

**Regular Meeting of the Board
Agenda**

Thursday, September 12, 2019

8:15 PM

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 June 27, 2019;
- b. Committee Report of the Human Resources and Policy Committee Meeting held on June 24, 2019;
- c. Committee Report of the CUPE Step III Grievance Hearing held on June 27, 2019.

2. Special Committee Reports:

- a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on June 27, 2019.

3. Other Reports:

- a. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated September 12, 2019;
- b. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated October September 12, 2019;
- c. Substitute Teacher Contracts as listed in the 2019-20 Substitute Teacher Contracts Report dated September 12, 2019;
- d. Resignations as listed in the Resignations Report dated September 12, 2019.

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, 2019, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated September 12, 2019, and

To consider ratifying Substitute Teacher Contracts as listed in the 2018-19 Substitute Teacher Contracts Report dated September 12, 2019, and

To consider receiving resignations as listed in the Resignations Report dated September 12, 2019.

6. DELEGATIONS

6.1 Sexuality Education Resource Centre (SERC)

Purpose: To make a presentation to the Board.

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. 136 Promissory Note #LTPS0311

WHEREAS it is deemed necessary and expedient to raise by loan the sum of Three Million Four Hundred Ninety-Three Thousand Eight Hundred dollars (\$3,493,800) on the credit of said school division for the purpose of payment for AA Elevator and Roof, FR Boiler, OA Boiler, OP Roof, RM Steam System and Ventilator, SP New

School, VW Air Unit, VM Roof, Waverly West Elementary, Waverly West High School.

THEREFORE BE IT RESOLVED THAT By-Law No. 136, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of \$3,493,800, 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

13.5.1 Policy JLC and Regulation JLC-R Student Health Services and Requirements

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

14. ADMINISTRATIVE REPORTS

14.1 Day Care Lease Agreements and Addendums

Purpose: To consider approving the day care lease agreements and addendums.

14.2 Facilities and Operations - Summer Projects 2019

Purpose: To receive a report from the Assistant Superintendent, Divisional Support Services.

14.3 Assistant Secretary-Treasurer Contract Amendent

Purpose: To consider recommendation.

14.4 PTEC School Opening

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

14.5 Divisional Action Plan 2019-2022

Purpose: To receive a report from SAT.

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



Election 2019

Education: The strongest foundation for our future

**Issues and questions
for candidates**



*Local Voices
Local Choices*

Because schools belong to communities

localvoices.ca

MANITOBA

School Boards
ASSOCIATION

*Leadership, Advocacy and Service for
Manitoba's Public School Boards*

mbschoolboards.ca

The upcoming election is an opportunity for voters to shape the future of our province. The next government will be making critical decisions in areas that affect the daily lives of Manitobans: healthcare, roads and infrastructure, crime reduction strategies, economic development, and education.

All of these issues are important, but none more so than education. The impact of education on other determinants of well-being is well understood. Educated populations are healthier, and less likely to become involved in the criminal justice system. Good schools are far less expensive to operate than jails. Education is critical to building a skilled workforce, and a skilled workforce not only provides the solid tax base we need for social services, but is also less reliant on those same services.

Supporting education is an investment in our future that benefits everyone. This election is our opportunity to let candidates know that we value education, and to support those that share this value.

Why education *now*?

Education is always an important election issue, but 2019 is a watershed year in Manitoba. In January, the government launched a Commission to review K-12 education. Thousands of Manitobans shared their thoughts, through online surveys, written submissions, and public consultations. Formal consultations concluded in June, and the Commission will spend the next several months preparing its report and recommendations. Those will be made public in March 2020, and the government we elect in September will decide what actions to take.



The Commission's areas of focus—vision, learning and teaching, accountability, governance, and funding—clearly outline what's under consideration. What do you see as the current strengths, challenges and opportunities in these aspects of our public school system, and what would you like to see changed or preserved in our K-12 system?

Helping all students learn

Public schools welcome all children and youth through their doors, resulting in a diverse student population. That diversity is one of the strengths of public education, but if schools are to fulfill their core mandate of ensuring that all students achieve at a high level, additional supports are sometimes required. Whether it's specialized language instruction for newcomers, occupational or physical therapy for a child with special needs, or clinical intervention for one in crisis, these students must be supported. In our public schools, one size does not fit all.



Are you aware of the diversity that exists in Manitoba's public school population? What would you do to ensure that schools have the resources they need to support every student so they can thrive and achieve at a high level?

Beyond school walls

Health and education have a symbiotic relationship. Just as education tends to improve health, good health is one of the determinants of positive educational outcomes, and children living in poverty too often shoulder the consequences of both diminished health and lower educational outcomes. Schools work to mitigate the negative effects of poverty on their students' learning and health through initiatives such as meal programs, pre-school outreach to families, and summer enrichment programs, but schools cannot tackle the challenge of poverty alone. It will take a concerted effort by all levels of government, as well as other public and private institutions, to not only address the effects of poverty, but also its underlying causes.



Do you support the efforts of schools in your community to help students overcome the negative effects of poverty on their health and education? What is your understanding of the relative responsibility of schools, municipalities, and the provincial government in supporting students and families in poverty? Are there specific provincial initiatives you support that would help in this regard?

Preserving local voice

All Manitoba public schools provide a solid core education based on the provincially mandated curriculum, but not all schools are the same. Some offer programming that helps preserve community heritage for future generations, such as language courses. Pre-school programming helps ensure that students are ready to learn when they enter kindergarten, but that programming takes many different forms across the province. At the other end of K-12 spectrum, school divisions partner with local businesses, post-secondary institutions, and neighbouring divisions to develop technical and vocational programming that helps youth transition to the workforce and communities grow and prosper. Programs such as these are made possible because of funds raised by the special levy, the property tax set by school boards to support education.



Are you familiar with the types of locally-supported programming that exists in schools in your community? How would you work to ensure that communities retain the ability to shape schools to meet their specific needs and wishes?

The value of school boards

Manitoba has 37 elected school boards, comprised of almost 300 school trustees. School trustees are not full-time employees with benefits; they are community representatives, working for minimal compensation to govern local schools. Provincially, the cost of school boards amounts to 0.5% of the provincial education operating budget. An additional 3% pays for the highly qualified administrators needed to manage and lead educators and other staff in the complex business of education. Combined, board and administration costs total 3.5% of operating budgets, an amount that is capped by law and which compares favourably to other levels of government. This means that more than 95% of education dollars are spent in classrooms, paying for operations and maintenance, and transporting students.

Some argue that Manitoba has too many school divisions, simply because other provinces may have fewer. But reducing school divisions does not reduce costs, as was shown when mandated amalgamations reduced the number from 54 to 37 in 2001. What it does do is increase costs, create a great deal of disruption and uncertainty in the system, and dilute community voice. If we are going to reduce the number of school divisions in Manitoba, we need to do so for a better reason than “because everyone else is doing it”—and objectively, that reason does not exist.



Do you know what school boards actually do in Manitoba? Do you believe that they add value to our public school system? Are you willing to work cooperatively with school boards in your community to the benefit of local students and schools? Do you support the current configuration of school divisions in Manitoba, and if not, how do you think it should be changed?





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

July 10, 2019

MEMO

TO: All Safety Officers
All Maintenance Supervisors

FROM: Darren Thomas, Risk Manager

RE: CARBON MONOXIDE POISONING

With the recent carbon monoxide poisonings in a Winnipeg Hotel, it serves as a reminder for all schools to ensure that they inspect their carbon monoxide detectors and ensure they are in proper working order or, if needed, to install detectors within your buildings.

If you have any questions or concerns, please feel free to contact myself, Fontaine Electric (204-233-7425) or your local supplier/contractor.

<https://www.cbc.ca/news/canada/manitoba/carbon-monoxide-leak-warning-1.5206226>

Thank you.

DT/ak

The Association is currently seeking applications from qualified candidates for the position of

Communications Officer

The Communications Officer is a creative team player and highly-motivated self-starter who provides expertise in areas such as strategic planning, communication initiatives, and graphic design. This position will challenge individuals with at least 5 years of experience in the field, who possess:

- excellent computer skills including Adobe InDesign, Photoshop, Illustrator, Acrobat, Microsoft Office, and video production software.
- experience or training in photography and videography.
- excellent written and oral communication, interpersonal and time management skills.
- significant experience in creating content in a variety of print and electronic formats for a range of audiences.
- experience curating social media accounts in a professional setting.
- a degree or diploma in communications, graphic design, marketing or a related field.

Fluency in the French language, experience with website management, and familiarity with Manitoba's public school system would be assets.

The full Communications Officer position description can be viewed at www.mbschoolboards.ca.

To apply: Submit a detailed résumé, including the names and contact information for a minimum of three professional references. Your application must clearly outline how you meet the qualifications listed above. Applications may be submitted via:

Mail: Heather Demetriooff, Director, Education and Communication Services
Manitoba School Boards Association, 191 Provencher Blvd., Winnipeg, MB R2H 0G4
E-mail: hdemetriooff@mbschoolboards.ca or **Fax:** 204-231-1356

Deadline for receipt of applications: 4:30 p.m., Friday, August 9, 2019.

Only those applicants selected for an interview will be contacted.



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

July 10, 2019

TO: All Board Chairs, Superintendents and Secretary-Treasurers
FROM: Josh Watt, Executive Director
RE: Written Submissions Presented to the K-12 Education Review Commission

Good afternoon everyone:

Just a reminder that the written submissions and other "non-brief" materials that have been provided to the Commission for its consideration will not be published on the Commission website.

MSBA has therefore created a "one-stop" repository for these submissions on our website. There, we have posted several examples of divisional submission,s but also many links to submissions sent to the Commission by our partners and other organizations.

Please visit: <http://www.mbschoolboards.ca/k-12-edReview.php>

Ongoing effort to collect and post all written submissions in one online location would, we feel, come with some benefit for our members, as well as for members of the public who may wish to peruse those together.

If you can please therefore send me your written submission, or a link where this can be accessed, that would be greatly appreciated. Given the importance of show-casing this work, there will be no deadline to send your submissions to us: I would simply request that you follow up at your earliest convenience.

Please email me with the materials or links to your materials at jwatt@mbschoolboards.ca

Thank you in advance,

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Watt". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Josh Watt
Executive Director



For immediate release

CSBA selects President and Vice President at AGM

July 8, 2019, Toronto, ON: At the 2019 Canadian School Boards Association Annual General Meeting, held as part of the annual congress, Laurie French was selected as President for the 2019-2020 year. This will be her second term as President of the CSBA. Ms. French is the Past-President of the Ontario Public School Boards Association and Vice-Chair of the Limestone District School Board for Greater Napanee in her sixth Term as Trustee.

Alain Fortier, President of the Fédération des commissions scolaires du Québec and Chair of the Commission scolaire des découvreurs will serve as Vice-President. This will be Mr. Fortier's first term in this role, having completed previous terms as a member of the Board of Directors. Together with the Executive Director, the President and Vice-President will provide strong leadership as executive for the CSBA.

"I am honoured and pleased to return for another year as President of the Canadian School Boards Association," said Ms. French. "I am looking forward to continuing our work to advance our strategic priorities with the Board of Directors, our Executive Director, and provincial associations. I would also like to congratulate Mr. Fortier on being named Vice-President."

The 2019 Annual General Meeting took place in Toronto, concurrent with two very successful annual professional development events. More than 250 delegates participated in the National Trustees Gathering on Indigenous Education and the CSBA Annual Congress, hosted by the Ontario Public School Boards Association. The National Trustees Gathering on Indigenous Education and CSBA Annual Congress featured keynote speakers such as Dr Pauline Tremblay, Kevin Lamoureux, and Dr Gabor Mate and Brian Woodland. Plenary session topics included decolonizing our schools, school district presentations, and a student panel.. Workshops discussed topics such as

advocacy for school board governance, roles of student school board trustees, and local school board autonomy.

The CSBA thanks OPSBA and the organizing committee for planning and delivering high quality professional development for school board trustees from throughout the country. The CSBA represents governing school board members from across the country through their provincial associations, and provides professional development and resources for the associations, school boards, and trustees. The CSBA and its members champion collaboration and innovation in public education.

The 2019 AGM Package can be viewed [HERE](#), and the Annual Report can be viewed [HERE](#).

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For more information, contact:

Nancy Pynch-Worthylake

Executive Director

902-456-5574

executivedirector@cdnsba.org

www.cdnsba.org



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

August 7, 2019

FOR IMMEDIATE RELEASE

Winnipeg, Manitoba

Manitoba School Boards Association Negotiating Receipt of Federal Climate Funds

The Manitoba School Boards Association is working collaboratively with the Federal Government to ensure that Manitoba schools receive a share of Climate Action Incentive Funds in the 2019/20 Fiscal Year. If negotiations are successful, federal carbon pricing revenues will be available to Manitoba schools for investment in an array of school-based energy efficiency initiatives.

"The Manitoba School Boards Association is well positioned to coordinate receipt and payment of these funds to our school board members," said Alan M. Campbell, association president.

Over many years, Manitoba schools have benefited greatly from several investments, mostly from the provincial government, in sustainable infrastructure and clean energy to minimize the carbon footprint of schools and thereby reduce any pollution arising from school operations.

All new school buildings are constructed by the Government of Manitoba using a minimum LEED Silver designation, meaning that school boards continue to benefit from significant provincial investments that remain the primary foundation for promoting capital sustainability across public education infrastructure in Manitoba. The federal Climate Action Incentive Fund will add to this strategy with nearly \$5.4 million in funding towards ongoing objectives of promoting energy efficiency and green environment capital retrofits.

"Today's statement by the federal government signals an important added investment towards promoting the sustainability of our schools," said president Campbell. "We welcome the federal government's decision to work with our association, as a non-profit and neutral third party, to ensure that the carbon pricing funds that have been collected from school boards, are returned to school boards."

Today's decision means that Manitoba school boards will join their counterparts in Ontario, Saskatchewan and New Brunswick, in receiving the first carbon pricing backstop funding arising from the newly implemented federal carbon pricing.

While the funds will not result in new capital infrastructure in Manitoba, the ability to direct the funds to significant energy efficiency retrofits for existing capital assets, such as new windows, better lighting, new furnaces, smart thermostats and controls and renewable energy, will help schools to continue to reduce their carbon footprint and achieve energy savings.

"In good faith, we are hopeful that we will be able to deliver these funds on behalf of Manitoba's school boards, schools and students," concluded president Campbell. "We are pleased that the federal government has identified our association as a potential partner, and will work to flow these funds to schools in Manitoba."

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Contact: Alan Campbell (President) at **204-886-7121** or acampbell@isd21.mb.ca
Josh Watt (Executive Director) at **204-594-5162** or jwatt@mbschoolboards.ca

Emily Vickers

From: Brenda Lapointe <brlapointe@wsd1.org>
Sent: Monday, July 22, 2019 9:08 AM
To: Josh Watt
Subject: FW: The 2019 Manitoba Connections Conference | Announcing the Optional Workshops and Keynote Speaker!

Hi Josh,

I am wondering if you can share this information with school boards. I am part of the Advisory panel and have been asked to share with MSBA.

Ms Brenda Lapointe
Board and Community Liaison Officer
Access and Privacy Coordinator
The Winnipeg School Division
1577 Wall Street, East
Winnipeg, MB R3E 2S5
(204) 789-0469
www.winnipegssd.ca

1) The association promocode is: MBSchools2019

It entitles the members to a 5% discount. Furthermore if any of the members are interested in a subscription to PSICC and subsequently access Subscriber Registration rates, you can share another promocode for a complimentary subscription: communitybuilding

The PSICC web site is psicc.ca

2) The SuperSaver registration rate expires July 31st. Then we enter what is called the Earlybird phase which expires September 3rd.

----- Forwarded Message -----

Subject: The 2019 Manitoba Connections Conference | Announcing the Optional Workshops and Keynote Speaker!

Date: Tue, 16 Jul 2019 13:15:00 -0400

From: 2019 Manitoba Connections Conference - Advisory Board <drivers@verney.ca>

To: Dustin Rivers <drivers@verney.ca>

Hello Again,

We wanted to send you a few updates and reminders as the Agenda Advisory Board works to evaluate and complete this year's Agenda.

1) We would like to ask the winners of the 2018 Marshmallow Challenge please get in touch if you would like to obtain your prize.

2) If you are in need of some extra help, and require some more in-depth options, the Agenda Advisory Board is happy to present the 2019 Optional Half-Day Workshops!

Enhance your Connections experience with these add-ons (taking place the morning of Monday, September 23, 2019)....

W1: The Basics of Writing Effective IM Policies

Featuring: Lewis Eisen | Lead Advisor, PerfectPolicies.org

W2: Not Everything a Public Body does is a Conspiracy: A Primer for Redaction (*back by popular demand!*)

Featuring: Robyn Wellman | Access and Privacy Coordinator, University of Manitoba

W3: Investigations: Managing Access & Privacy During the Process and Beyond.

Featuring: Joan Dunlop & Rick Klumpenhouwer | Partners, Cenera

To view more detailed session descriptions please go to the registration form found here:

<https://psimcc.ca/mb2019/registration>

3) We are extremely pleased to share that one of this year's **Keynote Topics** has to do with **Smart Communities**,

Featuring:



Tom Keenan

Critically Acclaimed Author & Professor - Environmental Design
University of Calgary

4) SUPER SAVER REGISTRATION IS ONLY AVAILABLE TO JULY 31st!!!

~~ Click here to register now ~~

By registering now with the Super Saver Rate you can save \$150.00!!! We appreciate the confidence shown in the event and Agenda Advisory Board for selecting this option.

Sincerely,

PSICC Administration

~ We hope you will continue to support your community events.

PS: *Just look at what people had to say about the 2018 event!*

Referring to overall conference:

- "Thank you - I enjoyed the networking and conference style of open tables, casual atmosphere and the Lunch on Friday was SUPERB!!!"
- "Excellent customer service re: registration process, session selection, etc. Thank you! A fun and informative event."
- "...the part of the conference I was able to see was excellent."
- "Food was excellent so were the MCs."

About the Plenaries:

- "She was a very motivating speaker that provided insight into topic areas useful for projects I am working on at work."
- "Surprisingly relevant content, presented in a way that supported transferable concepts, principles."
- "Great exercise and icebreaker!! Good visuals and conveyed benefits clearly."
- "Best of the day! great speaker and made a difficult topic easy to understand and fun! Good discussion points after. Wouldn't improve anything."

About the Breakout Sessions:

- "Very current to an issue I am addressing right now."
- "WOW. These presenters kicked it out of the park: relevance, skill building, core principles, transferable/relatable concepts."
- "This was a good pick! Wish I had more time for questions. Very relevant to my work and a good connection to make"
- "Great session! Best workshop of the conference."

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Learning Opportunities

2019-2020 Calendar of Events

MANITOBA
School Boards
ASSOCIATION

www.mbschoolboards.ca

Our 2019-20 Learning Opportunities calendar will help trustees and boards plan for the upcoming year. This calendar provides an overview of conferences, workshops and other learning opportunities that will be of interest to trustees and administrators. Where possible, we have included preliminary program and registration information, and links to relevant websites.

Our on-line calendar contains the most up-to-date details about these and other events, so visit our website often.

2019

September to November

Manitoba School Boards Association and Manitoba Teachers' Society Workplace Safety & Health sessions, various locations

September 23 to 24

Manitoba Connections Conference, Winnipeg

October 19 to 21

CACE Conference, Winnipeg

October 24 to 26

Canadian Network for Arts and Learning International Conference, Winnipeg

October 25

SAGE Day

November 22 to 23

Fall Trustee Education Session and General & Regional Meetings, Winnipeg

2020

February 27 to 28

Educating for ACTION: Our Learning Journey, Winnipeg

March 12 to 13

Manitoba School Boards Association Annual Convention, Winnipeg

March 29 to 31

National Congress on Rural Education, Saskatoon

April 4 to 6

National School Boards Association Annual Convention, Chicago

April 26 to 28

Canadian Association for the Practical Study of Law in Education Conference, Ottawa

July 2 to 5

National Trustee Gathering on Indigenous Education and Canadian School Boards Association Annual Congress, Banff



@mbschoolboards

Association Workshops and Resources

Fall Trustee Education Session and General & Regional Meetings

November 22 to 23, 2019

Victoria Inn & Convention Centre, Winnipeg

The 2019 meeting will follow a similar format to that which was piloted in 2018, with Day 1 (Friday, November 22) being dedicated to professional development, and Day 2 (Saturday, November 23) including regional meetings, a general meeting, and other items related to association business. Watch for full program and registration information coming this fall!



Trustee Education Learning Centre

Leadership and professional development sessions for trustees and senior administrators are offered through the association's education and communications services department. For information about customized sessions for individual boards, contact [Janis Arnold](#), Board Development Consultant, at the association office.



Also, keep an eye on the Trustee Education tab of the association's [website](#) or check out the [e-bulletin](#) for more information on other events, new resources and e-learning opportunities throughout the year.

Risk Management

The association's risk management department offers relevant sessions throughout the year, and around the province. Sessions on playground safety and maintenance are offered upon request. A series of full-day sessions on workplace safety and health, held in conjunction with The Manitoba Teachers' Society, will be held throughout the province. Dates and locations are as follows:

Thompson (Sept. 24);
Flin Flon (Sept. 25);
Swan River (Sept. 26);
Dauphin (Oct. 1);
Winnipeg (Oct. 11 and Nov. 12);
Eriksdale (Oct. 21);
Altona (Oct. 28);
Brandon (Nov. 14 and Dec. 3); and
Seven Oaks S.D. (Dec. 5).



For more information on these sessions or other risk management services, contact [Darren Thomas](#) at the association office.

Stakeholder Workshops/Special Events/Conferences/Resources

Manitoba Connections Conference

Access, Privacy, Security, IM and Personal Health Information

September 23 to 24, 2019

Radisson Hotel, Winnipeg

Information access, privacy, security and management challenges are intertwined with almost everything that Manitoba public bodies and trustees do, whether it is dealing with general information or personal information governed by *The Freedom of Information and Protection of Privacy Act* (FIPPA) or personal health information governed by *The Personal Health Information Act* (PHIA).

We can now recognize the benefits that can be gained by breaking down the silos around access, privacy, security and information management. Bringing these information disciplines together in one conference can help public sector employees strengthen their skills in these areas and improve the connections between these areas within their workplaces. The conference offers many benefits. For more information and to register, visit the conference [website](#).

CACE-ACACÉ Conference

Convergence

October 19 to 21, 2019

Inn at the Forks, Winnipeg



The Canadian Association of Communicators in Education (CACE) is a national association of professionals committed to encouraging and enhancing excellence in communications in education. Through keynote presentations and breakout sessions, topics at this year's conference include: issues/reputation management, media relations, digital communications, and equity and inclusion. This [conference](#) line-up will take strategic communications to new heights.



2019 CACE-ACACÉ Conference
Winnipeg, MB

**Canadian Network
for Arts and Learning
International Conference**
Creative Convergence
Winnipeg
October 24 to 26, 2019
RBC Convention Centre,
Winnipeg



The Canadian Network for Arts & Learning is pleased to be presenting its seventh major bi-annual conference in this extraordinary community in partnership with the University of Manitoba, Faculty of Education and the Alliance for Arts Education in Manitoba.

Along with key partners, the Canadian Network for Arts & Learning (CNAL/RCAA) will gather national and international experts and delegates in arts and culture, education, recreation, health, therapy, medicine, humanities and community to engage in meaningful dialogue and seek solutions to the issues facing our increasingly intolerant, uncaring and violent world. [Registration](#) is open.

MTS/MASS Workshop

Educating for ACTION: Our Learning Journey
February 27 to 28, 2020
Victoria Inn & Convention Centre, Winnipeg

The Manitoba Teachers' Society and the Manitoba Association of School Superintendents join forces to explore the streams of "Students as Learners" and "Teachers as Learners". Divisional pre-registration opens in September and general registration in late October. Visit the [website](#) to learn more!

National Congress on Rural Education in Canada

Innovations in Rural Education
March 29 to 31, 2020
TCU Place, Saskatoon

[The National Congress on Rural Education in Canada](#) provides a forum for discussion of issues and presentation ideas related to the delivery of education in rural and remote settings. Delegates to the Congress will engage in open conversations, collaborate in meaningful discussions, and make connections at the provincial and national levels.



CAPSLE Conference
Innovation in Education:
Capital Ideas
April 26 to 28, 2020
Delta Hotel, Ottawa



The Canadian Association for the Practical Study of Law in Education (CAPSLE) is a national organization whose aim is to provide an open forum for the practical study of legal issues related to and affecting the education system and its stakeholders. Each year, CAPSLE holds a national conference to help it further this important goal by bringing together educators, lawyers, academics and others interested in the relationship between education and law, and more specifically in the practical application of the law in the education context. Visit the CAPSLE [website](#) for more information later this fall.

Manitoba Human Rights Commission Events

[The Manitoba Human Rights Commission](#) is an independent agency of the Government of Manitoba and is responsible for administering *The Human Rights Code*. The Commission educates the public about *The Human Rights Code* through education seminars, workshops and webinar format.

Human Rights - 1.0 and Human Rights - 2.0
November 13 (9:00 a.m. - 12:00 p.m.)
Manitoba Human Rights Commission, 7th Floor -
175 Hargrave Street, Winnipeg
November 14 (9:00 a.m. - 12:00 p.m.) by webinar

To be scheduled:

- Harrassment in the Workplace - 2.0
- Human Rights Basics: for Unions
- Human Rights Basics: for Non-Profits
- Human Rights Basics: for Housing Providers
- Human Rights Basics for Regulatory Bodies
- Promoting Gender Inclusion in the Workplace

Visit the [Commission website](#) to learn more about these or other workshops scheduled.

Manitoba Association of Parliamentarians

"Open the door to a world of more productive meetings!" by visiting the [Manitoba Association of Parliamentarians website](#) to learn about some of the supports MAP offers. These include in-person and e-workshops and study groups on a variety of meeting-management topics. New members are welcome – from novices with no previous experience, to Professional Registered Parliamentarians.

School Board Association Conferences

The Manitoba School Boards Association's **annual convention** will be held March 12 – 13, 2020 at the Delta Winnipeg. One day will be devoted exclusively to professional development, and one day will be dedicated to the business of the association. Regional elections, as well as elections for executive officers, will be held on the business day. The President's Banquet will wrap up the event on Friday evening. Watch for program details later this fall on the association [website](#), in the e-bulletin, and in the weekly divisional mail.

In 2020, the **National Trustee Gathering on Indigenous Education and the CSBA Congress** will be held July 2 – 5 in Banff. Over the next few months, the 2020 CSBA Congress [website](#) will be updated with program and registration information, which will also be included in our bi-weekly e-bulletin.

*Standing Stronger Together
Soyons Plus Fort Ensemble*



The **National [American] School Boards Association Annual Conference** will be held in Chicago April 4 – 6, 2020. General registration will open in October. For program, registration and accommodation details, visit the conference [website](#).

Opportunities Offered By Partner Organizations

Manitoba Teachers' Society (MTS), Manitoba Association of School Superintendents (MASS) and Manitoba Association of School Business Officials (MASBO) events often include educational components that will be of interest to school board members. Check for upcoming events by visiting our partner organization websites by following the links from our [website](#).



Learning Opportunities

2019-2020 Calendar of Events

MANITOBA
School Boards
ASSOCIATION

www.mbschoolboards.ca



Fall Principals campaign 2019-20
Cover note to principals

Dear School Principal,

Copyright rules for educators have changed significantly in recent years. While teachers have new opportunities to use copyright-protected materials in their lessons, they also have responsibilities. There are limits to what can be copied and communicated in the classroom. Teachers must know what they can and cannot do with the copyright-protected works of others. Failure to comply with copyright law can result in a teacher, school, or school board being sued for copyright infringement. The fair dealing provision in Canada's copyright law permits teachers to copy and communicate short excerpts from copyright-protected works provided the dealing is "fair."

Ministries/departments of education across Canada with responsibility for elementary-secondary education (with the exception of Quebec) strive to ensure that teachers have the latest information about fair dealing. The Copyright Consortium of the Council of Ministers of Education, Canada has developed a Web site to assist teachers in complying with the copyright law: www.fairdealingdecisiontool.ca. This Web site features a fair dealing decision tool that enables teachers to quickly determine whether they can use specific materials in their lessons. This Web site also provides an overview of the *Fair Dealing Guidelines*, along with posters to remind teachers about the guidelines as well as the restrictions on copying consumables, such as workbooks and materials meant for one-time use.

Principals are asked to:

1. mention this Web site at a staff meeting and to encourage all teachers to visit the site and view the related materials.
2. ensure both the attached *Fair Dealing Guidelines* and Consumables posters are placed near photocopiers and printers.
3. post the attached notice regarding available copyright reference resources in the staff room and/or main office.

Attached to this message are the following materials that will assist you in meeting the suggested actions described above.

- Suggested speaking points for the copyright presentation to staff (for personal use)
- Two copyright-related posters (mentioned above)
- A bulletin board notice (mentioned above)
- A postcard featuring www.FairDealingDecisionTool.ca
- A template e-mail message to be forwarded to teachers

Suggested speaking points for principal

Copyright and the Use of Fair Dealing in the Classroom

Introducing the subject

- This is a brief, 10-minute presentation on fair dealing – a provision in the *Copyright Act* that is very important for teachers to understand. Performing typical duties, such as preparing lessons for classroom use, could result in costly lawsuits against individual teachers, this school, and the school board.

Changes to copyright

- Canada's copyright law includes a fair-dealing provision that permits teachers to use short excerpts from copyright-protected works in their class lessons.
- While fair dealing provides teachers with opportunities to use copyright-protected materials in their lessons without needing to obtain permission from the copyright owner, teachers also have important responsibilities.
- Teachers need to know the limits to what can be copied and communicated in the classroom under fair dealing.
- Teachers' limits and responsibilities are described in the *Fair Dealing Guidelines*.
- Failure to know and respect the *Fair Dealing Guidelines* could result in a teacher, school, or school board being sued for copyright infringement.

Fair dealing Web site

- The Copyright Consortium of the Council of Ministers of Education, Canada has developed a Web site that features a fair dealing decision tool that enables teachers to quickly determine whether a specific use of a copyright-protected work is permitted without needing permission from the copyright owner. If the dealing is fair, copyright permission is not required. This Web site also provides essential information on the *Fair Dealing Guidelines* and other important copyright information.
- *SHOW WEB SITE* - www.FairDealingDecisionTool.ca
(Suggestion: Click through one example such as a teacher wanting to copy a single chapter from a book.)
- *ASK TEACHERS TO BOOKMARK THE WEB SITE – AND START USING IT.*

Fair dealing posters

- Following the *Fair Dealing Guidelines* is important. Teachers can copy and use materials which fall within the guidelines without permission from the copyright owner.
- Teachers should never reproduce "consumables," such as student workbooks and other materials intended to be used once.
- *SHOW 2 POSTERS – the Fair Dealing Guidelines and Consumables posters (electronic files attached.)*

- These posters are to be placed at copy machines around the school to reference the *Fair Dealing Guidelines* and as a reminder that copying consumables is prohibited. Both should be familiar to all teachers.

Conclusion

- *Why are we taking the time to talk about copyright today?* It is important for teachers to know what they can and cannot do under fair dealing. Teachers must know and respect the limits in the *Fair Dealing Guidelines*.
- If you have questions about whether an intended use of a copyright-protected work falls within the *Fair Dealing Guidelines*, connect with me. Likewise, if permission to use copyright-protected materials is required, contact me to complete the necessary permission request – before the materials are copied or communicated.



WARNING

DO NOT COPY CONSUMABLES

Consumables are materials intended for one-time use such as workbooks and exercise sheets in which a student records answers. These are materials created and intended for each student to have his or her own copy. Once a student completes the answers, these materials are of no use to another student.

Unless you have permission to copy a consumable, copying, scanning, or printing materials intended for one-time use is strictly prohibited.

Any copying from materials intended for one-time use without permission exposes the person making the copy, the teacher, the school, and the school board to liability for copyright infringement.

This prohibition does not apply to reproducibles. A reproducible is not intended for one-time use, but is sold or provided with the rights holder's authorization to reproduce it for educational use.

This prohibition does not apply if you have permission to copy a consumable or created the consumable yourself.



Fair Dealing



The fair dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.

The second test is that the dealing must be “fair.” In landmark decisions in 2004 and 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and postsecondary educational institutions.

These guidelines apply to fair dealing in non-profit K–12 schools and postsecondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

Guidelines

1. Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
2. Copying or communicating short excerpts from a copyright-protected work under these *Fair Dealing Guidelines* for the purpose of news reporting, criticism, or review should mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course
 - a) as a class handout;
 - b) as a posting to a learning or course-management system that is password protected or otherwise restricted to students of a school or postsecondary educational institution;
 - c) as part of a course pack.
4. A short excerpt means:
 - a) up to 10 per cent of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
 - b) one chapter from a book;
 - c) a single article from a periodical;
 - d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
 - e) an entire newspaper article or page;
 - f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
 - g) an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
5. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.
6. Copying or communicating that exceeds the limits in these *Fair Dealing Guidelines* may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

