on safe school bus ridership;
- appropriate accommodations be made in school zones to ensure the safety of students travelling to and from school (such as reduced speed zones and designated school bus loading/unloading zones);
- traffic laws relating to school buses (such as passing a stopped and signaling bus) be vigorously enforced; and
- regular public education campaigns be undertaken to ensure community members are aware of these laws, and the consequences for violating them.

### Facilities and Materials

The Manitoba School Boards Association believes that appropriate school facilities and material resources are essential components of a strong public education system, and as such, must be available to all students and staff, in all areas of the province. Specifically:

- infrastructure such as high-speed Internet must be in place in all Manitoba schools, to enable students to participate fully in curricular offerings;
- new schools must be built, and existing schools retrofitted as required, to ensure accessibility and to meet the needs of students and other persons with disabilities;
- school boards must be involved in the planning of new residential developments to help ensure appropriate accommodations are made for public schools; and
- land required for new school sites must be made available to school divisions at a reasonable cost.

### Education Programming

The Manitoba School Boards Association believes that appropriate school facilities and material resources are essential components of a strong public education system, and as such, must be available to all students and staff, in all areas of the province. Specifically:

Public schools provide all children with the opportunity to acquire the skills and knowledge that enable them to develop their personal interests, explore and master new areas of inquiry, and build stronger futures for themselves and their communities. In order to fulfill this mandate, public schools must:

- maintain an instructional focus on the core subjects which remain integral to student success, including numeracy and literacy.
- offer a dynamic curriculum that recognizes emerging knowledge and learning needs.
- make available high-quality technical, vocational and career programming, and to the extent possible, ensure such offerings align with post-secondary requirements in technical and vocational fields of study.
- include curricular components that will enable young people to better fulfill their current and future roles as contributing family and community members, and as citizens of democratic societies.
- enable such course and delivery modifications as are necessary to ensure that all students, regardless of ability or special needs, geographic location, cultural or linguistic background, or other relevant factor, can benefit from the full range of educational offerings.
- conduct regular, meaningful assessments of student progress towards stated learning goals, with the results of such assessments being used to direct improvements to teaching and learning for both individual students and the student body as a whole.
- align instructional time and human/financial resource allocation with curricular requirements and priorities.

## Appendix 1 for 12.1.: MSBA Call for Resolutions and Nominations

### Students

Public schools not only provide academic courses of study for students; they also share in the family and community responsibility for nurturing the whole child, and for helping each one grow into a healthy, happy and contributing member of society. To that end, public schools must:

- recognize the critical importance of the early years for children’s healthy development and learning, and support inter-agency cooperation and collaboration to meet the needs of young children and their families.
- cooperate with organizations having child or youth-focused mandates, including those working with pre-school or young adult populations.
- mitigate the negative impacts of poverty on students, and ensure that equitable educational opportunities are available to all children and youth, regardless of socio-economic status.
- work with other levels of government to promote a “students-first” philosophy that consistently places the needs of children and youth ahead of financial or legal considerations associated with residency, guardianship, jurisdictional boundaries, or similar matters.
- understand the significant roles good physical and mental health, emotional intelligence and empathy play in overall student well-being and achievement, and support or develop programs and initiatives designed to have a positive impact in these areas.
- respect, reflect and celebrate the cultural diversity of Manitoba’s citizens and communities in philosophy and programming.

October 12, 2016

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[www.mbschoolboards.ca](http://www.mbschoolboards.ca)  
 Follow us on Twitter @MBSchoolBoards

## FALL IS BUDGET SEASON

The Manitoba government is in the process of developing its next provincial budget, and it is looking for input. Citizens (and school boards) have three ways of participating. The interactive online [budget tool](#) lets you build your own budget, adjusting revenue and expenditure streams as you deem appropriate, and seeing the overall impact in real-time. [Community meetings](#) will be held between October 17 and October 26 in Winnipeg, Brandon, Thompson and Swan River. [Written presentations](#), to a maximum of

1500 words, may be submitted until November 9, 2016, via the online form provided at the link or by mail. The Manitoba School Boards Association has submitted a [written presentation](#), which was distributed in this week's divisional email, and which has been posted on the advocacy section of our website.



## SETTING OUT A PLAN

On October 3, the Executive approved the final report of the [Aboriginal and Indigenous Education Action Planning Committee](#). The report explores ways of advancing the association's core priority in Aboriginal and Indigenous education, and proposes a multi-year action plan focussed on five specific areas:

- expanding board capacity and proficiency in Aboriginal and Indigenous matters;
- promoting greater equity and justice through inclusive workplaces and organizational practices in the public school system;
- enhancing Aboriginal and Indigenous voice and representation in school governance;
- fostering a culture of creativity and innovation for Aboriginal and Indigenous success; and
- acknowledging truth and championing reconciliation through public education.



## CAN'T WE ALL JUST GET ALONG?!



Stephen Hansen

If you've ever thought that your job as a school trustee would be a lot simpler if it wasn't for your board colleagues, administration, or any of the other people you work with daily, our [fall trustee education event](#) is one you won't want to miss! Presenter Stephen Hansen describes the focus of The Human Side of Effective and

Efficient Governance as the "unwritten realities of school board governance – the sometimes messy bits that aren't in policies, bylaws or legislation." Full program and registration materials for this November 25 full-day event were distributed in the October 5 divisional email; the registration deadline is Friday, November 18.

And on a related topic, check out [Unintentional Undermining](#), the first in our new Around the Table series of [Division Dispatches](#). These short videos address a variety of difficult situations that may arise at your own board table, and suggest some ways such problems may be alleviated through applying the principles of good governance. Around the Table Division Dispatches are the latest [E2G](#) resources, our standards for school board governance.

## COUNTDOWN TO CONVENTION 2017

It seems hard to believe, but Convention 2017 is only five months away—March 16 to 18, 2017. While the program won't be finalized until early in the New Year, you can expect a flurry of convention-related information in the next month, much of which will require your input. This includes:

- information on the hotel guest-room booking procedure, designed to ensure that each division receives a minimum number of rooms and parking spots at the Delta;
- the call for nominations and resolutions, with details about how we will be managing the transition to two-year terms of office through the 2017 election process;
- our awards and recognition program information package, with nomination forms for long service trustees, student citizenship and school board innovation awards, and the coveted Presidents' Council Award; and
- information about the 2017 charity of choice, that child- or education-focused charity that will be receiving all monies raised this year through our popular raffle.



And while the format for the 2017 Convention will remain little-changed from recent years (with some minor tweaking), both the Convention Planning Committee and the Executive are considering some more substantial changes for 2018 and beyond, largely in response to comments received through the evaluation process. Stay tuned for more details as they become available!

follow us [@MBSchoolboards](#)

## Appendix 2 for 26.1.: Music Counts Band Aid 2016

**From:** Kristy Fletcher [<mailto:kristy@musiccounts.ca>]

**Sent:** Tuesday, October 18, 2016 11:47 AM

**To:** Kristy Fletcher

**Cc:** Ashley Sperling; Jessica Benedicto

**Subject:** Fwd: Band Aid Applications Open

I would like to introduce myself. My name is Kristy Fletcher, and I am the new Director of MusiCounts. I am thrilled to be a part of this incredible organization, and hope to have an opportunity to meet with you personally in the future.

I want to make sure you received our email that Band Aid Program applications are now open. In case you're not familiar with Band Aid, each year schools across Canada benefit from the program. The instruments provided through this program (awarded in \$5,000 or \$10,000 value allotments) impact thousands of young Canadians and support diverse music programs that include everything from concert and jazz bands to drum and guitar ensembles. We award the Band Aid instruments to schools based on need and the music program plan.

Some of the schools within your organization may be eligible to apply for the Band Aid Program, so we appreciate anything you can do to get the word out. Below are some helpful links. Band Aid applications close on November 14, 2016 at 5pm EST.

[Band Aid Program Overview](#)

[Frequently Asked Questions About The Band Aid Program](#)

[Sample Band Aid Application Form](#)

Let us know if you have any questions or need any additional information.

Thank you for your support!

Best regards,

Kristy



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**Kristy Fletcher**  
Director, MusiCounts



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