



FRONTIER
SCHOOL DIVISION
Excellence and Experience in Education

FRONTIER SCHOOL DIVISION

BOARD ACTIVITY REPORT 2017-2018





**HOWARD
SANDERSON**

**DARLENE
OSBORNE**

**HILBERT
MOSIONDZ**

**TANYA
FRIESEN**

**GRAEME
MONTGOMERY**

**LINDA
BALLANTYNE**

**MARION
PEARSON**

**KATHLEEN
ETTAWACAPPO**

**DONNA
CALVERT**

MARG IMRIE

INTRODUCTION

If I had to try and sum up what the Frontier School Division Board of Trustees does in just two words, those words would be action and accountability.

The Board is elected by the community to represent the best interests of the Division, from students to staff to taxpayers. To do that, Board members meet regularly to listen, report, review, discuss and approve a whole array of items pertaining to every aspect of education in the Division. Everything from school trips to approving budgets to revising policy, the Board works behind the scenes, working to ensure that education in Frontier School Division is progressive and held to the highest standard possible.

The role goes even beyond the Division. In addition to considering each individual school, the Board also has to take into account legislation from the Provincial government and how that impacts policies and practices.

It's a challenge to align all the different moving parts, but Trustees of Frontier School Division do so diligently because they are passionate about education. They take their responsibility to each and every individual in Frontier School Division to heart and encourage communication with the community.

In this report, you will get a glimpse of the activities the Board of Trustees is involved with and the progress that was made in the last year. We've tried to keep the report concise and easy to read. We hope that it reflects the dedication we as Trustees feel and the commitment we've made to serve Frontier School Division. And we hope that if you ever have a concern or a question, that you share it with us.

Because we are accountable to you. And because what you say helps guide us as we put plans into action.

Linda Ballantyne, Chairperson
Frontier School Division Board of Trustees

ACCOUNTABILITY TO PROVINCIAL GOVERNMENT

The Board of Trustees are elected officials and, as such, have very specific responsibilities under *The Public Schools Act* of Manitoba. There are statutory requirements around implementing the provincial and educational standards and policies set out by the provincial government. This is what helps to ensure the high standard quality of the education students receive.

Some actions occur annually. Others are incorporated as legislation changes. The Board is responsible for staying up to date on all changes and ensuring that they are incorporated while maintaining the Division's larger strategic plan.

This past year, accomplishments in this area include:

- Approval of the school year calendar for 2017-18
- Approval of the Board of Trustees meeting calendar for 2017-18
- Review and revision of the draft Board Activity Report March 2016-February 2017 for future distribution
- Approval of the Division budget for 2017-18 (see *Fiscal*)
- Approval of the Five-Year Capital Plan (see *Fiscal*)
- Acclamation of Trustee Linda Ballantyne as Chairperson and Trustee Marion Pearson as Vice Chairperson
- Conformation of the following Board committees:
 - o **Finance** – Trustees Imrie, Mosiondz and the Board Chairperson, Trustee Calvert (named in absentia)
 - o **Policy Review** – Trustees Montgomery, Pearson, Osborne, and the Board Chairperson
 - o **Employee Pension Committee** – Trustees Sanderson, Pearson, and Imrie
 - o **Employee Benefits Committee** – Trustee Friesen
 - o **Frontier Collegiate Institute Committee** – Trustee Pearson
 - o **Nikanihk Ohci Foundation, Inc. Board of Directors** – Area 1 Trustee Mosiondz, Area 2 Trustee Sanderson, Area 3 Trustee Friesen, Area 4 Trustee Calvert (named in absentia), and Area 5 Trustee Ettawacappo
 - o **Awards Panel** – Trustee Friesen
 - o **Support Staff liaison Committee** – Trustee Montgomery (from Policy Review) and Trustee Imrie (from Finance)
- Viewing of a presentation on the Accessibility Plan for Frontier School Division, including an explanation of the requirements of *The Accessibility for Manitobans Act* for public institutions and aspects required by legislation for provincial compliance in 2023. (*The Board fulfilled its legislative requirements on "Accessible Customer Service" by participating in three training videos on customer service.*)
- Approval of the mill rate for calculation of 2018 special levy (see *Fiscal*)
- Approval of a recommendation from the Senior Elections Official to not hold Fall By-Elections in Division communities for the 2017-18 year
- Approval of a recommendation from their Finance Committee to appoint the auditing firm Deloitte as Division Auditor for 2017/18. (*As outlined in The Public Schools Act, the Minister of Education and Training will be notified of this appointment.*)
- A review of the "By-Laws, Procedures and Protocols for Board of Trustees, Frontier School Division" handbook

ACCOUNTABILITY TO THE COMMUNITY

The past year marked a significant milestone for Frontier School Division: our 40th anniversary. At the 40th School Committee Conference, the Board of Trustees was pleased to unveil a new logo and positioning statement:

Excellence and Experience in Education

The brand and positioning capture the history and spirit of the Division, with colours that reflect the culture, positivity and brightness of the community. Accompanying this unveiling is a renewed presence on both Facebook and Twitter, connecting the community and the Division even more strongly.

Just as the new brand and positioning statement reflect the spirit of the Division, the decisions made by the Board of Trustees have to reflect the values and interests of the community that elected us. Included among the accomplishments in this area over the past year are:

- Ratification and approval of outdoor wilderness/cultural activity trips from:
 - o Grand Rapids School
 - o Helen Betty Osborne Ininiw Education Resource Centre
 - o Frontier Collegiate Institute Residence
 - o Jack River School
 - o Frontier Collegiate Institute
 - o San Antonio School
 - o Wanipigow School
 - o Joseph H. Kerr School
 - o Frontier Mosakahiken School
 - o Minegoziibe Anishinabe School
 - o Falcon Beach School
- Approval of educational trips including:
 - o Cormorant Lake School trip to Edmonton, Alberta
 - o Falcon Beach School trip to Regina, Saskatchewan Falcon Beach School educational trip
 - o Rorketon School trip to Regina, Saskatchewan
 - o Area 4 Schools to Churchill
 - o Duke of Marlborough School trip to Cypress Hills Interprovincial Park, Alberta
 - o Helen Betty Osborne Ininiw Education Resource Centre trip to Banff, Alberta
 - o Mel Johnson School trip to Toronto, Ontario
 - o Grand Rapids School trip to Alaska
 - o Peonan Point School trip to Drumheller, Alberta
 - o Rorketon School trip to Vancouver, British Columbia
- Approval for both Waterhen and Minegoziibe Anishinabe Schools to travel within Canada
- Approval of “*Encounters With Canada*” trips for Helen Betty Osborne Ininiw Education Resource Centre, Mel Johnson, and Minegoziibe Anishinabe Schools
- Blanket approval for sports activities from Frontier Collegiate Institute, including specific trips to Norquay and Prince Albert for sports competitions.
- Approval of a request from Leaf Rapids Education Centre to hold safe grad activities

- Receipt of an executive summary of the 2017 Frontier Games. The Board directed Administration to ensure rules, regulations and supports for small schools regarding the Games be reviewed and changed where necessary to accommodate all students
- Approval of a request from the Gypsumville School Committee to hold religious exercises (*It is important to note that the school fulfilled the requirements of The Public Schools Act, including providing signed petitions by the majority of parents*)
- A select Trustees and staff visit to Berens River School
- A select Trustees and staff members visit to Stevenson Island School
- Receipt of a report from Board Vice-Chairperson on her attendance at the 22nd Annual National Congress on Rural Education
- Receipt of a report on “Education for Action” conference
- Discussion of a request from the Manitoba School Boards Association to participate in their promotional video campaign, “Getting Our Message Out”
- Confirmation of this year’s conference theme “*Flourishing School Communities,*” as well as:
 - o topics and presentations
 - o events for the conference agenda (including the unveiling of the new Division logo)
 - o approval of the conference logo
 - o Writing of the state of the address to conference delegates
- Reviewing of comments from the August Gathering and New Teacher Orientation
- Reviewing of plans to host the Manitoba School Boards Association Region 4 meetings in Flin Flon and Cranberry Portage
- Viewing of a presentation on Area 2 schools by Area Superintendent Chartrand
- Ongoing discussion of Mathematics programming
- Discussion of Division policy around student trips and cell phone use
- Discussion of processes and plans for an evaluation of the Chief Superintendent
- Review of a request from the Camperville Community Council and a request from the Manitoba Association of Parent Councils with direction provided to administration for response to both requests
- Review of comments arising from the October Board/Superintendent meeting and discussions on next steps
- Presentations by staff on the Fine Arts programs and the Science programs
- Receipt and discussion of committee reports from the Support Staff Liaison Committee, Employee Pension Committee, Area Advisory Committee meeting reports from Areas 1-4 as well as the F.C.I. School Committee meeting report
- Discussion regarding Duke of Marlborough School in terms of rail line issues
- Discussion regarding the 2018 Manitoba School Boards Association Annual Convention and direction to administration regarding nominations for trustee and student awards, and donation requests



POLICY

One of the most important duties of the Board is to review, revise and confirm policies that guide that actions of all staff throughout the Division.

Board accomplishments related to policy over the past year included:

- Approval for implementation of:
 - F.1.A - Instructional Programs
 - F.1.C - High School Programs
 - F.1.E - Grade Extensions to High Schools
 - F.1.G - School Curricula
 - F.1.1 - Alternative High School Credit Options
 - F.1.J - Independent Study Program/Distributed Learning (Policy and Regulation)
 - E.3.O - Domestic Violence Leave (policy and regulation)
 - E.3.P - Leave Related to Critical Illness of Child (policy and regulation)
 - F.1.G.A - Language Instruction (Policy)
 - F.1.D - Home Placement Program (Policy and Regulation)
 - F.1.F - Adult Education (Policy)
 - F.1.H - Locally Developed High School Curricula (Policy and Regulation)
 - F.1.L-R - Use of Information and Communication Technology (ICT) - Students (Regulation)
 - New Policy C.2.J - Accessibility (Policy and Regulation)
 - E.1.B - Recruitment of Personnel (Policy and Regulation)
 - E.5.D - Progressive Discipline - Support Staff (Policy and Regulation)
 - F.1.B - Appropriate Educational Programming (Policy and Regulation)
- Approval of policies for comment:
 - E.1.B - Recruitment of Personnel (policy and regulation)
 - F.1.A - Instructional Program
 - F.1.G - School Curricula
 - F.1.G.A - Language Instruction
 - E.1.B - Recruitment of Personnel
 - E.5.D - Progressive Discipline - Support Staff
 - F.1.B - Appropriate Educational Programming
- Approval of Revisions to:
 - Regulation E.3.N-R - Special Leave - Teaching-Staff
 - Exhibit E.3.N-EX1 - Special Leave Application Form
- Discussion of Policy E.3.N - Special Leave - Teaching Staff; reviewed with direction provided to the Chief Superintendent
- Approval of recommended revisions to the Support Staff Liaison Committee Handbook
- Approval of recommended revisions to the Area 3 Advisory Committee Constitution and Terms of Reference
- Receipt of report from the Finance Committee
- Receipt of reports from trustees on February 2017 Area Advisory Committee meetings
- Approval of refinements to the template document for the Area Advisory Committee Constitution and Terms of Reference
- Approval of refinements to the Area 4 Advisory Committee Constitution and Terms of Reference document
- Sharing of a report on the October 21 Manitoba School Boards Association Region 4 meeting by the Board Chairperson and Vice-Chairperson
- Trustees Pearson and Montgomery, and Alternate Trustee Imrie were named to the Special Leave subcommittee and the Sabbatical Leave sub-committee. The role of these committees is outlined in Policy E.3.N – Special Leave – Teaching Staff and Collective Agreement Article 38 - Sabbatical Leave.
- The Board approved seventeen (17) applications for Special Leave for 2018/19. The Board denied one (1) request for Sabbatical Leave.

FISCAL ACCOUNTABILITY

The Board of Trustees is responsible for ensuring the public funds allocated to the Division are used effectively and appropriately. Every decision made around finances is made to support education and to keep Division schools operating at their best.

The 2017-18 budget approved by the Board is based on the strategic plan, “*Our Children, Our Success, Our Future*” (see *Strategic Planning*). Key components of this budget include:

- Continued emphasis on enhancing English Language Arts, Mathematics, Cultural and language programs
- Internet connectivity
- Divisional Public Relations

The budget is, of course, just one aspect of the Board’s fiscal responsibilities. Other major accomplishments in this area from the past year include:

- Approval of the Five-Year Capital Plan
- Approval of the audited financial statements for the year ended June 30, 2017 as presented by Deloitte
- Approval of plan text amendments as presented by their Employee Pension Committee.
- Approval of recommendations from the Employee Pension Committee regarding “The Retirement Plan for Employees of The Frontier School Division” to amend Section 3.1 (2) of the Plan
- Approval of a Reserve Fund, based upon requirements of *The Public Schools Act*; this Reserve Fund will assist with the needs for teacher housing (teacherages) in the Division.
- Approval of a mill rate of 12.865 mills to be used for the calculation of the 2018 Special Levy; the Board was pleased to note that this reduction in levy amounts to a five percent decrease from prior years
- Receipt of reports from the following committees:
 - o Finance
 - o Support Staff Liaison
 - o Employee Pension
 - o Divisional P.E.N.T.
 - o Policy Review
 - o Employee Benefits
 - o F.S.D./F.T.A. Liaison committees
- Receipt of a report from the N.O.F.I. Board of Directors
- Receipt of reports from Trustees on Area Advisory Committee meetings
- Approval of a minor revision to the Employee Benefits Committee Terms of Reference



STRATEGIC PLANNING

“Our Children, Our Success, Our Future” is the name of the strategic plan for the Frontier School Division.

This plan is a guidebook that defines progress on numerous initiatives and educational strategies years ahead.

As such, the strategic plan is also a living document, which the Board reviews and updates to ensure that it continually incorporates best practices and innovations in education.

This past year, Board accomplishments related to strategic planning included:

- Participation in a joint meeting with the Superintendent group about the strategic plan
- A visual presentation from pmh Insights, a company online software and strategies to track, monitor and report upon strategic planning. The Board has contracted pmh Insights to support strategic planning throughout the Division, ensuring all schools are aligned with the larger Division strategy.
- Approval of refinements to the academic, way of life, and wellness focus goals of the strategic plan
- Ongoing discussion around the three focus goals of literacy and numeracy; way of life, and well-being
- Measured Division programs and initiatives relative to impact on student learning and in relation to costs for programming
- Discussion of methods of supports for students and schools at monthly meetings
- Discussion of philosophy on “retention” as it relates to Policy F.3.F. - Promotion, Placement and Retention of Students; this conversation continues at Board table and Policy Review Committee meetings
- Discussion of leadership and communication relative to their commitment for excellence
- Confirmation of the topic *“Finding Your Why”* based on a Simon Sinek book for an April 2018 Joint meeting and discussions with the Superintendent group
- Discussion of the “TeacherMatch” online tool to support recruitment
- Contracted Changemakers to support the Division’s communications strategies, including the development of the new logo and positioning statement which was unveiled as part of the *“Conference Opening and Celebrations of Achievements”*
- Receipt of a report from the Policy Review, Finance, and F.S.D./F.T.A. Liaison committees, and N.O.F.I. Board of Directors
- Discussion of a report from the Area 4 Superintendent focusing upon the strategic goals, strengths and challenges in Area 4
- Reviewing of comments from the 39th Annual School Committee Conference
- Receipt of a report February 2017 Area Advisory Committee meeting from Area 3 trustees
- Discussion of a request from the Manitoba Association of Parent Councils



BOARD AND SUPERINTENDENT GROUP JOINT MEETING

Sharing of information is one way to inspire ideas and innovation around education. With that in mind, the Board held an interactive day and a half session with Division senior administration at Hecla Island. Mr. Paul Cuthbert from Cuthbert Consulting facilitated the sessions focusing on organizational culture with discussions centering on what kind of culture do we have, do we want, and how to do we get there. A report on the meeting is being prepared.

COLLECTIVE BARGAINING

The Board received notification to open bargaining with the United Steelworkers unions (Area 4, Lynn Lake, Leaf Rapids, Cross Lake, Norway House), and received notification of a negotiations package from the Support Staff Liaison Committee.

DAUPHIN RIVER FIRST NATION EDUCATION AGREEMENT

The Board was pleased to meet with the Dauphin River First Nation Chief and Council to sign a new Education Agreement between the Division and Dauphin First River Nation.

AWARDS AND RECOGNITION

- The Board approved the recommendations of their Awards Panel for the 2018 Outstanding Contribution Award - School Committee Members, and the 2018 Frontier Achievement Award. Award recipients were notified by the Board Chairperson and the Chief Superintendent and presented at the 40th Annual School Committee Conference in February 2018 in Winnipeg.
- The Board is pleased to announce Elinor Clark as the recipient of the 2017 Outstanding Employee Contribution Award. Elinor dedicated countless hours to her school and community and is known for always going above and beyond her expected duties. Elinor retired from her teaching career on June 30, 2017 and her caring personality and sense of humour will be missed by all of Brochet School and the entire Frontier family.
- The Board presented service awards to eight staff members and held an appreciation lunch with staff in the Winnipeg office.

SUMMARY

Your Board of Trustees has been very busy and productive throughout the past year.

With a new look and positioning statement we continue to represent the community, our values and goals to the Division's strategic initiatives.

Our work is driven by our positioning statement "Excellence and Experience in Education," it's what we promise and what we continue to strive for.

The Board welcomes feedback and questions about this report.

Thank you.



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