

**Regular Meeting of the Board
Agenda**

Thursday, May 11, 2023

8:00 PM

Craig M. Stahlke Board Room

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

1. Recognition of Treaty Land

We acknowledge we are on the lands of Turtle Island where Indigenous Peoples have lived since time began. These are the ancestral lands of the Anishinaabe, Ininew, and Dakota Nations as well as the traditional trade and travel routes of the Anishininew, Dene, and Inuit. We also acknowledge we are on Treaty One territory and the homeland of the Red River Métis. Pembina Trails School Division is committed to working together in partnership with Indigenous communities in a spirit of reconciliation.

2. ATTENDANCE

3. CALL TO ORDER

Comments:

The content of the Informational Reports has been reviewed by Trustees prior to the Board Meeting. The reports reflect discussions and activities of the Committees. At Board Meetings, if Trustees wish to speak or to ask questions regarding a particular report included in the Information Reports section of the Board Meeting agenda - that needs to be identified at the time the agenda is amended. Recommended motions from Committees are addressed separately in the agenda.

4. AGENDA APPROVAL

5. BOARD MINUTES APPROVAL

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

1. Standing Committee Reports:

- a. Meeting Notes from the Committee Meeting of the Whole held on April 27, 2023;
- b. Committee Report of the CUPE 5121 Negotiations Committee Meeting held on April 13, 2023;

- c. Committee Report of the PTANTE Negotiations Committee Meeting held on April 20, 2023;
- d. Committee Report of the PTANTE Negotiations Committee Meeting held on April 26, 2023

2. Special Committee Reports:

- a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on April 27, 2023.

3. Other Reports:

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated May 11, 2023;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 11, 2023;
- c. Substitute Teacher Contracts as listed in the 2022-23 Substitute Teacher Contracts Report dated May 11, 2023;
- d. Resignations as listed in the Resignations Report dated May 11, 2023;
- e. Enrolment Report - April 2023

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 May 11, 2023, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 11, 2023, and

To consider ratifying Substitute Teacher Contracts as listed in the 2022-23 Substitute Teacher Contracts Report dated May 11, 2023, and

To consider receiving resignations as listed in the Resignations Report dated May 11, 2023.

7. DELEGATIONS

8. EDUCATIONAL PRESENTATIONS

9. BUSINESS FROM PREVIOUS BOARD MEETINGS

10. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

11. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE
12. BY-LAWS AND/OR POLICIES
13. CORRESPONDENCE FOR DISCUSSION
14. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS
 - 14.1 Communication and Community Relations Committee
 - 14.2 Education Committee
 - 14.3 Finance, Buildings, Property and Transportation
 - 14.4 Human Resources and Policy Committee
 - 14.4.1 IJOA-R - Off-site Educational Programming (Field Trips)
Purpose: To consider committee recommendation.
 - 14.5 Negotiations Committee
 - 14.6 Pembina Trails School Division Educational Support Fund Inc.
 - 14.7 Council of Presidents
 - 14.8 Boards/Association Council on Education (B.A.C.E)
15. ADMINISTRATIVE REPORTS
 - 15.1 School Administration Appointments
Purpose: To consider ratifying school administration appointments.
 - 15.2 Admin Office Summer Hours
Purpose: To receive a report from the Administration.
 - 15.3 Interchange Agreement
Purpose: To consider approving.
 - 15.4 Day Care Lease Agreements - Addendums
Purpose: To consider approving.
 - 15.5 Day Care Lease Agreement - Cairns
Purpose: To consider approving.

16. NEW BUSINESS
17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST
18. QUESTIONS FROM TRUSTEES
19. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE
20. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE
21. ADJOURNMENT



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Beausejour, MB R0E 0C0
Ph 204.268.6500
Toll Free 866.444.5559

Divisional Posting: **249**
Posted: April 27, 2023
Posting Closes: May 10, 2023 (noon)

FINANCE MANAGER

Job Type: Full-time (1.0 FTE)

Start Date: as soon as can be arranged

Under the direction of the Secretary-Treasurer, the Finance Manager is responsible for: managing the finance and payroll departments; directing the division's accounting and financial reporting operations; establishing financial policies, practices and controls; ensuring organizational compliance with internal and external financial standards; leading the development and operation of a risk management program; managing the verification and reporting process; directing the provision of accounting services for capital funds and school based funds; coordinating the divisional charity fund; overseeing accounts payable and accounts receivable; and working with operational departments and educational administrators to follow the division's policies and procedures.

Responsibilities:

- Lead an Accounting and Payroll Services Department;
- Ensure systems are current and appropriate to the reporting needs of the division;
- Lead the accounting function of the division, including, but not limited to: day-to-day cash flow and investment transactions, provincial government grants, payroll and financial reporting systems;
- Lead the development and implementation of operational plans, goals and objectives, and priorities for the Secretary-Treasurer Department;
- Lead the delivery of cost-effective accounting and financial reporting systems, policies and processes to meet the current and future needs of the division;
- Lead the development, implementation and ongoing operation of a formal risk management program to identify, analyze, and manage and balance risks to the division;
- Assist the Secretary-Treasurer with Provincial reports;
- Assist the Secretary-Treasurer with preparing financial reports for internal and external users;



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- Lead and participate in preparing month end statements and annual financial statements;
- Lead the audit and tax activities of the division;
- Coordinate with external auditors to ensure that financial and operational controls and policies are complied with, and that financial and operational risks are identified and analyzed, and appropriate mitigation steps are taken;
- Lead annual audit which includes preparing working papers and coordinating the collection of information for schools and departments;
- Oversee the annual division-wide student enrolment data collection, verification and reporting processes; the provision of accounting services for the division's capital funds projects and school based non-purpose funds; third party billing for out-of-province students and additional programming; and other accounts receivables;
- Measure and report on operational performance to the Secretary-Treasurer and senior management/stakeholders;
- Communicate between school administrators, department managers and finance/payroll staff regarding by-law, policy or procedure application;
- Participate in the annual budget development;
- Plan staff development and training for employees to ensure competent and current skill levels;
- Perform financial analysis and generate reports on that performance;
- Develop, amend, and implement accounting policies;
- Create detailed projections;
- Review and implement audit controls;
- Serve as a key team member administering divisional accounting software;
- Ability to travel to school locations within the division and to outside organizations;
- Ability to attend various divisional meetings as required;
- Continually assess current and new methods of financial reporting to determine:
 - a. That the method of delivery of information is appropriate to the needs of the division;
 - b. The type of reporting instruments necessary for good decision making;
 - c. The effective timing of the release of relevant information.



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Skills:

- Excellent problem-solving abilities;
- Ability to study and interpret intricate financial data;
- Ability to engage staff;
- Excellent prioritization;
- Ability to analyze and select between alternative strategies and make sound judgments;
- Ability to manage and extract data from electronic reporting systems;
- Ability to effectively communicate complex financial issues and performance at all levels;
- Excellent planning, administrative, project management, human resource management and financial management skills;
- Proven ability to foster engagement and collaborative partnerships with a diversity of stakeholders (e.g. school principals and department managers);
- Ability to communicate sensitive and complex information to a wide variety of audiences;
- Superior interpersonal, organizational, critical thinking and communication skills;
- Ability to lead and direct employees;
- Ability to influence change;
- Possess the following traits: Decisive, Sense of urgency, Assertive.

Qualifications:

- Accounting, Finance, or Business Degree, or recognized professional designation such as Chartered professional Accountant (CPA)
- Minimum of seven (7) years of experience in the Accounting Services Needs in a public service environment or a private sector service organization combined with management experience;
- Demonstrated commitment to public education, knowledge of the current issues facing the education system, and openness to understanding educational culture is an asset;
- Knowledge of F.R.A.M.E (Financial Reporting and Accounting in Manitoba Education) is an asset;
- Knowledge of public sector accounting standards is an asset;
- Knowledge of full accounting cycle is an asset;
- Knowledge of the Public Schools Act is an asset;



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Benefits:

- Pension
- Dental Plan
- Disability Insurance
- Health Plan
- Life Insurance
- On-site parking
- Vision Care
- Professional Development
- Business Casual
- Modern Office Space
- Professional Membership reimbursement
- Bank Time Agreement Available

Work Location:

Sunrise School Division, Business Centre
75-5th St. South
Beausejour, MB R0E 0C0

Drive Time: 35 minutes from Winnipeg's east perimeter highway.

Salary Range: \$75,300 to \$113,000 (under review)

About Sunrise School Division:

Sunrise School Division serves one of the most beautiful areas of Manitoba, stretching from the sprawling farmlands just east of Winnipeg to the fabulous cottage country of eastern Manitoba. Our division includes the communities of Anola, Beausejour, Dugald, Hazelridge, Lac du Bonnet, Oakbank, Powerview/Pine Falls, Garson/Tyndall and Whitemouth.

Sunrise School Division serves over 4,600 Grade K- 12 students and over 180 students in adult learning centres in eight wards within 7181 square kilometres in southeastern Manitoba. In total, there are 19 schools and 4 Adult Learning sites.



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Contact Information:

For more information, please contact:

Jody Thiessen

Secretary-Treasurer

204-268-6514

Jody.Thiessen@sunrisesd.ca

If you have the qualifications and meet the skills and requirements for the position and are confident in your ability to be successful in this position, we invite you to explore this opportunity. Please forward a cover letter and resume directly to jody.Thiessen@sunrisesd.ca by **noon on May 10, 2023**.

All new employees are required to provide a current Criminal Record Check and agree to a Child Abuse Registry Check. Adherence to provincial health mandates is a requirement.

All applications are welcome, however only candidates selected for interviews will be contacted.

FANS STUDY RELEASED

The research team with the Food and Nutrition Security for Manitoba Youth (FANS) study recently released their latest results. The FANS study represents some of the most comprehensive research on adolescent nutritional health and food security conducted in Manitoba to date.

Data collected from almost 1600 grade 9 students throughout the province show that there are serious concerns about diet quality for most of them, and 20% have food insecurity. Poor diets and food insecurity put our youth at significant risk of future physical and mental health issues and impact their ability to succeed academically.

The FANS study shows there is an urgent need to improve the overall diets of all Manitoba children, and address food insecurity in those from vulnerable families. The team hopes the FANS results can be used to develop much-needed programs and policies that will build on current efforts to improve child nutrition and food security. Key recommendations to address FANS study results are in the report.

You can view the FANS research report, and additional FANS resources [online](#).

SUPPORT THE RIGHT TO READ SURVEY

The Manitoba Human Rights Commission is conducting surveys to support its special initiative on the human rights issues affecting students with reading disabilities in Manitoba's education system.



The surveys will remain open until May 31 and are available for the following groups:

- [Survey](#) for students;
- [Survey](#) for parents, guardians and families;
- [Survey](#) for educators, administrators and people with experience teaching or supporting students with reading disabilities.

For news, information related to this initiative and details for sending a written submission, visit the Manitoba Human Rights Commission [website](#).

FOOD AND NUTRITION SECURITY FOR MANITOBA YOUTH

TADD MANITOBA SCHOLARSHIP

Do you know a student who is passionate about road safety? Manitoba teens against drinking and driving, distracted driving and destructive decisions (TADD) is offering four students *Leading Change scholarship/bursary's* worth \$500.00 each (2 scholarships, 2 bursaries). The scholarship/bursary is open to all students within Manitoba. However, preference will be given to those students who are actively involved in their TADD school groups/committees. Applications will be accepted until Friday, May 26 at 3:00 p.m. Please print the



Students Leading Change Scholarships

[application form](#), complete, and return via [e-mail](#) to Andrea Kehler.

SPECIAL OPPORTUNITY FOR MANITOBA EDUCATORS - HOLOCAUST EDUCATION

Join fellow educators, representatives from the Jewish Heritage Centre of Western Canada, Yad Vashem - the World Holocaust Remembrance Center, and the Azrieli Foundation for a roundtable and panel discussion on Holocaust education.

This event is being held at the Canadian Museum for Human Rights in Winnipeg on Thursday, May 11 from 4:00 p.m. to 6:00 p.m. Please contact Tyler Leeder at the Canadian Museum for Human Rights by [e-mail](#) with questions and to confirm your attendance.

LEGACY SCHOOLS PROGRAM

Educators - sign up to get a FREE Legacy School toolkit! These toolkits contain resources to engage educators, youth leaders, students, staff, and community and act as a catalyst for their commitment to the work of reconciliation. The Legacy Schools program is a national initiative to engage, empower and connect students and educators to further reconciliation through awareness, education and action (#reconciliACTION).



All schools (daycares, K-12 and post-secondary), clubs and groups that work with youth throughout Canada are encouraged to sign up. The program provides educational resources and program development for Legacy Schools to help ensure that the unique interests, rights, and perspectives of Indigenous peoples are recognized and implemented in schools and communities throughout Canada. Learn more [online](#).

follow us [@MBSchoolBoards](https://twitter.com/MBSchoolBoards)



Dear educators,
Please see the following special invitation:
Le français suit l'anglais.

Holocaust Education Challenges and Antisemitism Today: strategies and approaches

Join fellow educators, representatives from the Jewish Heritage Centre of Western Canada, Yad Vashem - the World Holocaust Remembrance Center, and the Azrieli Foundation for a roundtable and panel discussion on Holocaust education.

Where: Canadian Museum for Human Rights, 85 Israel Asper Way, Winnipeg, MB

When: Thursday, May 11, 2023, 4:00 p.m.-6:00 p.m.

What: Roundtable and panel discussion for educators to share resources and ideas relating to the challenges of Holocaust education, as well as a visit of the Canadian Museum for Human Rights.

Light refreshments will be served.

Who: Educators and the following panelists:



Belle Jarniewski, Executive Director of the Jewish Heritage Centre of Western Canada and a member of Canada's delegation to the International Holocaust Remembrance Alliance. Belle will provide updates regarding the changes to the newly renovated Jewish Heritage Centre and how to teach and address both historical and contemporary antisemitism within the context of the Holocaust education and anti-racism.



Yoni Berrous, Head of Educational Programs, Canada with Yad Vashem - the World Holocaust Remembrance Center. Established in Jerusalem shortly after the Holocaust, Yad Vashem is entrusted with the task of commemorating, documenting, researching and educating about the Holocaust. Its International School for Holocaust Studies focuses on providing quality Holocaust education to diverse audiences across the world.

Yoni will provide an overview of the Yad Vashem educational approach and the current developments it is facing as a result of Holocaust distortion, trivialization and growing antisemitism. She will provide teaching strategies and didactics can teachers use to adapt to this challenging environment.



Marc-Olivier Cloutier, Manager of Education

Initiatives at the Azrieli Foundation. The Holocaust Survivor Memoirs Program was established by the Azrieli Foundation in 2005 to collect, preserve and share the **memoirs and diaries** written by survivors of the Holocaust who came to Canada. We have published the stories of over 125 survivor authors. These books are read every year by students across Canada, and we have provided more than 450,000 copies of our award-winning memoirs to Canadian educators and students. These memoirs — published in both English and French and

available as print books, ebooks and PDFs — are free of charge to educational institutions across Canada. We also create a variety of bilingual educational materials, made for and tested by the teachers who use these memoirs in their classrooms.

Marc-Olivier will give a small overview of the resources offered by the Azrieli Foundation, including our thematic education programs and activities, and Re:Collection, an innovative digital resource that combines video interviews with memoir excerpts, photos and artifacts, and features interactive timelines and maps to place survivors' stories in historical and geographic context.



Lise Pinkos is Director of Programs at the Canadian Museum for Human Rights. The Canadian Museum for Human Rights is the first Museum dedicated solely to human rights and is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world.

Lise will speak to the programs and resources offered by the Canadian Museum for Human Rights, including virtual field trips, web stories and pedagogical programs that are designed to help your students learn about human rights and be inspired to take action for human rights.

Please contact Tyler Leeder (tyler.leeder@humanrights.ca) with questions and to confirm your attendance. We hope to see you there!

L'enseignement de l'Holocauste et l'antisémitisme aujourd'hui : défis, stratégies et approches

Joignez-vous à vos collègues en éducation ainsi qu'aux personnes représentant le Jewish Heritage Centre of Western Canada, le Yad Vashem - Institut international pour la mémoire de la Shoah, et la Fondation Azrieli pour une table ronde et une discussion sur l'enseignement de l'Holocauste.

Lieu : Musée canadien pour les droits de la personne, 85 Israel Asper Way

Dates et heures : Le jeudi 11 mai 2023, de 16 h à 18 h

Activité : Table ronde et discussion en groupe pour les enseignant·e·s afin de partager des ressources et des idées relatives aux défis de l'enseignement au sujet de l'Holocauste, ainsi qu'une visite du Musée canadien pour les droits de la personne.

De légers rafraîchissements seront servis.

Participant·e·s : Les enseignant·e·s et les panélistes suivants :



Belle Jarniewski, directrice générale du Jewish Heritage Centre of Western Canada et membre de la délégation canadienne à l'Alliance internationale pour la mémoire de l'Holocauste. Belle fera le point sur les changements

apportés au Jewish Heritage Centre qui a été récemment rénové et sur la manière d'enseigner et d'aborder l'antisémitisme historique et contemporain dans le contexte de l'enseignement au sujet de l'Holocauste et de la lutte contre le racisme.



Yoni Berrous, responsable des programmes éducatifs, Canada, au Yad Vashem - Institut international pour la mémoire de la Shoah. Fondé à Jérusalem peu après l'Holocauste, Yad Vashem a pour mission de commémorer et de documenter l'Holocauste, ainsi que de mener des recherches et d'éduquer le public à ce sujet. Son École internationale pour l'enseignement de la Shoah s'attache à dispenser un enseignement de qualité sur l'Holocauste à des publics divers dans le monde entier.

Yoni donnera un aperçu de l'approche éducative de Yad Vashem et des développements actuels auxquels il fait face en raison de la déformation et de la banalisation de l'Holocauste, ainsi que de la montée de l'antisémitisme. Il suggérera des stratégies d'enseignement et de didactiques qui peuvent être utilisées par les enseignant·e·s pour s'adapter à cet environnement difficile.



Marc-Olivier Cloutier, directeur des initiatives en matière d'éducation à la Fondation Azrieli. En 2005, la Fondation Azrieli a créé le Programme des mémoires de survivants de l'Holocauste afin de recueillir, de conserver et de distribuer les **mémoires et journaux intimes** rédigés par des personnes ayant survécu à l'Holocauste qui ont immigré au Canada. Nous avons publié les récits de plus de 125 auteur·e·s survivant·e·s. Ces livres sont lus chaque année par des élèves partout au Canada et nous avons fourni plus de 450 000 copies de nos mémoires primés aux enseignant·e·s et élèves canadiens. Ces mémoires, publiés en anglais et en français et offerts sous forme de livres imprimés, de livres électroniques et de fichiers PDF, sont distribués gratuitement aux établissements d'enseignement du Canada. Nous créons également une variété de matériel pédagogique bilingue, conçu et testé par les enseignant·e·s qui utilisent ces mémoires dans leurs classes.

Marc donnera un petit aperçu des ressources offertes par la Fondation Azrieli, y compris nos programmes et activités éducatives thématiques, et Re:Collection, une ressource numérique innovante qui combine des vidéos d'entretien avec des extraits de mémoires, des photos et des artefacts, et qui propose des chronologies et cartes interactives permettant de placer les parcours des survivant·e·s dans leurs contextes historique et géographique.



Lise Pinkos est Directrices des programmes au Musée canadien pour les droits de la personne. Le Musée canadien pour les droits de la personne est le premier musée au monde à se consacrer aux droits de la personne et s'appuie sur l'idée que le respect et la compréhension des droits de la personne peuvent être des forces de changement positif dans le monde.

Lise présentera les programmes et ressources offertes par le Musée canadien pour les droits de la personne, y inclus les visites guidées virtuelles, les histoires web et les programmes pédagogiques, conçus pour appuyer vos élèves dans l'apprentissage des droits et inspirer leur volonté de prendre action pour les droits de la personne.

Veuillez communiquer avec Tyler Leeder (tyler.leeder@droitsdelapersonne.ca) pour toute question ou pour confirmer votre présence. Nous espérons vous y voir!

Belle Jarniewski

Executive Director

Jewish Heritage Centre of Western Canada

[jewishheritage@jhcwc.org](mailto: jewishheritage@jhcwc.org)

204.478.8590



Member of Canada's delegation to the International Holocaust Remembrance Alliance (IHRA)



[Click here for tickets](#)