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 October 9, 2024.

2. Special Committee Reports:

a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on October 9, 2024.

3. Other Reports:

a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated October 24, 2024;

b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 24, 2024;

c. Substitute Teacher Contracts as listed in the 2023-24 Substitute Teacher Contracts Report dated October 24, 2024;

d. Resignations as listed in the Resignations Report dated October 24, 2024.

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 October 24, 2024, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October 24, 2024, and

To consider ratifying Substitute Teacher Contracts as listed in the 2024-25 Substitute Teacher Contracts Report dated October 24, 2024, and

To consider receiving resignations as listed in the Resignations Report dated October 24, 2024.

7. DELEGATIONS

7.1 2023-24 Auditors' Report

Purpose: To make a presentation to the Board.

8. EDUCATIONAL PRESENTATIONS

9. BUSINESS FROM PREVIOUS BOARD MEETINGS

10. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

10.1 2025-26 Budget Development
Purpose: To consider Committee recommendation.

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

14.5 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

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

River East Transcona
SCHOOL DIVISION
creating student success

RETSD supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. Indigenous peoples, persons who are differently abled, women, members of the 2SLGBTQ+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment without regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodations to applicants who are disabled and who may experience barriers during the interview and assessment process, upon request.

Assistant Superintendent of Human Resources

Bulletin No. 25A-002 October 2, 2024

Administration Offices **Full-time, 12 month position**

Senior Administration Team **Effective date: January 2, 2025, or as mutually agreed**

River East Transcona School Division is seeking a strategic and innovative leader for the position of Assistant Superintendent of Human Resources. We are the second-largest school division in Manitoba, with more than 19,000 students and 3,500 staff, across 43 schools and four operational buildings.

Job Summary:

Reporting to the Superintendent & CEO, the role of Assistant Superintendent of Human Resources encompasses key senior leadership and managerial responsibilities related to human resources administration for instructional staff, including employee and labour relations.

Duties and Responsibilities:

- Provide leadership by establishing clear direction and planning processes for human resources, aligning work with divisional priorities, integrating efforts with other portfolios, and supporting a productive and positive work environment.
- Develop and maintain human resource management procedures for instructional staff, ensuring compliance with collective agreement provisions and provincial legislation.
- Foster and maintain a constructive and respectful labour relations environment with all instructional staff, promoting positive working relationships and collaboration.
- Develop and implement proactive strategies to recruit, select, assign, and staff all schools, ensuring alignment with divisional needs and priorities.
- Provide direction on diversity, inclusion, and equity policies and legislative requirements, ensuring these principles are embedded in practices, policies, and the organizational culture.
- Lead, in collaboration with the senior administration team, the new school administrator mentorship and support programs, as well as the Leadership Development Program for prospective new leaders.
- Work with school-based administrators to ensure effective performance appraisal and management processes, supporting professional growth and accountability.
- Facilitate the collection of data on community growth, including annual student enrolment projections, to support strategic planning.
- Build partnerships and represent the school division with various groups, including MEECL, RETTA, MTS, MSBA, and MASS, strengthening external relationships.
- Lead Adult Education and International Education, ensuring effective delivery of programs that meet community and learner needs.
- Work collaboratively with divisional staff to develop and support the strategic and operational priorities of the division, contributing effectively to the work of the senior administration team.
- Provide guidance to seven schools, serving as a contact for support and issues management.
- Perform other duties as may be assigned or requested by the Superintendent, contributing to the overall success of the division.

Qualifications, Skills, and Abilities:

The successful candidate will have an advanced degree in education and a proven ability to create and maintain a positive and supportive work environment through the following key leadership skills, attributes, and dispositions:

- Successful school and system leadership experience, providing a foundation for effective leadership in a complex educational environment
- Knowledge of pertinent provincial collective agreements and employment legislation, ensuring compliance and informed decision-making in human resource matters.
- Strong organizational and time management skills, with the ability to set priorities, identify plans of action, and manage multiple responsibilities effectively.
- Commitment to the development and support of a learning community, fostering shared decision-making and the implementation of divisional priorities.
- Ability to work effectively with Trustees, divisional and school employees, parents, students, corporate and government partners, and community members, facilitating collaboration and relationship-building across diverse stakeholder groups.
- Possess excellent leadership, interpersonal communication, problem-solving, mediation, and facilitation skills, enabling effective conflict resolution and positive team dynamics.
- Experience in conflict resolution and employee relations, with the capacity to mediate complex situations and foster a harmonious work environment.
- Strong analytical and problem-solving skills, applying strategic thinking to address challenges and opportunities within the division.
- Ability to make difficult and courageous decisions in the best interests of students and their learning, ensuring that all decisions align with the core purpose of student success.
- Ability to lead change and people, building capacity for sustained improvement system-wide and fostering a culture of continuous growth and development.
- Knowledge of current trends and developments in K-12 education, particularly in recruitment, retention of instructional staff, school leadership development, and succession planning, ensuring the division remains competitive and forward-thinking.
- Ability to work collaboratively and effectively with the senior administration team, contributing to a cohesive and strategic leadership approach.
- High level of integrity, professionalism, and ethical standards, serving as a role model for the entire division.
- Proficiency with technology, ensuring efficient communication and use of tools that enhance leadership effectiveness.

Conditions of Employment

- Valid teaching certificate from Manitoba, or other Canadian province or territory
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

Working Conditions and Physical Demands

- Work is primarily in an office setting
- May be required to work beyond normal working hours, including weekends and/or evenings

The above statements reflect the general duties considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.

Deadline for application: Friday, October 18, 2024 – 4:00 p.m.

Submit résumé, including a statement of educational philosophy and four references.

External candidates must apply online through Job Connect.
Please visit our website at www.retsd.mb.ca – Careers.

Internal candidates must apply online through Employee Connect > Job Tab.
Mail or Email applications will not be accepted.

Consideration for this position is not necessarily limited to those who apply.
Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the job posting.
We thank all applicants, however only those selected for an interview will be contacted.

Leadership project grants for youth

Bring Vimy Inspires Tomorrow to your classroom! Encourage your youth to submit an initial project idea to be eligible for a $2,500 project grant.

Vimy Inspires Tomorrow is a history-based leadership program for youth in Canada, ages 13-17. It is designed to encourage youth to develop leadership skills that they can use to make a positive impact in their communities. A free, bilingual Facilitator's Guide is available.

Youth who complete the program are eligible for a project grant of $2,500 to assist them in bringing their project to life. Individual youth and community groups can now apply here! The deadline for applications is December 11, 2024.

Learn more https://vimyfoundation.ca/programs/vimy-inspires-tomorrow

Apportez le programme Vimy Inspire Demain auprès de vos jeunes et encouragez les à soumettre une idée de projet pour candidater à une bourse de projet de 2 500 $.

Vimy Inspire Demain est un programme de leadership basé sur l'histoire destiné aux jeunes de 13 à 17 ans au Canada. Il est conçu pour les encourager à développer des compétences en matière de leadership qu'iels peuvent ensuite utiliser pour avoir un impact positif sur leur communauté. Le Guide de Animateur.rice est gratuit et disponible en deux langues.

Les jeunes qui vont au bout du programme sont éligibles à une bourse de 2 500 $ pour les aider à donner vie à leur projet communautaire.

Les jeunes individuel.le.s et les groupes peuvent désormais postuler ICI! La date limite de candidature est le 11 décembre 2024.
Pour en savoir plus https://fr.vimyfoundation.ca/programs/vimy-inspires-tomorrow

St. James-Assiniboia School Division

Great Schools for Growing and Learning

SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

The St. James-Assiniboia School Division is a progressive school division in West Winnipeg, Manitoba, that provides comprehensive educational programming for over 8,300 students from kindergarten to Grade 12 in 26 schools. The vision of the Division is to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.

THE POSITION

The Secretary-Treasurer/CFO is an integral member of the St. James-Assiniboia School Division reporting directly to the Board of Trustees and is responsible for all financial affairs of the Division, overseeing an operating budget of $130 million.

THE KEY RESPONSIBILITIES

- Provide strategic financial leadership and advice to the Board of Trustees, Superintendent, and senior leadership team.
- Prepare, monitor, and report on the division's annual budget.
- Develop and implement financial policies, procedures, and systems to ensure the effective management of division resources.
- Ensure compliance with all relevant legislation, regulations, and accounting standards.
- Coordinate and oversee the annual audit process.
- Supervise and mentor finance and administrative staff.
- Liaise with external stakeholders, including government agencies, auditors, and financial institutions.
- Support the Board of Trustees in their governance and decision-making processes.

THE CANDIDATE

The successful candidate will have:

- A professional accounting designation (CPA) is required.
- A minimum of five years of senior financial management experience, preferably in the public or education sector.
- Demonstrated knowledge of public sector accounting principles and practices. Knowledge of FRAME accounting system would be an asset.
- Demonstrated expertise working with community partners, government departments, and elected Boards.
- Strong leadership, communication, and interpersonal skills.
- Excellent analytical and problem-solving abilities.
- High level of integrity and professionalism.

The ability to communicate fluently in both of Canada’s Official Languages is an asset.

Compensation is to be determined and will be commensurate with qualifications.

If you are the exceptional leader we seek, we invite you to submit a letter of application, curriculum vitae and three professional references by **Friday, October 18, 2024 at 4:00 p.m.** to:

Secretary-Treasurer/CFO Selection Committee
c/o Chair of the Board
St. James-Assiniboia School Division
E-mail: sjasdapplications@sjasd.ca

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, Vulnerable Sector, and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential. For further information, visit the website at www.sjasd.ca.