



Minutes

Board of Trustees Meeting

30 Speers Road and Canad Inn Radisson Hotel

Winnipeg, Manitoba

October 18-20, 2023

(Available in alternate formats upon request)

**MINUTES
EXECUTIVE SUMMARY
OCTOBER 18-20, 2023
BOARD OF TRUSTEES MEETING**

TOPIC	PAGE	DISPOSITION
ACTION ITEMS		
Higher Care Trip Requests for Ratification		
i. Helen Betty Osborne Ininiw Education Resource Centre (8 Trips)	3	Ratified
ii. Brochet School	3	Ratified
iii. Berens River School	4	Ratified
iv. Cranberry Portage Elementary	4	Ratified
Higher Care Trip Requests for Approval		
i. San Antonio School	5	Approved
ii. Helen Betty Osborne Ininiw Education Resource Centre (3 Trips)	5	Approved
iii. Jack River School	6	Approved
iv. Grand Rapids School	6	Approved
Disbursements	6	Approved
Constitution and Terms of Reference: Norway House School Authority	7	Approved
COMMITTEE REPORTS	7	Information
Policy Review Committee - Refined Policy E.1.O – Personnel Files for implementation	7	Approved
CHAIRPERSON’S REPORT	8	Information
EDUCATION AND BOARD DEVELOPMENT	8	Information
ADMINISTRATION REPORTS		
Chief Superintendent	9	Information
Interim Secretary-Treasurer	10	Information
CONFERENCE/MEETING REPORTS	11	No reports
GENERAL DISCUSSION	11	No items
CORRESPONDENCE	11	Received
ADJOURNMENT	12	Approved



**MINUTES
BOARD OF TRUSTEES MEETING
FRONTIER SCHOOL DIVISION
30 SPEERS ROAD AND
CANAD INN RADISSON HOTEL
WINNIPEG, MANITOBA
OCTOBER 18-20, 2023**

Present:	Linda Ballantyne	Area 2
	Howard Sanderson	Area 2
	Marg Imrie	Area 3
	Tanya Friesen	Area 3
	Donna Calvert	Area 4
	Charlene Throop	Area 5
	Reg Klassen	Chief Superintendent
	Paul Critchley	Interim Secretary-Treasurer
	Debbie Laubmann	Assistant to Chief Superintendent
Present: (via Teams)	Marion Pearson	Area 4 (October 18)
	Mike Muswagon	Area 5 (October 18)
Absent:	Marg Imrie	Area 3 (October 18, a.m., Personal)
	Mike Muswagon	Area 5 (Personal, October 19-20)
	Hilbert Mosiondz	Area 1 (Work Commitment, October 18-20)
	Graeme Montgomery	Area 1 (Personal, October 18-20)
Guests:	Don McCaskill	Area 1 Superintendent
	Tyson Mac Gillivray	Area 3 Superintendent
	Darren Kinden	Area 4 Superintendent
	Candace Wilson	Area 5 Superintendent
	Thelma Nice	Assistant Superintendent, Academic Programs and Instruction
	April Krahn	Assistant Superintendent, Indigenous Way of Life
	Meghan Clements de Silva	Assistant Superintendent, Student Services and Wellness
	Jackie Connell	Assistant Superintendent, Senior Years and Career Studies
	Bradley Hampson	Assistant Superintendent, Technology
Absent:	Robert Chartrand	Area 2 Superintendent

CALL TO ORDER

Chairperson Ballantyne called the meeting to order at 9:10 a.m. on Wednesday, October 18, 2023.

1.00 APPROVAL OF AGENDA

Chairperson Ballantyne reviewed the draft meeting agenda for October 18-20, 2023. She noted additional items were included under Strategic Plan discussion in the Chief Superintendent report.

MOTION #184-2023: That the draft meeting agenda for October 18-20, 2023 be approved.

Sanderson
Calvert
Carried

2.00 APPROVAL OF MINUTES

Chairperson Ballantyne reviewed the draft September 21-22, 2023 regular meeting minutes. One typographical error was noted.

MOTION #185-2023: That the draft revised regular meeting minutes for September 21-22, 2023 be approved.

Calvert
Throop
Carried

3.00 IN-CAMERA

MOTION #186-2023: That the Board move into in-camera session.

Friesen
Calvert
Carried

The Board moved into in-camera session at 9:15 a.m. on Wednesday, October 18, 2023.

MOTION #187-2023: That the Board move out of in-camera session.

Sanderson
Calvert
Carried

The Board moved out of the in-camera session at 11:05 a.m. on Wednesday, October 18, 2023.

4.00 DELEGATION/GUEST(S)

5.00 ACTION ITEMS

a. Higher Care Trip Requests for Ratification

i. Helen Betty Osborne Ininiw Education Resource Centre Eight (8) Trips

Chairperson Ballantyne reviewed a request to ratify eight (8) higher care trips from Helen Betty Osborne Ininiw Education Resource Centre:

- Twelve (12) Grades 6-8 students to travel to Pine Creek (alternate location Pavillion) on September 11 to October 20, 2023 (day trips),
- Sixteen (16) Grades 9-11 students to travel to Paymisk Creek on September 26-27, 2023 (day trips),
- Twenty-four (24) Grades 10-12 students to travel to Sea Falls Cabin, Playgreen Lake, Molson Lake on September 29-October 3, 2023 (overnight trip),
- Ten (10) Grades 6-12 students to travel to Winnipeg on September 29-October 1, 2023 (overnight trip),
- Twenty (20) Grades 9-10 students to travel to Fishing Station on October 4-5, 2023 (day trips),
- Fifteen (15) Grades 6-8 students to travel to Black Water on October 5, 6, 11, 2023 (day trips),
- Fifteen (15) Grades 9-11 students to travel to Black Water (alternate location Sea Falls Pond) on October 6, 2023,
- Thirteen (13) Grades 10-12 students to travel to Byron Apetagon Cabin, Black Water on October 12-13, 2023 (overnight trip).

MOTION #188-2023: That the eight (8) identified higher care trip requests from Helen Betty Osborne Ininiw Education Resource Centre be ratified.

Calvert
Friesen
Carried

ii. Brochet School

Chairperson Ballantyne reviewed a request to ratify the Brochet School higher care trip request for ten (10) Grades 8-9 students to travel to Winnipeg on September 28-30, 2023.

MOTION #189-2023: That the Brochet School higher care trip request for ten (10) Grades 8-9 students to travel to Winnipeg on September 28-30, 2023 be ratified.

Calvert
Friesen
Carried

iii. **Berens River School**

Chairperson Ballantyne reviewed a request to ratify the Berens River School higher care trip request for twenty-four (24) Grades K-9 students to participate in land-based educational programming at the Jordan’s Principle Land-Based Camp (Berens River) on October 17 to November 23, 2023. Chairperson Ballantyne noted these are day-trips with identified student groups for each trip planned.

MOTION #190-2023: That the Berens River School higher care trip request for twenty-four (24) Grades K-9 students to participate in land-based educational programming on October 17 to November 23, 2023 be ratified.

Calvert
Friesen
Carried

iv. **Cranberry Portage Elementary**

Chairperson Ballantyne reviewed a request to ratify the Cranberry Portage Elementary School higher care trip request for sixty-four (64) Grades 3-8 students to travel to participate in land-based educational programming at the Engaged Learners site (Caribou Lodge, Cranberry Portage) on October 23, 2023 to June 30, 2024. Chairperson Ballantyne noted these are day-trips with identified student groups for each trip planned.

MOTION #191-2023: That the Cranberry Portage Elementary school higher care trip request for sixty-four (64) Grades 3-8 students to participate in land-based educational programming on October 23, 2023 to June 30, 2024 be ratified.

Calvert
Friesen
Carried

b. Higher Care Trip Requests for Approval

i. San Antonio School

Chairperson Ballantyne reviewed a request for four (4) Grades N-8 students to travel to Winnipeg on October 26-27, 2023.

MOTION #192-2023: That the San Antonio School higher care trip request for four (4) Grades N-8 students to travel to Winnipeg on October 26-27, 2023 be approved.

Imrie
Sanderson
Carried

ii. Helen Betty Osborne Ininiw Education Resource Centre (3 Trips)

Chairperson Ballantyne reviewed three (3) higher care trip requests from Helen Betty Osborne Ininiw Education Resource Centre:

- Fifteen (15) Grades 9, 11 students to travel to Paymisk Creek on October 28-29, 2023 (day trips),
- Ten (10) Grades 9, 11, 12 students to travel to Oak Hammock Marsh on November 1-3, 2023 (overnight trip),
- Fifteen (15) Grades 6-8 students to travel to West Island, Pine Creek on November 23, 2023 to December 22, 2023 (day trips).

MOTION #193-2023: That the following Helen Betty Osborne Ininiw Education Resource Centre higher care trip requests be approved:

- Fifteen (15) Grades 9, 11 students to travel to Paymisk Creek on October 28-29, 2023 (day trips),
- Ten (10) Grades 9, 11, 12 students to travel to Oak Hammock Marsh on November 1-3, 2023 (overnight trip),
- Fifteen (15) Grades 6-8 students to travel to West Island, Pine Creek on November 23, 2023 to December 22, 2023 (day trips).

Friesen
Throop
Carried

iii. **Jack River School**

Chairperson Ballantyne reviewed a request for fifteen (15) Grades 7-8 students to travel to West Island Bridge, Pine Creek on various dates (day trips November 21, 22, 2023; December 1, 2, 13, 14, 2023).

MOTION #194-2023: That the Jack River School higher care trip request for fifteen (15) Grades 7-8 students to travel to West Island Bridge, Pine Creek on various dates (November 21, 22, 2023; December 1, 2, 13, 14, 2023) be approved.

Throop
Sanderson
Carried

iv. **Grand Rapids School**

Chairperson Ballantyne reviewed the higher care trip request for four hundred fifty-nine (459) Grades K-12 students to travel to the Grand Rapids Culture Camp on various dates (November 2023 to June 2024, day trips). Chairperson Ballantyne noted the trip form included dates and class-groups identified for day-trips and overnight trips.

MOTION #195-2023: That the Grand Rapids School higher care trip request for four hundred fifty-nine (459) Grades K-12 students to travel to the Grand Rapids Culture Camp on various dates (November 2023 to June 2024, day trips) be approved.

Calvert
Imrie
Carried

c. **Disbursements**

Chairperson Ballantyne reviewed Disbursements for the month of September 2023.

MOTION #196-2023: That the September 2023 Disbursements of \$15,925,088.99 be approved.

Sanderson
Friesen
Carried

d. **Constitution and Terms of Reference: Norway House School Authority**

Chairperson Ballantyne reviewed draft edits to the Norway House School Authority Constitution and Terms of Reference.

MOTION #197-2023: That the draft Norway House School Authority Constitution and Terms of Reference document be approved.

Sanderson
Throop
Carried

6.00 COMMITTEE REPORTS

Chairperson Ballantyne shared that Trustee Muswagon will allow his name to stand for the Awards Panel Committee and the Special Leave Sub-Committee.

a. **Policy Review Committee**

As directed at the September 2023 Board meeting, Trustees were provided with recommended administrative edits to Policy E.1.O – Personnel Files.

MOTION #198-2023: That refined Policy E.1.O – Personnel Files be approved for implementation.

Friesen
Imrie
Carried

b. **Finance Committee**

Trustee Imrie was named as the Finance Committee representative for the Divisional Support Staff Liaison Committee.

Trustee Imrie was named as Chairperson for the Finance Committee, and a report of their October 18, 2023 meeting was provided to the Board.

c. **N.O.F.I. Board of Directors Meeting**

Trustee Friesen was named as Chairperson of the N.O.F.I. Board of Directors. A report of the October 18, 2023 meeting will be provided at the November 2023 Board meeting.

d. **Support Staff Liaison Committee**

No report.

e. **Employee Pension Committee**

No report.

f. **F.S.D./F.T.A. Liaison Committee**

A report of the September 29, 2023 meeting was tabled to the November 2023 Board meeting.

g. **Employee Benefits Committee**

No report.

h. **Collective Bargaining**

No report.

7.00 CHAIRPERSON'S REPORT

a. **Manitoba School Boards Association (MSBA)**

Discussion and direction to administration.

b. **Correspondence**

Chairperson Ballantyne reviewed correspondence from Chief Superintendent Klassen regarding his intent to retire effective July 31, 2024.

The Board reviewed a letter of concern from a Crane River parent. Direction to administration for response was provided.

c. **Special Leave**

This item was discussed in-camera.

8.00 EDUCATION AND BOARD DEVELOPMENT

a. **Board and Superintendent Group Meeting**
(Timed Item, Thursday, October 19 and Friday, October 20, 2023)

Chairperson Ballantyne welcomed members of the senior leadership team to the meeting. Discussion took place on the Division's Strategic Plans and focus for next three to five years, policies (Special Leave, Language Fluency) and recruitment and retention of staff.

9.00 ADMINISTRATION REPORTS

9.01 Chief Superintendent's Report

a. Strategic Plan

i. Reports Schedule

Information.

ii. Focus Area Discussion

Chief Superintendent Klassen provided an update on progress made through the Education Prosperity program with all schools and The Learning Bar. He also provided information on two Teacher Ideas' Fund initiatives.

iii. November 1 Professional Development – All Employees

Chief Superintendent Klassen provided an update on activities planned for this professional development activity.

b. Meetings and Travel

Information.

c. Attendance

Information.

d. Bravos

Bravos were conveyed to:

- Cranberry Portage Elementary Principal Johnston and the Twin Lakes Wilderness Mecca for winning the 2022-23 Physical Health Educators Stu Sieme Award. This award goes to a rural school or program with an exemplary outdoor education program,
- The Division's Science Team on receiving a grant from Canada Fisheries and Oceans to support science-based activities for Duke of Marlborough School students,
- Teachers Megan Cromarty (Helen Betty Osborne Ininiw Education Resource Centre) and Danielle Seymour (Black River Anishinabe School) for their recognition from the Physical and Health Educators of Manitoba. Megan received her award for the Norman East division and Danielle received it for Eastman division.

- e. **Enrollments**
Information.
- f. **Articles**
Information.
- g. **Correspondence**
Information.
- h. **Low Risk Trips**
Information.
- i. **Governance Support Officers**
This item was discussed in-camera.
- j. **2024 Annual School Committee Conference**
Discussion on plans for the 2024 Conference. Discussions to continue at future Board meetings.
- k. **Jack River School Fire Update**
Information.
- l. **Frontier Collegiate – Current and Future Programming**
Information.
- m. **30 Speers Road Lease Update**
Information.

9.02 Secretary-Treasurer’s Report

- a. **Finance**
 - i. **Outstanding Accounts**
Information.
- b. **Facilities**
Information.

c. **Transportation**

Information.

d. **D-Grants**

Information.

e. **Special Allocation F-Grants**

Information.

10.00 CONFERENCE/MEETING REPORTS

11.00 GENERAL DISCUSSION

12.00 CORRESPONDENCE

Incoming

- a. Memo from Morgan Whiteway, Director of Labour Relations and Janis Arnold, Director of Governance and Professional Development Services, Manitoba School Boards Association re Registration – October 2023 – Fundamentals of Collective Bargaining and Governance.
- b. Electronic correspondence from the Manitoba School Boards Association (MSBA) for September 20, 2023:
 - Memo from Andrea Kehler, Executive Assistant and Jennifer Esau, Administrative Assistant re Association Email Distribution (Group) Lists,
 - Equity and Racial Justice Project.
- c. Letter from Dale McKenzie, Crane River re Rorketon School.
- d. Electronic correspondence from the Manitoba School Boards Association for September 27, 2023:
 - Memo from Manitoba Schools Insurance and Darren Thomas, Risk Manager re Update – Student Accident Insurance and Provincial Health Coverage,
 - National Veterans’ Week Speakers Program from Vance White, Department of National Defence,
 - Localizing SDGs Project National Tour from Campaign 2000,
 - Snowman Fall Scholarship poster,
 - Memo from Winnipeg Model United Nations Assembly re Rotary’s Model United Nations Assembly (MUNA) May 2-4, 2024,
 - E-bulletin – September 27, 2023.
- e. Letter from Reg Klassen, Chief Superintendent re October 3, 2023 Election.
- f. Electronic correspondence from the Manitoba School Boards Association for October 4, 2023:

- Mamàhtawisiwin Symposium Save the Date from Helen Robinson-Settee, Director, Indigenous Inclusion Directorate, Manitoba Education and Early Childhood Learning,
- Press Release: CSBA Members and Federal Leaders Meet in Ottawa.
- g. Electronic correspondence from the Manitoba School Boards Association for October 11, 2023:
 - The Coalition for Healthy School Food – National School Food Policy and School Food Program – House of Commons Petition,
 - Memo from Janis Arnold, Director of Governance and Professional Development Services re November 23-24, 2023 Fall General and Regional Meetings,
 - Letter from Lisa Wolff, Director, Policy and Research, UNICEF Canada re National Child Day – November 20, 2023,
 - E-bulletin – October 11, 2023,
 - Letter from Darren Thomas, Risk Manager re Safe Grad Seminar.
- h. Letter from Chief Superintendent Reg Klassen re notice of retirement.

Outgoing

- a. Letter from Linda Ballantyne, Chairperson to Wab Kinew, Premier-Designate, Province of Manitoba re Congratulations.
- b. Letter from Linda Ballantyne, Chairperson to Sandy Nemeth, Manitoba School Boards Association President re MSBA Strategic Plan feedback and invitation to meet.

MOTION #199-2023: That the correspondence be received.

Calvert
Imrie
Carried

13.00 ADJOURNMENT

MOTION #200-2023: That the meeting be adjourned.

Pearson
Carried

The meeting adjourned at 12:10 p.m. on Friday, October 20, 2023.