

**Regular Meeting of the Board
Agenda**

Thursday, May 27, 2021

8:00 PM

Craig M. Stahlke Board Room

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

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 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.

3. AGENDA APPROVAL

4. BOARD MINUTES APPROVAL

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

1. Standing Committee Reports:

- a. Report of the Committee Meeting of the Whole held on May 13, 2021;
- b. Committee Report of the Education Committee Meeting held on May 10, 2021.

2. Other Reports:

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated May 27, 2021;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 27, 2021;
- c. Substitute Teacher Contracts as listed in the 2020-21 Substitute Teacher Contracts Report dated May 27, 2021;

- d. Resignations as listed in the Resignations Report dated May 27, 2021;
- e. Enrolment Report - April 2021

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 27, 2021, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 27, 2021, and

To consider ratifying Substitute Teacher Contracts as listed in the 2020-21 Substitute Teacher Contracts Report dated May 27, 2021, and

To consider receiving resignations as listed in the Resignations Report dated May 27, 2021.

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

10.1. Music Consultant Position - Letter from Music Teacher

Purpose: To consider response.

11. BY-LAWS AND/OR POLICIES

11.1. By-Law No. 143 - Procedural Delegations

THAT By-Law No. 143 - Procedural Delegations, be given second and third reading and passed.

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

13.5.1. Policy FEI - Creative Playground Structures

THAT Policy FEI - Creative Playground Structures be given second and third reading and passed.

13.6. Negotiations Committee

13.7. Pembina Trails School Division Educational Support Fund Inc.

13.8. Council of Presidents

13.9. Boards/Association Council on Education (B.A.C.E)

14. ADMINISTRATIVE REPORTS

14.1. School Administration Appointments

Purpose: To receive a report from the Superintendent and consider school administration recommendation for the following appointments:

- Vice-Principal of Ecole South Pointe School effective the 2021-22 school year and,
- Vice-Principal of Ecole Dieppe effective the 2021-22 school year.

14.2. COVID-19 Update

14.3. Kindergarten Enrolment Report

Purpose: To receive a report from the Assistant Superintendent, Human Resources.

15. NEW BUSINESS

16. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

17. QUESTIONS FROM TRUSTEES

18. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

19. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE

20. ADJOURNMENT

Pembina Trails School Division Pupils by Grade - May 20, 2021

Total

School	FI K	K	FI 01	01	FI 02	02	FI 03	03	FI 04	04	FI 05	05	FI 06	06	FI 07	07	FI 08	08	FI 09	09	FI 10	10	FI 11	11	FI 12	12	FI	ENG
1104 AA												57		67		149		158		135							0	566
1138 AC																185		208		258							0	651
2304 AH																									52		0	52
1958 BA		57		62		63		56		54		64		72													0	428
1676 BE		20		25		30		30		16		45															0	166
1754 BL		23		18		21		23		24		25															0	134
1263 BO	68	43	74	36	50	65	47	44	40	43																279	231	
1914 CC		35		65		54		70		53		54		74													0	405
1896 CH											75		79	65	70	94	80	68									304	227
1608 CR	51		53		56		48		35																		243	0
1378 DA		72		72		78		76		75		74		89													0	536
1511 DI	72		81		84		77		67																		381	0
1281 FR																					397		434		505		0	1336
1231 GB		20		20		19		16		20		18		17		59		73		46							0	308
2132 HG												123		133		109		158		96							0	619
1273 LL		26		25		22		23		26		21		26		29		43									0	241
2030 LM		33		38		40		59		55		60		65		60		57									0	467
1227 OA		22		23		30		27		20		30		36													0	188
1691 OP																			80	151	72	146	78	136	44	168	274	601
1004 PH		7	2	10	8	7	4	8	5	10	4	14	5	11	2	10	1	19									31	96
1975 PJ		18		24		21		23		26		24															0	136
1393 RM		21		27		27		33		22		22		27													0	179
1472 RO		28		36		25		40		32		33															0	194
1202 RW		22		25		20		26		18		22		28		26		21									0	208
1498 RY		16		39		40		36		42		39		29													0	241
1638 SA	51		64		44		53		39		22		42														315	0
1114 SH																				208		178		166		198	0	750
2302 SP	40	54	58	49	55	55	54	74	41	71	39	79	33	77	18	80	21	85									359	624
1789 TP	17		18		25		16		21																		97	0
1262 VA											85		82		106		87										360	0
1062 VM																			121	1	95	251	101	281	74	315	391	848
1976 VW	33	19	55	16	42	16	39	28	41	26	34	34	36	30	39	32	34	32									353	233
1398 WD														82		72		74									0	228
1512 WG		17		23		22		18		18		19															0	117
2065 WR		97		118		110		130		117																	0	572
	332	650	405	751	364	765	338	840	289	768	259	857	277	928	235	905	223	996	201	895	167	972	179	1,017	118	1,238	3,387	11,582

PEMBINA TRAILS SCHOOL DIVISION

BY-LAW NO.143

A by-law to amend the Procedural By-Laws No. 1 and 48

WHEREAS it is deemed advisable to make amendments to improve the efficiency of Board Meetings;

THEREFORE BE IT RESOLVED THAT:

SECTION VII **PUBLIC PARTICIPATION AT BOARD MEETINGS**

1. **Delegations and Petitions Accompanied by Delegates**

The Board of Trustees wishes to provide avenues for all residents of the Pembina Trails School Division to express their interests, wishes and concerns respecting any aspect of the educational system. Accordingly, except where a motion is made to convene in committee of the whole, all Board meetings shall be open to the public and the public is cordially invited to attend.

It is the right of any individual, organization or group of the Division to make a presentation to the Board. The Board may, on occasion, be in a position to make an immediate decision about a specific request presented, but it generally will require additional time to gather information or to have the subject matter studied. Notification of the Board's decision will be provided in a timely manner after appropriate study or review.

In order to ensure that persons or groups who wish to appear before the Board or to ask questions of the Board are given fair opportunity to do so, while at the same time allowing the Board to conduct its meeting properly and efficiently, the Board adopts the following procedures and rules pertaining to public participation at Board meetings:

- a) Individuals or groups wishing to appear before the Board as a delegation shall notify the Secretary Treasurer's office of their intention by giving notice no later than **1:00 P.M. on the Tuesday** of the week prior to the regularly scheduled meeting of the Board at which they wish to appear.
- b) Individuals or groups wishing to appear as a delegation shall, at the time they give such indication, provide written information respecting the topic and content of their petition/presentation. The Chair of the Board has the right to waive the requirement for a written submission.
- c) Any persons wishing to appear as a delegation shall give their names, addresses, and the name of the group, if any, that is represented.
- d) Generally, presentations/petitions will be received at open Board meetings. Where appropriate, delegations may be heard in Committee of the Whole.
- e) The Board shall hear the delegation at the next regular meeting of the Board or at the earliest possible public meeting.
- f) The delegation will be advised of the time when the presentation will be heard, and will be provided with information on procedures pertaining to such presentations.
- g) Where possible, Administration shall distribute copies of written information regarding any given delegation with the agenda material for Trustees and Senior Administration Team.
- h) Presentations from any individuals or presentations made on behalf of any given group shall be limited to a maximum of 15 minutes, unless an extension of time is granted by formal resolution of the Board passed by the majority of Trustees present.
- i) The Board may make a video or audio recording of any presentation, if it so desires.
- j) The individual petitioner or the spokesperson for the delegation shall present when invited by the Chair to do so.
- k) At the conclusion of a given presentation, Trustees shall confine their remarks to questions for information and clarification.
- l) The hearing will be terminated by the Chair when satisfied that the Board has received as much information from the delegates as is required.
- m) At the conclusion of a presentation, the Chair shall indicate when an answer from the Board may be expected.
- n) In addressing the petition or presentation, the Board may:

- i. act upon the matter, or
 - ii. table the matter pending receipt of additional information, or
 - iii. refer it to committee, the Chair and/or Administration for further consideration and/or action.
- o) The Chair shall be responsible for recognizing all speakers and maintaining proper order and decorum in keeping with established Board policy. Where, in the opinion of the Chair, any person is unduly disrupting the meeting, the Chair may require such person to leave the meeting forthwith and, if necessary, may cause such person to be removed.
- p) The Chair shall be responsible to maintain the privacy of all individuals within all established Board policy. Where, in the opinion of the Chair, the privacy of any individual is being violated, the Chair may require the meeting to end.
- q) Where, in the opinion of the Chair, there is substantive reason to do so, a delegation requesting to appear before the Board at a given meeting may be deferred to the next regular meeting of the Board.

FIRST READING ON THIS _____ day of _____, 2020

SECOND READING ON THIS _____ day of _____, 2020

THIRD READING AND PASSED _____ day of _____, 2020

Chair of the Board

Secretary-Treasurer

FEI - CREATIVE PLAYGROUND STRUCTURES (School Grounds)

1. Parental organizations wishing to develop an area on school grounds, in consultation with the school principal, must submit a plan for approval to Pembina Trails School Division Board.
2. Plans for such grounds development projects should include the following details:
 - a) A preliminary dimensioned sketch drawing showing the location on the school grounds, extent of the creative play area and the location of structures/equipment.
 - b) The plans for funding of the project.
 - c) The long-range plans (timeline) for completion of the project if it is to be spread over a period-of-time (i.e. 2 - 3 years).
 - d) Equipment that is to be purchased or constructed for installation.
 - e) The plans for construction (i.e. installed by supplier)
3. Approval decisions of plans for the development of such playground areas will be based on the following criteria:
 - a) The relative safety factors, which include the height, material used, function of the equipment, ratio of students to number and size of structures;
 - b) Appropriateness for age levels of users in terms of physical challenges as well as imaginative and creative play potential;
 - c) Snow removal
 - d) Location on the playgrounds:
 - Close to school
 - Not adjacent to homes
 - Open to public view
 - Adequate lighting
 - e) The aesthetic appeal of the design relative to the school site.
 - f) Possible area development requirements such as drainage, landscaping, and protective surface material, etc.
 - g) Susceptibility to vandalism.
 - h) Conformance with the most current CSA standard.
 - i) Certificate of inspection by CSA certified inspector.
 - j) Acquisition of permit(s) by contractor(s).

Accomplish Anything

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4. The supply and installation of any new or replacement play structures shall be the responsibility of the sponsoring group (parental organizations). Where a new play structure is installed, a protective surface is also required, and that material shall be engineered wood fiber surfacing.
5. The maintenance of the play structure including inspections and repairs shall be the responsibility of the School Division. The maintenance of the protective surface of the play structure shall be the responsibility of the Division. The replacement of any missing, damaged, defective or end of life components shall be the responsibility of the sponsoring group (parental organization). When a component is deemed un-safe, it will be removed or made safe until the sponsoring group can fund the replacement. When the play structure or component of the structure is at the end of the service life, it will be removed from the grounds. Maintenance inspections shall consist of school based weekly inspections and yearly Facilities and Operations Maintenance Shop inspections.
6. Normal Contract Administration procedures should apply to the construction of playground structures initiated by sponsoring organizations. The Maintenance Department can assist with the preparation of contract documents. Teams comprised of sponsoring organization representatives, school administrators, and Maintenance staff should carry out progress inspections, as well as final/warranty inspections. Deficiencies should be documented, and final payment not released until all deficiencies have been rectified. A twelve-month warranty period should be stipulated in the contract documents. The Maintenance Department will not assume responsibility for maintenance of the structure until all deficiencies have been corrected and final payments released including the specified holdback. A final handover certificate shall be completed containing the signatures of the school principal, sponsoring representative, supplier or contractor, and the Maintenance Supervisor. Copies should be forwarded to the Maintenance Department for retention in the school file.
7. The Division may be able to provide a financial contribution to schools developing playground areas by way of a small grant. Parental organizations in conjunction with school administration may submit a request for review and consideration. Note that grant amounts are set on an annual basis and will be awarded based on available funding.

(Non-School Grounds)

Any PAC and/or school administrator wanting to build on property adjacent to a school not owned by Pembina Trails School Division must first, prior to any steps listed above, be in contact with the Assistant Superintendent, Divisional Support Services to begin exploration of leasing said land.

— *Accomplish Anything* —

Adopted	Reviewed	Revised	Page
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KELSEY SCHOOL DIVISION

"We strive to be a respectful and enthusiastic school
Community, dedicated to quality education for all."

Kelsey School Division invites applications for Secretary-Treasurer

The Kelsey School Division

The KSD office is located in The Pas, Manitoba and serves five schools and an adult learning centre all located in The Pas. KSD offers a variety of education programs, including French Immersion, has partnership arrangements with day care in three of its schools, operates student transportation, provides support for challenged students, collaborates with the local University College of the North for high school vocational options, encourages collaboration with the Opaskwayak Education Services Inc of the adjacent Opaskwayak Cree Nation, and supports state of the art information and communication technologies. This position has a term to June, 2022.

The Position

Reporting to the Superintendent/CEO, the Secretary-Treasurer is responsible for all financial affairs of the Division, overseeing an operating budget of about \$20 million, and various capital project planning. This position supervises financial/payroll staff located in the Division office, some staff relations with the Division's CUPE employees, and provides leadership support to the Human Relations and Maintenance/Student Transportation personnel. As Secretary to the Board, the position supports the operation of the Board and its committees, and has a knowledge of board governance and procedures. The start date may be mutually agreed upon. A remote working location would be considered.

The Candidate

The successful candidate will have a recognized accounting degree, designation or other business management training; strong leadership and management skills; integrity and sound judgment; and effective communication and interpersonal skills. Knowledge of education finance and the Financial Reporting and Accounting in Manitoba (FRAME) will be an asset. A complete job description is available on the School Division website under Policy CBAB.

The candidate shall have demonstrated strengths and experience in:

- accounting, fiscal and personnel management; internal control and audit functions
- union contract negotiations
- the preparation of financial statements and annual budgets
- knowledge of the Public Schools Act, the Municipal Act, the Freedom of Information and Protection of Privacy Act, the Public Interest Disclosure Act, and the Workplace Safety and Health Act.

The current salary range is negotiable with a comprehensive benefits package.

Please email resume, cover letter and three references (in PDF format as one document) to STapplication@ksd.mb.ca This competition will remain open until a suitable candidate is found. Employment is conditional upon successful clearance by Criminal Records and Child Abuse Registry.

Thank you to all applicants for your interest. Applications received will be acknowledged and those selected for interviews will be contacted.

MANITOBA PASSES BILL 73 - PAID COVID-19 VACCINATION LEAVE

Manitoba Bill 73, *The Employment Standards Code Amendment Act* (COVID-19 Vaccination Leave), received Royal Assent on May 12. Bill 73 amended the *Employment Standards Code* to add paid leave for COVID-19 vaccinations.



Under the new bill it is mandatory for employers to allow all employees (FT, PT, casual) up to three hours of paid leave, for each time they require a COVID vaccine.

To learn the full details of this new legislation visit our [website](https://www.mbschoolboards.ca/website).



When you're eligible, book your appointment at [ProtectMB.ca](https://www.protectmb.ca)



SHOUT OUT TO SCHOOL DIVISIONS AND TRUSTEES

Congratulations to all the school divisions/districts and school trustees in Manitoba for keeping their communities engaged on Bill 64 by hosting virtual conversations, meeting with MLA's, writing letters, placing ads, social media campaigns and reaching out in so many ways to your communities!



There is an incredible amount of concern growing among Manitobans from every corner of the province as they learn more about the damage that this legislation will have on education, democracy and communities. Keep sharing the message because public education belongs to communities! Visit [localvoices.ca](https://www.localvoices.ca) for the latest information on Bill 64 or contact [Janis Arnold](https://www.localvoices.ca/janis-arnold) for help with resources.



FACT:

Under Bill 64 the proposed parent volunteer councils will have no authority to create language, religious, culture, special needs or local business and community based programming as your school board does now.



#LocalVoicesLocalChoices

#SignUpFor64

[localvoices.ca](https://www.localvoices.ca)

DOUBLE-CHECK OUR ACCURACY

Each year, before Manitoba School Boards Association publishes its trustee datebook, we ask divisions to check our information for accuracy. We want to make sure that we've spelled everyone's name correctly, that we have the right person in the right job, and that we've caught any changes in your division's address or phone number. That information for verification went out in last week's divisional email, with a request that [Jennifer Esau](https://www.mbschoolboards.ca/jennifer-esau) be notified of any corrections by Monday, June 14. Distribution of the print copies will once again be based on the number of copies requested by each division.



TEACHER LISTENING TOUR

In April, the Manitoba Government [announced](https://www.mbschoolboards.ca/announced) a plan to engage parents, students and educators in conversations on the B.E.S.T. (Better Education Starts Today) strategy to implement the changes outlined in Bill 64. As part of this plan, the Education Minister began his "Teacher Listening Tour" on May 10 by engaging staff at Minnewasta School in Morden. We encourage you or teachers in your division to participate in these conversations with the Minister of Education, Cliff Cullen. Visit the Better Education [website](https://www.mbschoolboards.ca/website) or contact your board office to find out when meetings are scheduled in your community.



JARDIN DE CONTES EN JUIN

Canadian Parents for French Manitoba (CPFMB) are excited to announce that this year's Festival international du conte de Winnipeg (the French program of the Winnipeg International Storytelling Festival) will take place online from June 1 - 30.



During *Jardin de contes en juin* (Garden of Stories in June), you will be able to access 25 virtual stories 24 hours a day! The French language programming is targeted to students from Kindergarten to Grade 12.

Be sure to visit the [CPFMB website](https://www.cpfmb.ca) on May 24 to access the complete program, including story descriptions, storyteller bios and enrichment activities for each story.

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





CASSA and CSBA's joint online event invites you to connect with trustee and system leader colleagues throughout Canada. Join us virtually this year from the comfort of your own home or office.

Registration is now open! Learn more or register today at: <http://conference.cassa-acgcs.ca/CASSA-register.html>

Equity and Inclusion

FOR STUDENT WELL-BEING

One person from each district/school board will be responsible for registering on the CASSA conference website. Once payment has been received, the contact person of the district/school board will be given a link which will be shared with those individual CASSA and CSBA members wishing to register.

****This will require some co-ordination among CASSA and CSBA members locally so that the district/school board is only registered once by either your local CSBA member or CASSA member.**

Fewer than 3000 students - \$500

3000 - 5000 students - \$1000

5000 - 30,000 students - \$1500

More than 30,000 students - \$2000

Just a reminder that there is no limit to the number of CASSA or CSBA members from each district/school board who can register.

This approach to fees allows for as many to register and flexibility.
There is no one day fee available.

Conference Agenda

Wednesday July 7

12:00 p.m. Opening Remarks

12:15 p.m. Racism in Schools - Kike Ojo-Thompson

1:15 p.m. Break

1:45 p.m. Focusing on Solutions - Kike Ojo-Thompson

2:45 p.m. Break

3:00 p.m. Organizational Review through Anti-Racism Lens

4:00 p.m. "Now What?" - Let's Unpack The Day

4:30 p.m. Adjournment

Thursday July 8

12:00 p.m. Mental Health Panel

1:00 p.m. Break

1:30 p.m. Mental Health Student Panel

2:30 p.m. Break

2:45 p.m. "Now What?" - Let's Unpack The Day

4:00 p.m. Cross Canada Check-In

Friday July 9

11:30 a.m. Calls To Action - Kevin Lamoureux

12:30 p.m. Break

1:00 p.m. AFN Carriers of Hope

2:05 p.m. TBD

***** All times are Eastern Time**



ASSOCIATE SUPERINTENDENT

NORTHLAND SCHOOL DIVISION

Applications are invited for the position of Associate Superintendent, Inclusive Learning Services/High School Completion, for Northland School Division. Duties will commence August 1, 2021 or as mutually agreed.

THE DIVISION

The Northland School Division (NSD) is a unique Alberta school jurisdiction largely serving First Nation and Métis students in 19 smaller rural schools. The schools are located in Anzac, Calling Lake, Chipewyan Lake, Conklin, Desmarais, East Prairie Métis Settlement, Elizabeth Métis Settlement, Fishing Lake, Fort Chipewyan, Fort McKay, Gift Lake, Grouard, Janvier, Paddle Prairie, Peavine Métis Settlement, Sandy Lake, Susa Creek and Wabasca. An outreach school, Career Pathways, is also located in Wabasca.

The Superintendent team serves approximately 1,950 students and employs 163 certificated staff and 221 non-certificated support staff.

The Division's operating budget for 2020/21 is approximately \$64,000,000. The eleven-member Board of Trustees is elected from eleven different wards. The Board has a strong commitment to providing personalized educational land-based learning opportunities for all students.

THE REGION

The Division encompasses most of the northern third of the province and borders both British Columbia and Saskatchewan.

The region is rich in natural resources; oil and gas and forestry are among the main contributors to the economic base. As for things to do, you'll find no shortage of activities right outside your door. There's untouched wilderness to explore, lakes and rivers to fish, and a rich historical past to discover. In the summer you'll have endless hours of sunlight to play in, while the winter months bring out dazzling displays such as the magnificent "northern lights".

THE CANDIDATE

The successful candidate will be a student-focused, ethical, collaborative, relational professional who is committed to the provision of relevant, innovative, high quality student programming in a rural context. The successful candidate will also have a strong commitment to public education and to the Division's mission, vision, and principles.

A highly visible, technologically astute individual, the successful candidate will be a person of courage and conviction, knowledgeable and supportive of Cree, Dene and Métis cultures, have an ability to work synergistically with others, be committed to strong effective community engagement, and possess the ability to contribute to a positive organizational culture and an exceptional leadership team.

Responsibilities include serving as the primary senior administrative support and contact for schools; ensuring that appropriate programming is in place for diverse learners; working with leadership to analyze contexts, make decisions, and provide leadership to achieve quality leadership, teaching, and optimum learning for students for high school success/completion are other major responsibilities.

The successful candidate must hold or qualify for Alberta teaching certification and a Leadership Quality Standard certificate and hold or be working towards a Master's degree.

MORE INFORMATION

The Division: www.nsd61.ca

The competition will remain open until a suitable candidate is found. Applications received prior to May 30, 2021 are assured careful consideration.

APPLICATIONS

Email by May 30, 2021 a cover letter, curriculum vitae, and a list of at least three recent references in a single PDF file to:

Mr. Terry Gunderson

Alberta School Boards Association

E: tgunderson@asba.ab.ca

P: 780.451.7116

"Our students love to come to school in Northland"