

## **Regular Meeting of the Board - September 13, 2018**

Thursday, September 13, 2018

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. **Board Minutes Approval**
  - 4.1 **Regular Meeting of the Board - June 28, 2018 (2018/06/28)**
  - 4.2 **Special Meeting of the Board (2018/07/19)**
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 June 28, 2018;
- b. Report of the Committee Meeting of the Whole held on July 19, 2018.

**2. Special Committee Report:**

- a. Minutes of the Pembina Trails Educational Support Fund Inc. Corporate Board Meeting held on June 28, 2018.

**3. Other Reports:**

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated September 13, 2018;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated September 13, 2018;
- c. Substitute Teacher Contracts as listed in the 2018-19 Substitute Teacher Contracts Report dated September 13, 2018;

- d. Resignations as listed in the Resignations Report dated September 13, 2018;
- e. Enrolment Report - Month 2018

**Purpose:**

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information and,  
To consider ratifying Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated September 13, 2018 and,  
To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated September 13, 2018 and,  
To consider ratifying Substitute Teacher Contracts as listed in the 2016-17 Substitute Teacher Contracts Report dated September 13, 2018 and,  
To consider receiving resignations as listed in the Resignations Report dated September 13, 2018.

- 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. 129 Promissory Note LTPS0227**

**Summary:**

WHEREAS it is deemed necessary and expedient to raise by loan the sum of One Million Three Hundred Sixty Nine Thousand Five Hundred Dollars (\$1,369,500) on the credit of said school division for the purpose and payment for Arthur A. Leach Air Condensing Unit, Acadia Modular Classrooms, Bairdmore Rooftop Unit, Charleswood Roof Replacement, Dalhousie Grooming Room and Elevator, South Pointe New School, Van Walleggem Air Unit.

THEREFORE BE IT RESOLVED THAT By-Law No. 129, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of \$1,369,500, 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**
  - 13.6. **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. **School Administration Appointment Ecole Dieppe**

**Summary:**

Purpose: To receive a report from the Superintendent.

14.2. **Facilities and Operations - Summer Projects 2018**

**Summary:**

Purpose: To receive a verbal report from the Assistant Superintendent, Divisional Support Services, and view a video.

14.3. **New High School and K-8 School Owner Advocate Agreement**

**Summary:**

Purpose: To consider approving the agreement.

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 September 7, 2018, 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. 129

Being a by-law of the Board of Trustees of Pembina Trails School Division for the purpose of borrowing the sum of One Million Three Hundred Sixty Nine Thousand Five Hundred Dollars (\$1,369,500) 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 \$1,369,500 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 \$1,369,500 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 October A.D. 2018 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 \$98,552.09 each, including principal and interest at the rate of 3.750% per annum, payable annually on the 15th day of October as per Schedule “A” attached.
- 3. That the first instalment shall be payable on the 15th day of October A.D. 2019
- 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 September A.D. 2018

SECOND READING the 27th day of September A.D. 2018

THIRD READING the 27th day of September A.D. 2018

(CORPORATE SEAL)

Chairperson

Secretary-Treasurer

Certified a true copy of By-law No. 129 of the Board of Trustees of the Pembina Trails School Division given first reading, the day and year above written.

Secretary-Treasurer

(CORPORATE SEAL)

# Thank You

July 10. 2018

Dear Jim Johnson,  
Thank you to you & the Pembina Trails  
School Division & Trustees on your  
encouraging words to the Vincent  
Massey High School Graduates June 27.  
As a Grandmother of one of them, I was  
blessed by your warm & heartfelt  
words, handshake of confirming the  
students. Thank you. Sincerely,  
Laurie Murphy

To Mr. Ted Fromaen;



MUCH!



My name is Kate Abram and I am a recent graduate of École Secondaire Oak Park High School and the recipient of the Pembina Trails School Division Major Citizenship Award. The purpose of this note is to extend my sincerest gratitude to you, in making this award possible. I worked really hard over my four years of high school and it truly meant so much to me to be acknowledged with this award at convocation.

Thank you, from the bottom of my heart, for allowing me an extended amount of freedom at the University of British Columbia's Sauder School of Business next year, and for easing a portion of financial burden on my family.

All the best,

Kate Abram





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Healthy Child Manitoba Office

3<sup>rd</sup> Floor – 332 Bannatyne Avenue, Winnipeg, Manitoba, Canada R3A 0E2

T 204-945-2266 F 204-948-2585 Toll-Free 1-888-848-0140

www.manitoba.ca

JUL 24 2018

To: Chairs of School Boards  
Superintendents of School Divisions  
Executive Director, Manitoba School Boards Association  
General Secretary, Manitoba Teachers' Society  
Executive Director, Manitoba Association of School Superintendents  
President, Student Services Administrators Association of Manitoba  
Executive Director, Manitoba Association of School Business Officials  
Executive Director, Manitoba Association of Parent Councils  
Executive Director, Manitoba Child Care Association

Dear Colleagues,

On behalf of the Healthy Child Committee of Cabinet, I am pleased to announce the release of the 2016/2017 Early Development Instrument (EDI) provincial, school division, and community-level (multi-year) reports. These reports represent our seventh wave of province-wide EDI data, providing year-over-year trends on how children are doing throughout the province. The EDI reports are now available on the Healthy Child Manitoba Office (HCMO) website:  
[www.gov.mb.ca/healthychild/edi/edi\\_reports.html](http://www.gov.mb.ca/healthychild/edi/edi_reports.html).

The EDI is implemented in all 37 public school divisions and data is collected across Manitoba every two years. Independent and Manitoba First Nation-operated schools may choose to collect EDI data. These results are at the discretion of these schools to release, and therefore, are not included in the Provincial report.

The EDI continues to play an important role in the Healthy Child Manitoba Strategy, as it helps inform, monitor, and evaluate our collective work in healthy childhood development. The EDI enhances our knowledge on trajectories and

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A partnership of:

Manitoba Education and Training (Chair) · Manitoba Families · Manitoba Health, Seniors and Active Living ·  
Manitoba Indigenous and Northern Relations · Manitoba Justice · Manitoba Sustainable Development / Status of Women



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outcomes along the life course, from cradle to careers, which facilitates evidence-based decisions to support all of our children and youth in Manitoba. If you have any questions about the EDI, please contact Tara Prakash at 204-945-1243, or by email at [Tara.Prakash@gov.mb.ca](mailto:Tara.Prakash@gov.mb.ca).

We sincerely appreciate you and your partnership with the EDI, and your ongoing commitment to support the best possible outcomes for Manitoba's children.

Sincerely,



Ian Wishart  
Minister of Education and Training  
Chair, Healthy Child Committee of Cabinet

- c. James Wilson, Deputy Minister of Education and Training, CEO Healthy Child Manitoba Office, and Secretary to Healthy Child Committee of Cabinet  
Dr. Rob Santos, Senior Assistant Deputy Minister, Healthy Child Manitoba Office, and Associate Secretary to Healthy Child Committee of Cabinet  
Tara Prakash, Healthy Child Manitoba Office  
Local EDI School Division Coordinators  
Parent Child Coalition Coordinators



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

Divisional Posting #222  
June 27, 2018

## SECRETARY TREASURER

**LOCATION:** Sunrise Business Centre, Beausejour MB

**CONTRACT:** 1.0 f.t.e. (Permanent - 12 month position)

**START DATE:** September 4<sup>th</sup>, 2018

**DESCRIPTION:** Reporting to the Superintendent/CEO, the successful candidate will be part of the division's senior administrative team comprised of the Superintendent/CEO, Assistant Superintendent Learning & Student Support Services and Assistant Superintendent Learning & Instruction Development. 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 functional departments within the organization. Sunrise School Division is located in close proximity to Winnipeg and consists of 23 distinct learning centers in the farmlands and cottage country of Eastern Manitoba. Sunrise is a great place to live and work.

The Secretary Treasurer will be expected to plan, implement and monitor the financial practices of Sunrise School Division and to ensure effective financial control, timely and accurate financial records and reports, adherence to generally accepted accounting principles and Division policies and procedures. The Secretary Treasurer will provide accurate and timely information and advice to the Board of Trustees as required under the Public School's Act.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Please refer to [www.sunrisesd.ca](http://www.sunrisesd.ca) Reference & Procedure Manual DAC for specific details

## Appendix 4 for 16.1.: Sunrise SD Job Posting

### PREFERRED QUALIFICATIONS (Education and Experience)

- A university degree in business administration, commerce or related field with a recognized accounting designation (CPA) or equivalent education and experience
- Minimum 4 to 7 years of experience in financial management at a senior level
- Staff supervision, unionized and non-unionized
- Contract negotiations
- Excellent organizational and analytical skills
- Strong communication and interpersonal skills
- Demonstrated ability to multitask and handle competing deadlines
- Familiar with applicable legislation, policies and procedures
- Knowledge of and/or experience with school division accounting (FRAME) would be an asset

For more information, please contact Mrs. Elise Downey, Secretary Treasurer at [edowney@sunrisesd.ca](mailto:edowney@sunrisesd.ca)

Please forward a cover letter & resume including three references to:

Darlene Lamoureux, Human Resources Coordinator

Sunrise School Division

Box 1206 Beausejour, Manitoba

Email: [secretarytreasurersearch@sunrisesd.ca](mailto:secretarytreasurersearch@sunrisesd.ca)

by noon **Tuesday, July 31<sup>st</sup>, 2018**

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



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

22 August 2018

**TO:** Board Chair, Secretary-Treasurer and Superintendent, All Divisions and Districts

**FROM:** Heather Demetriooff, Director, Education and Communication Services

**RE:** School Board Election Resources

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The purpose of this communication is three-fold: to provide a comprehensive overview of the resources available on our election page, to provide you with some new resources (attached), and to advise you of our upcoming initiatives regarding school trustee elections.

Our dedicated election page (<http://www.mbschoolboards.ca/elections2018.php>) serves as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards. Information on this site includes:

- [School Boards and Trusteeship in Manitoba](#), our standard print document on the role of school trustees and the work of school boards, updated for 2018. We recommend that this link or hard copy of the document be provided to all candidates. It may be printed as required; if you prefer to receive hard copy, please contact the Manitoba School Boards Association office to request the needed number of copies.
- an [online version](#) of the candidate information sessions that will be presented in Winnipeg and Brandon on September 10 and 11.
- [10 Characteristics of Effective Board Members](#) and [Questions for School Board Candidates](#), two one-page documents intended to help candidates and voters to make informed choices during the election campaign.
- a link to a slide show featuring current Manitoba school trustees with their answers to the question "[Why Do You Serve?](#)"
- links to relevant provincial legislation ([The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#)).
- links to the [City of Winnipeg election page](#) and relevant publications.

School divisions and districts may find it helpful to include a link to the Manitoba School Boards Association election page on their own website, or to specific resources identified above. In addition, we would recommend that your website include information about the filing of nomination papers, with a contact for further questions, and a section where specific information about or provided by declared candidates can be posted.

We have also attached three documents for your use. These are:

- a short article, in the form of a news release, highlighting our upcoming (September 10 and 11) sessions for school trustee candidates. This is being distributed to our media contact list; you are welcome to post it to your own website, or forward it to your local media contacts.

/2

- A poster advertising these same sessions.
- An advertisement for the actual elections, suitable for posting on your website or for inclusion in local online or print publications. This ad may be used as is, or can be easily modified to include your divisional website.

Finally, we will be collecting the names and contact information for all school trustee candidates, following the close of nominations on September 18. That information will be posted to our election page. We will be distributing a separate memo and form on this initiative in early September, and hope that we can once again count on your cooperation to ensure that our listing is complete.

Following the elections, we will again be holding a training session for new trustees, on November 29 and 30 at the Victoria Inn in Winnipeg. This session will be held in conjunction with regional meetings and workshops which will be of interest to experienced trustees and/or school board chairs. Program and registration packages will be sent to boards in the fall. School boards may wish to keep these dates in mind as they begin planning their own new trustee orientations, and may also wish to inform all candidates about both local and provincial post-election training opportunities.

I hope you find this information helpful in your local election awareness efforts. Please share it with your board colleagues and administration. Should you have any questions, please do not hesitate to call our offices.

/hd

Attachments



## Media Release

August 22, 2018

For Immediate Release

### *Information session for potential candidates in the October 24, 2018 school trustee elections*

If you've ever thought about becoming a school trustee, or just wanted to find out more about what school boards do, now's your opportunity, thanks to free public information sessions being sponsored by the Manitoba School Boards Association.

According to Ken Cameron, president of the association, the purpose of these sessions is two-fold. "People often have technical questions about running in a school board election, questions about qualifications, nomination procedures, and what they can and can't do when it comes to campaigning," noted Mr. Cameron. "These sessions will answer questions that people have now, and will provide them with contact information for answers to any new questions that arise over the course of the nomination and election period."

Secondly, these sessions will provide an overview of the role of school trustees and school boards. "The role that school boards play in our public school system is an important one. School boards ensure that decisions concerning public schools remain locally informed and community-owned. Multiple studies have shown that well-informed and well-functioning school boards, doing the right things for the right reasons, have a very positive impact on student success" concluded Mr. Cameron. "Through these information sessions, we want to make sure that those who run for school board office have a clear understanding of what the job entails."

In-person information sessions are scheduled for Winnipeg and Brandon on September 10 and 11 respectively. The Winnipeg session will be held at the Norwood Hotel, and the Brandon session at the Victoria Inn. Both sessions will start at 7:00 p.m., and will run for approximately one hour. There is no cost to attend these sessions, and pre-registration is not required. Anyone not able to attend one of these in-person sessions is invited to view the online version posted to the association's website.

**To learn more, contact the Manitoba School Boards Association at 204-233-1595 or 1-800-262-8836 (toll-free in Manitoba), or visit [www.mbschoolboards.ca](http://www.mbschoolboards.ca) for more information.**

#### **Schedule at a glance:**

##### **Session 1:**

Monday September 10, 7:00 p.m.

Norwood Hotel, 112 Marion St., Winnipeg, Manitoba

##### **Session 2:**

Tuesday September 11, 7:00 p.m.

Victoria Inn, 3550 Victoria Ave., Brandon, Manitoba

#### *Media inquiries:*

**Karen Harrington, Communications Officer**

**Tel: 204-594-5178 or 1-800-262-8836 Email: [kharrington@mbschoolboards.ca](mailto:kharrington@mbschoolboards.ca)**



# School Boards **Leadership, Service & Advocacy for Kids Learning & Communities**

**School Trustee Elections - October 24, 2018**

## School Board Candidate Information Sessions

Interested in running for your school board, but want to learn more?  
Plan on attending a candidate information session!

**7:00 p.m., Monday, September 10, 2018**  
**Norwood Hotel, 112 Marion St., Winnipeg, MB**

**7:00 p.m., Tuesday, September 11, 2018**  
**Victoria Inn, 3550 Victoria Ave., Brandon, MB**

Can't make either of these sessions? Visit [mbschoolboards.ca](http://mbschoolboards.ca)  
for information about school boards and school trustee elections.

# School Boards

Appendix 5 for 16.1: 2018 Election R  
Leadership, Service &  
Advocacy for Kids  
Learning & Communities

## School Trustee Elections - October 24, 2018

*What happens in the boardroom matters in the classroom,  
and what happens in the classroom matters to everyone.*

On October 24, cast your vote for school trustee.



MANITOBA

School Boards  
ASSOCIATION

To learn more, visit your local school division  
website or [mbschoolboards.ca](http://mbschoolboards.ca)



## Special Announcement

August 22, 2018



### **Tyson Mac Gillivray Area 3 Superintendent-Designate**

On behalf of Frontier School Division, I am pleased to announce the appointment of Mr. Tyson Mac Gillivray as Area 3 Superintendent. Tyson begins his new role in the Division on September 1, 2018.

Tyson's career has included teaching and administrative responsibilities for the Shamattawa Education Authority, and within Frontier School Division; Work Education Coordinator, and Assistant Superintendent of High Schools and Career Programs, a position he has held since 2012. During his many travels criss-crossing Frontier, he has established, fostered and advanced positive relationships and partnerships within schools, communities, and provincial and federal organizations.

Tyson holds a Bachelor of Science in Physical Education and a Masters in Educational Administration from St. Francis Xavier University. He is a graduate of the two-year Frontier School Division Leadership Program (2012-2014).

Tyson is married to Geraldine Napoakesik. They are the proud parents of three children; Autumn, Hannah, and Isaac.

Please join me in welcoming Tyson in his new role within the Frontier Family.

Reg Klassen  
Chief Superintendent

Dear Board Members,  
Thank you for the  
wonderful retirement  
evening and the generous  
gift. I truly enjoyed my  
years in Pembina Trails and feel  
fortunate and honoured to have  
been part of such an amazing team.  
Pembina Trails will always be a  
part of who I am.  
Sincerely,  
Ryan Scott

## Appendix 8 for 16.1.: A. Proch Thank You Letter

August 23, 2018

✓ Mr. Ted Fransen  
Superintendent  
Pembina Trails School Division  
181 Henlow Bay  
Winnipeg, MB R3Y 1M7

And The Board Members  
Pembina Trails School Division

Dear Sirs and Madams,


Hello. My name is Akram Proch, and I am a Grade 10 student at Vincent Massey Collegiate. I am writing to thank all of you for the incredible support you gave me this past July by sending me for two weeks to the Spanish Enforex Program in Madrid, Spain. I studied Spanish last year at Vincent Massey with Mme. Sapoznik, and really enjoyed the course. She nominated me for the Madrid Camp. Many thanks to her!

Attending the Madrid program allowed me an amazing opportunity to study Spanish daily, live in the Spanish culture, and get to know a large number of students who also attended the program from all over the world. I am still in touch with many of them, both friends and Counsellors. I am taking Spanish again this fall at Massey. I loved attending the Madrid program, and my Spanish skills are now much stronger.

Ms Tess Cordeiro, of the International Student Program, helped me a lot to make all the trip arrangements, and I especially want to thank her for all her encouragement.

I feel that I have had an educational experience of a lifetime, and you people all made it happen. I will not forget your generosity. I would definitely encourage other students to put their names forward for this exciting program.

Sincerely,



Akram Proch  
ICVMC

cc Mme. Sapoznik, ICVMC  
Ms Tess Cordeiro, PTSD  
Mr. Tony Carvey, Principal, ICVMC