

**Regular Meeting of the Board
Agenda**

Thursday, September 12, 2024

8:30 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 Anishinew, Dene, and Inuit. We also acknowledge we are on Treaty One territory and the National 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.

Nous reconnaissons que nous sommes sur les terres de l'île de la Tortue où les peuples autochtones vivent depuis le début des temps. Il s'agit des terres ancestrales des nations Anishinaabe, Ininew et Dakota, ainsi que des routes traditionnelles de commerce et de voyage des Anishinew, des Dénés et des Inuits.

Nous reconnaissons également que nous sommes sur le territoire du Traité un et la patrie nationale des Métis de la rivière Rouge. La Division scolaire Pembina Trails s'est engagée à travailler ensemble en partenariat avec les communautés autochtones dans un esprit de réconciliation.

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 June 27, 2024;
- b. Committee Report from the Education Committee Meeting held on June 10, 2024.

2. Special Committee Reports:

- a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on June 27, 2024.

3. Other Reports:

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated September 12, 2024;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated September 12, 2024;
- c. Substitute Teacher Contracts as listed in the 2023-24 Substitute Teacher Contracts Report dated September 12, 2024;
- d. Resignations as listed in the Resignations Report dated September 12, 2024;
- e. Enrolment Report

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 12, 2024, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated September 12, 2024, and

To consider ratifying Substitute Teacher Contracts as listed in the 2023-24 Substitute Teacher Contracts Report dated September 12, 2024, and

To consider receiving resignations as listed in the Resignations Report dated September 12, 2024.

7. DELEGATIONS

7.1 Ecole Saint-Avila Parent

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**
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 **Policy AAC: Code of Conduct**

THAT Policy AAC - Code of Conduct be given second and third reading and passed.
 - 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 **Easement Agreement - Ecole Charleswood School**

Purpose: To consider approving.
 - 15.2 **Secretary-Treasurer Disclosure**

Purpose: To receive a disclosure from the Secretary-Treasurer per PSA 53(5).
 - 15.3 **Winnipeg Mennonite Elementary Shared Services Agreement**

Purpose: To consider ratifying the Shared Services Agreement between the

Pembina Trails School Division and Winnipeg Mennonite Elementary for the provision of Clinician Services during the 2024-25 school year.

15.4 Optical Fibre Agreement - St. Paul's High School

Purpose: To consider approving.

15.5 School Administration Appointment

Purpose: To consider ratifying.

15.6 Transportation Start-Up Update

Purpose: To receive a verbal report from the Assistant Superintendent, Personnel and Education Services.

15.7 Transportation Needs Study

Purpose: To receive a report from the Assistant Superintendent, Personnel and Education Services.

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



Turtle Mountain School Division

435 Williams Avenue Box 280

Killarney, MB R0K 1G0

Phone: 204.523.7531

Fax: 204.523.7269

Turtle Mountain School Division invites applications for an exciting opportunity for the position of Chief Financial Officer, which we call Secretary-Treasurer. This position will commence on December 2, 2024.

In Turtle Mountain School Division, the students are the focus of all our efforts. The Division strives to provide an education that prepares individuals for a meaningful life in a changing world. We promote a learning environment that begins in the home, continues in the school, and is supported by the community.

We serve the communities of Killarney, Boissevain, Minto, as well as provide education services to the students in four Hutterite colonies and are located in Southwestern Manitoba. The Division Board Office is located in Killarney. Killarney and Boissevain each have a K-12 school, while Minto School is K-8 with students then transitioning to Boissevain for their high school programming. The four colonies each have K-12 schools. We also work closely with the Turtle Mountain Adult Education Centre, which operates out of two sites in both Killarney and Boissevain.

Turtle Mountain School Division's Senior Administration team consists of a Superintendent/CEO, an Assistant Superintendent of Student Services, a Supervisor of Transportation and Maintenance, as well as a Secretary-Treasurer.

Key responsibilities include:

- Reporting to the CEO/Superintendent and serving as part of the senior management team, this position works closely with the Board of Trustees in setting the financial direction of the Division.
- Responsibility for all the financial matters of the division including financial reporting, creating the budget, overseeing major purchasing and facility upgrades, making recommendations for policy, and implementing financial directives from the Department of Education.
- Supervising the financial and payroll team.
- Integrating the budget process with the overall business plan and providing overall guidance and direction in the development and application of organizationally aligned financial strategies.
- Appraising the division's financial position and issuing periodic financial and operating reports to the Board of Trustees which includes attending Board meetings and making presentations of financial operations, activities and other areas of interest to the Board, senior leadership team, and department heads.
- Establishing, monitoring and auditing controls and procedures to maintain the integrity of information systems and financial reporting.
- Overseeing enterprise risk management which includes privacy, compliance, and business continuity.
- Managing all property records, insurance, and liability coverages, as well as vendor relationships, service contracts and partner agreements.

The ideal candidate will bring:

- A CPA designation or working on attaining your designation.
- Previous experience, preferably at a leadership level within the greater public sector.
- A dedication to students and working towards new opportunities or finding solutions.
- An attention to detail.
- Confident communication skills and a proficiency in financial/business reporting and communication platforms.
- A team player attitude, focusing on developing others while also developing themselves.
- An open, approachable demeanor, willing to learn from others and respecting all perspectives.
- Experience working with a Board or at least the desire to.
- Knowledge of payroll systems.

This position presents a stimulating opportunity for professional growth and development in a financial leadership role. Turtle Mountain School Division offers a competitive compensation package that includes pension plan, vacation, and benefits.

This position will remain open until filled.

Grant Wiesner
Superintendent/CEO
Turtle Mountain School Division
Box 280 Killarney, MB R0K 1G0
Telephone: (204) 523-7531 Fax: (204) 523-7269

If you wish to apply please do so electronically through Turtle Mountain School Division's [Job Connect](#).

Only those candidates selected for an interview will be contacted.

Turtle Mountain School Division has an Accessibility plan and Employment Equity policy, which strives toward a fair representation of Women, Indigenous peoples, persons living with disabilities, and minorities at all levels within the organization.



ASSISTANT SUPERINTENDENT

The Board of Trustees of Hanover School Division invites applications for the above position.

Hanover is a student-centered school division striving for excellence while developing skills and promoting values for a productive and wholesome life.

The Hanover School Division is located in Southeastern Manitoba with offices in Steinbach. It is a progressive and growing division with over 8,500 students in 19 schools. It has an educational and support staff of over 1250 and an operating budget of \$118 Million.

The Board of Trustees has a strong commitment to:

- Building the capacity of all staff so that all students will learn.
- Partnering with the community so that all students will learn.

Candidate Qualifications:

The successful candidate will:

- Possess, or be actively working toward an M.Ed degree in Educational Administration (or equivalent);
- Have a minimum of ten years of combined experience in classroom teaching and school principalship;
- Demonstrate a commitment to the Board's philosophy of education;
- Demonstrate a commitment to student learning;
- Demonstrate a commitment to building the capacity of all HSD employees;
- Demonstrate a commitment to partnering with the community;
- Demonstrate leadership and team building skills;
- Demonstrate a commitment to ethical leadership; and,
- Demonstrate excellent communications skills.

Responsibilities:

The successful applicant will assist the Superintendent substantially and effectively in the best interests of providing leadership in developing, achieving and implementing the best possible educational programs, services and staff in the interests of student learning.

Competitive wage and benefits package includes:

- Wage - \$159,078 - \$168,675 per annum
- Pension match - Employer 8%, Employee 8%
- Benefit premiums match - Employer 50%, Employee 50%
- Monthly mileage allowance
- Six (6) Fridays off in summer (paid) and two (2) additional paid flex days
- Four (4) weeks vacation

Please apply online at hsd.ca. Any questions can be directed to Joy Janz, Human Resources @ joyjanz@hsd.ca. Applicants are requested to submit a comprehensive resume including cover letter and names of three references, all of whom have knowledge of the applicant's abilities in the applicant's current or recent assignment.

Employment is subject to satisfactory criminal record, vulnerable sector, and child abuse registry checks. The Hanover School Division thanks all applicants for their interest, however only those selected for an interview will be contacted.