

## AGENDA

### THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PORTAGE LA PRAIRIE SCHOOL DIVISION TO BE HELD FEBRUARY 25, 2025, AT 5:30 PM

#### CALL TO ORDER:

#### ROLL CALL:

Hélène Hoggarth (Chair)	Tracey Asham (Vice Chair)	Shauna-Lei Leslie
Darren MacDonald	Rhonda McCutcheon	Dan Otsuji
Don Smoke	Penny Verwey	Gregg Waldvogel
Pam Garnham	Rochelle Rands	Jonathan Hyman

#### REMOTE:

#### REGRETS:

#### COMMITTEE OF THE WHOLE

##### 02:22:25 Motion:

That the Board resolves into committee of the whole, in camera.

Moved

Seconded

Carried

##### 02:23:25 Motion:

That the Board rises and reports/without reporting.

Moved

Seconded

Carried

#### COFFEE BREAK

#### A. AGENDA:

##### 02:24:25 Motion:

That the agenda for the meeting of February 25, 2025 be approved.

Moved

Seconded

Carried

02:25:25 Motion:

That the minutes of the Regular Board Meeting of February 11, 2025 be approved.

Moved

Seconded

Carried

02:26:25 Motion:

That the minutes of the Special Board Meeting of February 18, 2025 be approved.

Moved

Seconded

Carried

**B. MOTIONS:**

02:27:25 Motion

That the resignation of Cara Tully, Teacher, be approved effective June 27, 2025.

Moved

Seconded

Carried

02:28:25 Motion

That the resignation of Kylie Sabourin, Teacher, be approved effective June 27, 2025.

Moved

Seconded

Carried

02:29:25 Motion

That Patricia Lawrence, Teacher, be permitted to reduce her employment to .85 FTE for the period of October 1, 2025 to May 31, 2026.

Moved

Seconded

Carried

02:30:25 Motion

That Megan Sloik, Teacher, be permitted to reduce her employment to .75 FTE for the period of September 2, 2025 to June 30, 2026.

Moved

Seconded

Carried

02:31:25 Motion

That Sandra Shaw-Lyons, Teacher, be permitted to reduce her employment to .90 FTE for the period of September 2, 2025 to June 30, 2026.

Moved

Seconded

Carried

02:32:25 Motion

That the retirement of Rhonda Hannah, Teacher, be approved effective June 27, 2025.

Moved

Seconded

Carried

02:33:25 Motion

That the following teacher be employed on a Teacher General Contract:

Craig Fournier

100%

September 2, 2025

Moved

Seconded

Carried

02:34:25 Motion

That By-law 2025-001 a by-law of the Portage la Prairie School Division for the purpose of setting out Rules of Procedure to govern the Board of Trustees, attached as a copy hereto, be given second and third reading and passed.

Moved

Seconded

Carried

02:35:25 Motion

That By-law 2025-002, a by-law of the Portage la Prairie School Division, for the purpose of setting out Board Member Compensation and Expense Reimbursement, attached as a copy hereto, be given second and third reading and passed.

Moved

Seconded

Carried

02:36:25 Motion

That the Board adopt a new policy entitled "Diversity, Equity and Inclusion", designate it as policy #14, and renumber existing policies #14 through #17 as #15 through #18 respectively.

Moved

Seconded

Carried

02:37:25 Motion

That the following accounts be approved:

January 2025	Accounts Payable	\$ 2,512,662.21
January 2025	Net Payroll	<u>\$ 2,057,570.93</u>
	<b>TOTAL:</b>	<b><u>\$ 4,570,233.14</u></b>

Moved

Seconded

Carried

**C. TRUSTEE MEETINGS OF INTEREST:**

**D. SUPERINTENDENT'S DEPARTMENT REPORT:**

**RR**

1. Professional Development Day - Friday, February 28, 2024
2. Reminder of Kindergarten Registration

**PG**

1. Public Budget Meeting PCI West Gym 7:00 - March 5, 2025

**E. OTHER BUSINESS**

**F. INFORMATION ITEMS:**

Emailed Copies:

- E-News - February 19, 2025
- MSBA Executive Highlights - February 10, 2025

**G. UPCOMING MEETINGS:**

- March 11, 2025
- March 25, 2025
- April 8, 2025
- April 22, 2025
- May 13, 2025
- May 27, 2025
- June 10, 2025
- June 24, 2025

**H. DELEGATIONS/PRESENTATIONS**

No Delegation

**I. NEWS MEDIA QUESTIONS:**

**J. COMMITTEE OF THE WHOLE:**

02:38:25 Motion:

That the Board resolves into committee of the whole, in camera.

Moved

Seconded

Carried

02:39:25 Motion:

That the Board rises and reports/without reporting.

Moved

Seconded

Carried

02:40:25 Motion:

That the 10:00 P.M. rule be suspended.

Moved

Seconded

Carried

**K. ADJOURNMENT:**

The Chairperson adjourned the meeting at      p.m.

\* \* \* \* \*

## **By-Law 2025-001**

### **RULES OF PROCEDURE**

BEING A BY-LAW to regulate the proceedings of the Board of Trustees of the Portage la Prairie School Division and the committees thereof.

WHEREAS Section 33(1) of *The Public Schools Act* (PSA) provides that every school board shall pass a by-law establishing Rules of Procedure for the guidance of the board in the conduct of its meetings.

WHEREAS the Board Operating Procedure – “Public Participation and Delegations at Board Meetings” outlines participation rules.

NOW THEREFORE be it hereby enacted as a By-Law of the Board of Trustees of the Portage la Prairie School Division, that unless they shall at any time be contrary to the overriding provisions of *The Public Schools Act*, the following Rules of Procedure shall regulate the operation of the Board.

#### Parliamentary Authority and Rules of Order

A Board meeting will be carried out procedurally in an informal atmosphere to the degree that order is preserved and the business before the Board is being dealt with in an efficient manner. When deemed necessary by the Chair to further formalize proceedings of the meeting, *Robert's Rules of Order* will be used.

*Robert's Rules of Order* is recognized as the Portage la Prairie School Board's parliamentary authority. Any questions on meeting procedure, that are not first addressed in law or the board's Rules of Procedure by-law, will defer to *Robert's Rules of Order*. Whereas these are silent, a vote will decide the course of action.

#### Board Organizational / First Meeting

The first meeting of the school board following the general election of trustees shall take place within 14 days after the election on a day and at an hour to be fixed by the Secretary-Treasurer who shall notify each Trustee of the date, time and place of the meeting (Ref. PSA 29(1)).

A Trustee's term shall commence 14 days after the fourth Wednesday in October of an election year (Ref. PSA 25(5)) and upon taking of the oath of office. A person elected Trustee shall, before assuming the duties of the office, make an affidavit of qualification and take the oath of office in Form 1 of Schedule “D” of the PSA. This oath must be witnessed by the Portage la Prairie School Division's Secretary-Treasurer or a notary public of the province of Manitoba only. New trustees cannot participate in meetings until the oath is taken.

During non-election years the annual inaugural meeting and election of officers shall be held on the second Thursday in September at 8:00 P.M. in the Board Room. Among the Trustees present, the Secretary-Treasurer must conduct an election of a Chairperson and a Vice-Chairperson of the Board (Ref. PSA 29).

Legal signing authority for the Division will be authorized by Board motion at the inaugural meeting and annually thereafter at the first meeting of the Board each September.

## MEETINGS

### Regular Meeting

After the inaugural meeting of the Board of Trustees, the board shall hold a regular meeting on the fourth Tuesday of each month from September to June. Meetings shall be held in the Board Room unless a board motion alters this schedule and location. They shall start at 7:00 p.m. In December and March, the meeting may be held on the second Tuesday of those months due to conflicts with winter and spring break.

The Board shall not remain in session later than 10:00 P.M. unless otherwise determined by a two-thirds vote of the members present. Any changes in date, time or location of regular and special meetings will be done so by board resolution and communicated to the public.

Corporate acts must be passed by resolution at a school board meeting (Ref. PSA 35).

### Special and Emergency Meetings

(Ref. PSA 30 (1) and (2)) The board may hold a regular or special meeting to deal with an emergency situation if all the trustees consent thereto and are present thereat. An emergency meeting shall be deemed a special meeting and follow Rules of Procedure for regular meetings.

A special meeting whether an emergency meeting or not, may be required due to urgency, for example a deadline to approve the budget, a crisis situation or contract negotiations, otherwise all business will be held over until the next regular meeting

Special meetings of the Board may be convened by the Chairperson or upon the written request of at least three Trustees, by giving before the day of meeting 24 hours' notice of such meeting to all Trustees. Such notice may be verbal, or by telephone direct to the Trustees, mailed or emailed to their addresses on file. Each special meeting will address at the most, two issues and shall give notice of the subject(s) to be considered at the meeting. At a special meeting no subjects or matters other than those mentioned in the notice calling the meeting shall be considered, except by the unanimous vote of all Trustees.

## Electronic Meetings

Virtual Attendance: Adhere to expectations for conduct, attire, and engagement in virtual board meetings the same as in-person meetings. Utilize participation strategies including leaving the camera on throughout the meeting (if bandwidth permits) and actively participating in discussion. Trustees must ensure that the environment they are joining from is suitable for confidentiality and upholds the decorum of the board.

Electronic meetings will adhere to the rules in the PSA, 39.7.1. and the accompanying Regulation 201/2004. Despite allowance for electronic meetings, the board shall observe the physical presence of those required in Regulation 201/2004 point 5.

A trustee participating in an in-camera portion of a meeting must ensure that they are in a private space with no other persons present.

If technical difficulties arise during a Trustee's electronic participation in a meeting, the Board will allow a maximum of ten (10) minutes to resolve the issue. If the problem is not resolved within ten (10) minutes, the meeting will continue and the absence will be noted.

## In-camera Meetings

There is no requirement that each meeting include an in-camera session. Meetings of Committee-of-the-Whole may be held in-camera (Ref. PSA 30(4)). Therefore, to move in-camera, a motion is required and a seconder to move into committee and in-camera from a regular or special meeting.

There will be a separate motion to move out of an in-camera committee meeting and to adjourn the regular or special meeting.

No written minutes shall be taken during an in-camera meeting. However, any resolutions, directions to administration or calls for the board and/or committees to take action arising from in-camera meetings shall be approved and recorded in the minutes of a regular or special meeting, open to the public. Any subsequent resolutions or reference to any in-camera deliberations outside the meeting shall contain no confidential information.

In the spirit of transparency, the board will endeavour to use the privilege of in-camera meetings only when determined there is a need and not as an assumed practice or for personal advantage. Without limiting the discretion of the Board to discuss any matter in the Committee-of-the-Whole, the following comprise a list of items which may typically be discussed at in-camera sessions of the Committee-of-the-Whole:

- Budget deliberation
- Negotiations of collective agreements or personal service contracts
- Confidential matters relating to staff or students
- Purchase or sale of property
- Litigation brought by or against the Division

- Legal opinions respecting the liability of the Board
- Security and discipline
- Any other matter for which the statutes and regulations require a closed session

### Trustee Meeting Attendance

Each member of the Board shall notify the Secretary-Treasurer in writing of their contact information for receipt of notices or communications. Until the Secretary-Treasurer receives an update in writing, any information delivered to the trustee shall be deemed sufficiently given. (Ref. PSA 30(2)).

If a trustee must be absent for all or part of a meeting, they must advise the Chair and the Secretary-Treasurer, or their designates, before the meeting is called to order.

Every trustee must be physically present at a regular meeting at least once every three months (Ref. PSA 39.7.1(2)). A person is disqualified from remaining as a trustee of the Board if that person absents themselves, without being authorized by a resolution of the Board to do so, from three consecutive regular meetings of the Board (Ref. PSA 39.8(c)). With said disqualification, no resolution is required, and the board is compelled to make a declaration of a vacant seat, recorded in the minutes. A by-election will be called upon declaration of a vacancy.

### TRUSTEE RESIGNATIONS

From the Board – the Trustee will inform the Board Chair and the Superintendent. The resignation is effective immediately and may not be rescinded. The announcement of a by-election shall accompany the public announcement of the resignation. The Division will notify the Minister of Education of the resignation and plans for a by-election.

From a Board Committee – the Trustee shall provide two weeks written notice to the Committee, the Board Chair and the Superintendent. Exceptions may be accepted in case of emergency or unforeseen circumstances. A replacement will be selected at the next public Board meeting.

From Position of Board Chair or Vice-Chair – the Trustee shall notify the full Board and the Superintendent. Nominations and elections for the vacant position will take place at a board meeting using the process as per the annual Organizational Board meeting.

## AGENDAS

### Regular Agenda Preparation and Dissemination

The Secretary-Treasurer or designate shall prepare all agendas for meetings of the Board. In doing so, the Secretary-Treasurer shall consult the Chairperson.

Trustees wishing to submit an agenda item shall do so through the Chairperson. The Chairperson shall consider inclusion on the agenda based on relevancy to board work, board jurisdiction and/or authority (Ref. Policy #11 – Decision-Making Matrix) and whether a decision on the same or similar issue has recently been rendered. The reintroduction of an issue previously discussed will be considered by the Chairperson if there is new information or if the environment has changed. If the Chairperson does not include an agenda item after consideration of the above, the Trustee may, at a subsequent meeting, appeal the Chairperson's decision and call for a vote to include the item.

Items of business may be suggested for inclusion on the agenda by a staff member, student, or citizen of the Division. Items suggested shall be submitted in writing and subject to the same considerations noted above. All items for inclusion in the agenda shall be in the hands of the Secretary-Treasurer prior to the deadline for setting the agenda. This procedure for agenda items applies equally to delegations or oral presentations to the Board.

Decisions of the board will not be revisited for 6 months unless there is new information or the environment has changed.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board votes to consider them. The Board, however, may not revise Board policies or adopt new ones unless such action has been scheduled and follows the guidelines for policy development and amendment.

The deadline for items shall be the Tuesday at 4:00 p.m. of the week prior to the Board meeting. The preliminary agenda, with supporting documentation, shall be distributed to Board members on the Friday prior to each meeting. A copy of the agenda will be sent in advance to members of the media who request it. Additionally, all reports approved by the Board shall be considered matters of official record and shall be released only upon the Board's authority as "tentative reports".

Trustees wishing to add an agenda item during the meeting may do so by resolution supported by 2/3's of the Trustees present. The item will be dealt with under "Other Business". Items added should be considered urgent, otherwise, the initial motion will serve as notice for discussion at the next regular meeting.

## COMMITTEES

In order to facilitate effective operation, the Board has adopted a committee system. In addition to Ad-Hoc committees, there shall be three Working Committees of the Board that will meet on an as-needed basis and will report back to the committee of the whole. The committees are as follows:

- a) Education and Community Relations
- b) Finance and Facilities
- c) Personnel and Policy

The committee system is intended to operate similarly to departments of government. Each committee shall be responsible for the policies, budget, and personnel falling within its jurisdiction. Committees shall make all recommendations associated with these responsibilities directly to the Board of Trustees. Specific areas of responsibility and operating rules are contained within the Board Operating Procedure entitled "Committees".

### Committee-of-the-Whole

- The number of trustees on any committee should be less than a quorum of the Board, except for Committee-of-the-Whole.
- By a majority vote of trustees present, the Board may resolve itself into Committee-of-the-Whole for the purpose of discussing committee reports or any other motion or matter before the Board.
- The Rules of Procedure of the Board in Committee-of-the-Whole shall be more flexible unless the Chair chooses to observe them to the fullest.
- No decisions of the Board shall be made while in Committee-of-the-Whole and no minutes shall be recorded other than a record in the minutes of the regular meeting of the topic discussed while in Committee-of-the-Whole.

## BOARD MEETING PROCEDURES AND RULES OF ORDER

The Chairperson shall preside at the meetings of the school board and may vote with the other members on all questions (Ref. PSA, 31).

A Board meeting should be carried on procedurally in an informal atmosphere to the degree that order is preserved and business of the Board is being dealt with in an efficient manner.

When deemed necessary by the Chairperson to formalize the controls of the meeting, this by-law and *Robert's Rules of Order* will be used.

- Each and every member of the Board has equal rights.
- School Board meetings are open meetings except for personnel matters or whenever "in-camera" sessions are occurring.
- The Chairperson shall call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present.
- If a quorum is present, but the Chairperson is absent, the Vice-Chairperson will call the meeting to order. (See Quorum)
- The first person recognized by the Chairperson as desiring to speak has the right to the floor.
- Trustees, prior to speaking, shall address the Chair and shall confine comments to the question under debate. When two or more Trustees speak at once, the Chairperson shall name the member who is to speak first.
- No Trustee shall be interrupted while speaking, unless they are out of order, or on a point of privilege or for clarification.
- During a presentation by a delegation, Trustees will not express or imply through actions, personal opinions, and will only ask questions for clarification.
- Exceptions to Rules of Procedure and within the jurisdiction of the Board can be made by unanimous consent of the entire Board unless otherwise stated.
- Decisions of the Board shall be communicated in writing to persons directly affected by the decision. Correspondence on behalf of the Board shall be the responsibility of the Superintendent to carry out or delegate as deemed appropriate or, if deemed appropriate for political reasons, the Chairperson.

### Duties of the Chairperson

The Chairperson or a designated representative of the Board:

- Will participate in agenda setting for Board regular, special, and emergency meetings and approve agendas to be brought to the Board.
- Will decide questions of order, subject to an appeal to the rest of the Board (Ref. PSA 30(5)) by any two members duly moved and seconded.
- Will be available after each meeting to answer media questions on board decisions and to clarify points of discussion and action. Operational questions will be referred to administration. In the event that representatives of the media are unable to attend a meeting, they shall be provided, upon request, with a summary of important Board actions.
- Is an ex-officio member of any committee of which they are not appointed as a committee member. They may attend all meetings and contribute to debate, but they do not have the right to vote.

- In the absence of both the Chairperson and the Vice-Chairperson, an interim chair shall be appointed by the members present, who shall preside at said meeting or until the arrival of the Chairperson or Vice-Chairperson.

### Quorum

A meeting can be called only under the following conditions.

A majority of the currently elected Trustees shall constitute a quorum. A vote of the majority of such a quorum is valid and binds the school division. The number required for a quorum does not change if there is a vacancy. Where by reason of withdrawals from a meeting due to conflict of interest (Ref. PSA 38(1)) & 39.1(1)), the number of trustees remaining at the meeting is not sufficient to constitute a quorum, then, the number of trustees remaining, if not fewer than two, is deemed to constitute a quorum for the purposes of discussing and voting on the matter.

If no quorum is present at the expiration of 1/2 hour from the time appointed for the commencement of the meeting, the meeting shall stand adjourned, and the Secretary-Treasurer shall enter in the minutes the names of those members present.

### Points of Order

When a trustee raises a point of order, they shall request that the Chairperson raise a point of order and if the request is granted, the trustee shall state the point of order and the supporting evidence. The Chairperson is given time to decide the point of order and if unable to render a decision immediately may call a short recess of no more than 10 minutes to refer to the applicable authority (PSA, Rules of Procedure By-law and/or *Robert's Rules of Order*).

With the Chair's decision on the point of order, the trustee may appeal only immediately after the decision and if the appeal is seconded. If the appeal stands, the Chair shall state the question and reasons for their decision. The Board shall decide the question and its decision is final.

### Reversal of Decision

A question once decided by the Board shall not be reversed unless:

- Written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
- A majority of the total number of trustees for the division votes in favour of the reversal. (ref. PSA 33(2))

- “A decision of a school board may at the same meeting at which it is made and by unanimous consent of all members present and voting thereon be reversed.” (PSA 33(3)).

### Recorded Votes

Any Trustee may request that a vote be recorded by name of all Trustees, providing such a request is addressed to the Chairperson before voting takes place. At the time of the request, a resolution to approve the recorded votes by name must be taken. If passed, the Secretary-Treasurer shall then call each trustee by name and their vote is recorded.

### Abstaining from a Vote

Trustees are encouraged to vote on every motion. Although it is the duty of every Trustee who has an opinion on a question or has been asked by their constituents to express it through the Trustee’s vote, the Trustee can abstain in instances where they feel a perception of conflict of interest should be avoided. In such instance, the trustee may request a recorded vote using the above procedure.

### Board Hearing of Delegations

The Board will accept delegations during regular and special board meetings provided the guidelines set out in the Board Operating Procedure “Public Participation and Delegations at Board Meetings” are adhered to.

### Implementation of New Practices

Motions at meetings, or actions by the Board that seem to change, add to, or delete general practices of the Division, should be noted by the Secretary-Treasurer. These motions or actions should be presented to the Board at the next meeting for consideration of adoption into the Administrative Procedures or possibly policies.

### Policy Adoption

A simple majority vote by the Board shall be required to adopt, delete or modify a policy. Any changes shall be introduced at one meeting and by resolution, adopted at a subsequent meeting.

### By-law Approval

New by-laws or significant changes to existing by-laws are required to have three readings by the Board. An insubstantial or housekeeping amendment, with agreement of two-thirds of the board may be approved by resolution at one meeting.

With three readings, each reading requires a majority vote for approval. The three readings must occur at three separate meetings unless by resolution with a majority

vote prior to the first reading, the board agrees to have the readings occur in two separate meetings.

The first and third readings may consist of an oral reading of the title and provision of the full text in the board meeting package. The first reading shall occur without amendment or debate.

The second reading must consist of an oral reading of the full changes or detailed description of substantive changes. The second reading is open to discussion and shall allow for amendments, rejection or deferral.

#### Temporary Suspension of Policy or By-law

Temporary suspension of all or part of a policy or by-law can be considered when there is a matter of an urgent nature and must be passed by resolution with a two-thirds vote in favour. If urgent, the suspension may be implemented at the same meeting as proposed. The resolution will cause the suspension for only as long as the matter to which it's related is acted upon, whereupon the board will acknowledge by reading into subsequent meeting minutes that the original policy or by-law is back in force.

Any permanent change to a policy or by-law will follow the rules implemented under the normal course of changes to policies or by-laws.

A suspension of a policy or by-law shall apply only to the particular policy or section of a by-law relating to the matter under discussion and not to the policy manual or by-law as a whole.

#### Electronic Signatures

Under Section 20 of *The Interpretation Act* and in *The Electronic Commerce and Information Act* ("ECIA"), electronic signatures can be used for contracts, parental consent, and petitions, with the exception of agreements between the division and a teacher (Ref. PSA 92). The actions prescribed within the PSA for teacher agreements and contracts will be used. This does not apply to draft electronic documents exchanged in the course of an ongoing negotiation.

The division will ensure a physical or "wet-ink" option is available for contracting parties who do not wish to use an electronic document and/or signature.

The need for a seal of the school division to be attached to an agreement may be fulfilled by any requirement within an individual agreement as necessary. Electronic seals will need to comply with the *PSA Regulation 218/2004 Form of Agreement*.

DONE AND PASSED by the Board of Trustees, in open session assembled at the Board Office in the Portage la Prairie School Division Offices, in Portage la Prairie, Manitoba, this 25 day of February, 2025.

Given 1st reading this 11<sup>th</sup> day of February 2025

Given 2nd reading this 25<sup>th</sup> day of February 2025

Given 3rd reading this 25<sup>th</sup> day of February 2025

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Chairperson

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Secretary-Treasurer

## By-Law 2025-002

### BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

#### Payment of Annual Indemnity

**BEING a BY-LAW** of the Portage la Prairie School Division providing for the payment of indemnities, mileage and expenses to members of the Board of Trustees.

**WHEREAS** A school board may, by by-law, provide for the payment of an annual indemnity to the Chair and to each trustee payable in such amount and at such times and under such conditions as provided in the by-law. [PSA 56(1)]

#### 1. Annual Indemnities Rate

That, each member of the Board of Trustees be paid by equal monthly installments, an annual indemnity of:

a) Chairperson	\$12,000 (Base plus \$2000)
b) Vice Chairperson	\$11,000 (Base plus \$1000)
c) Base Indemnity	\$10,000 (Base)

**Annual Indemnities Cover:** Board meetings, inaugural meeting, electronic meetings, telephone conversation, speech preparations, committee meetings.

If a trustee is absent from a regularly scheduled board/committee meeting for more than two consecutive meetings it shall result in a loss of indemnity of \$350 for each meeting missed beyond the 2 meetings. Exemptions to this provision above may be granted by two-thirds vote by the board of trustees on a case-by-case basis.

And that absence from a regular meeting by any Trustee by reason of attending, on the same day, a meeting of the Executive of, or a Committee of or acting as a representative of The Manitoba School Boards Association (MSBA) shall be deemed an "authorized absence" for the purpose of Section 37 of *The Public Schools Act* and Section 2;

And further, that it shall be the responsibility of the Trustee to furnish the Superintende/Secretary-Treasurer with proper verification of attendance at said MSBA meetings within a timely fashion.

## 2. Additional Indemnities

In addition to the indemnity referred to in subsection (1), each member of a school board may be paid and may accept a half-day (\$162.50) or full-day (\$325.00) indemnity in compensation for the following:

- Meetings or events that trustees are directed to attend on behalf of the Board
- Division in-services
- Professional development conferences
- Conventions
- MSBA regional meetings

### Miscellaneous Expenses

- a) **Accommodation:** Reimbursement of actual hotel cost supported by receipts. Where hotel accommodations are required and a trustee brings a guest, there will be no additional charge if the rate for a single or double occupancy is the same. If there is a different charge for single or double occupancy the trustee will be required to pay the difference. A Trustee that stays in private accommodation may claim up to \$70.00 per day without receipts.
- b) **Incidentals:** Actual business-related parking, taxi, car rental, Wi-Fi and telephone expenses as supported by receipts.
- c) **Registration fees:** All applicable registration fees incurred while attending a convention, workshop, or seminars will be reimbursed. Excluded are optional entertainment, tours and reception expenses offered by the convention.
- d) **Meals:** Meal expenses will be reimbursed at the rate set out in the Portage la Prairie School Division Administrative Procedures.
- e) **Travel:** When Trustees use their personal vehicle to perform duties, they shall be reimbursed at the rate per kilometre set out in the Portage la Prairie School Division Administrative Procedures.

The remuneration or mileage is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the Secretary-Treasurer.

### **Reimbursement for Expenses**

“A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.” [PSA, 56 (2)(3)]

**Automatic Indexing**

On or about July 1 of each year, the Secretary-Treasurer will apply a cost-of-living adjustment to the above rates based on the average twelve months Manitoba Consumer Price Index for the previous calendar year and will furnish each trustee with a copy of the adjusted rates.

That By-law No. BFG/2010 is hereby repealed effective the date of passing this By-law.

Given final reading and passed in open session at the regular meeting of the Board of Trustees of the Portage la Prairie School Division held in the City of Portage la Prairie this 25 day of February 2025.

Given 1st reading this 11<sup>th</sup> day of February 2025

Given 2nd reading this 25<sup>th</sup> day of February 2025

Given 3rd reading this 25<sup>th</sup> day of February 2025

Certified a true copy of By-law No. 2025-002 of the Board of Trustees of The Portage la Prairie School Division

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CHAIRPERSON

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SUPERINTENDENT/SECRETARY-TREASURER



# **PORTAGE LA PRAIRIE SCHOOL DIVISION**

***“Dedicated to the Pursuit of Excellence”***

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<b>Date Approved:</b> 11/02/25 (tentative)	<b>Date Reviewed:</b> 11/26/24	<b>Date Revised:</b> 11/19/24	<b>Page</b> 1 of 1
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# **PORTAGE la PRAIRIE SCHOOL DIVISION**

**“Dedicated to the Pursuit of Excellence”**

## **BOARD POLICY #14 Diversity, Equity and Inclusion**

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For the Portage la Prairie School Division to achieve its mission statement of recognizing “the individual needs and potential of our students and” providing “these students with the opportunity to undertake schooling experiences that will contribute to the development of their full potential”, we must view our work through the lenses of diversity, equity and inclusion. Our goal must be equitable outcomes for all children, not just the provision of opportunity with the consequence of differential outcomes. We must acknowledge the challenges to equity posed by, but not limited to, negative life experiences, poverty, racism, disability, sexism and homophobia and assist children in meeting these challenges.

The Portage la Prairie School Division is committed to supporting diversity by ensuring a safe, positive and respectful learning environment for the entire learning community. This respects the letter and spirit of the Canadian Charter of Rights and Freedoms and The Manitoba Human Rights Code. Guided by **Safe and Inclusive Schools** legislation, our schools are proactive in developing and implementing guidelines that support safe and inclusive learning environments.

We recognize that everyone in the Portage la Prairie School Division will benefit from Indigenous education as it enriches the experiences of all learners while supporting academic success for Indigenous learners. It serves to engage all stakeholders, parents, community, schools, and staff in initiatives that work to naturally weave the recommendations from the Manitoba Association of School Superintendents position statement on Aboriginal Education (2011, 2013), the Royal Commission on Aboriginal Peoples (1996), the Canadian Council of Learning (2009) on Redefining Success for Aboriginal Learners, and Mamàhtawisiwin: The Wonder We Are Born With (2022).

Furthermore, the Portage la Prairie School Division recognizes that every individual in their community has the right to a learning environment that is free from racism, hatred, bigotry and religious persecution. Achieving equity in our school division requires that we explicitly oppose racial discrimination in all forms. We acknowledge that by not actively challenging racism we allow for it to continue and perpetuate itself. By incorporating rich anti-racist teaching and learning into our classrooms and enhancing racial diversity in all areas of school life, we can strive toward establishing equitable and anti-racist school environments where everyone can feel safe and empowered.

Adherence to this policy is a requirement for all Portage la Prairie School Division trustees, employees and individuals providing any type of service or engaging in any type of interaction with our students. Adherence to the Code of Conduct for Ethical and Effective Public Service is mandatory. (**The Public Services Act**, February 26, 2022)

887Addendum attached.

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This addendum to Board Policy #14 provides a valuable list of definitions, actions and responsibilities that support the work of the Portage la Prairie School Division.

## **Definitions**

The following are defined to ensure clarity and understanding.

Bullying is behavior that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property; or is intended to create, or should be known to create, a negative school environment for another person.

- Bullying characteristically takes place in the context of a real or perceived power imbalance between the people involved and is typically, but need not be, repeated behavior.
- Bullying may be direct (face to face) or indirect (through others), and it may take place through any form of expression, including written, verbal, or physical, or by means of any form of electronic communication (referred to as cyberbullying) including social media, text messaging, instant messaging, websites or email.
- A person participates in bullying if he or she directly carries out the bullying behaviour or intentionally assists or encourages the bullying behaviour in any way. [PSA 1.2(1)(2)(3)]

Discrimination occurs when people are not treated based on their individual worth, but instead are treated differently based on stereotypes and prejudices, and this results in a disadvantage and barriers to equal opportunities.

- Discrimination often involves treating someone differently on the basis of a protected characteristic, such as ancestry, age or religion.
- Discrimination may include failure to make reasonable accommodations for the special needs of any individual or group based on the protected characteristics of the *Manitoba Human Rights Code*. [MHRC 9(2)]

Diversity encompasses all the ways in which human beings are both similar and different. It means understanding and accepting the uniqueness of individuals, as well as respecting their differences. Diversity may include, but is not limited to, gender identity, sexual orientation, age, ethnic origin, ancestry, culture, socio-economic status, religion, family status, mental and physical disability.

Equity refers to the provision of equitable opportunity, equitable access to programming, services and resources critical to the achievement of outcomes for all students, and the staff who serve them. Equity and equality are not necessarily synonymous, as equity can be achieved through unequal means.

Gender identity refers to a person's internal sense or feeling male or female, which may

or may not be the same as one's biological sex. (Public Health Agency of Canada)

Harassment is any behaviour that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g., touching, pushing), comments (e.g., jokes, name-calling), or displays (e.g., posters, cartoons). Harassment can also take place electronically (e.g., text messages, email, screensavers, or social media). *The Manitoba Human Rights Code* (MHRC) refers to harassment as a course of abusive and unwelcome conduct or comment made on the basis of any protected characteristic. [MHRC 19(2)]

Sexual orientation is the term used to describe an individual's sexual, psychological and emotional feelings of attraction towards another person (Public Health Agency of Canada).

### **Staff Development**

The Portage la Prairie School Division is committed to providing resources and professional learning opportunities that support all staff to increase their capacity to teach and support students on issues regarding human diversity, including areas of sexual orientation and gender identity.

### **Accommodation of Student Activities/Organizations**

The Portage la Prairie School Division will accommodate students who want to establish and lead activities and organizations promoting human diversity. Activities may include:

- promoting gender equity
- promoting anti-racism
- promoting awareness and understanding of, and respect for, people with disabilities
- promoting awareness and understanding of, and respect for, people of all sexual orientations and gender identities
- using the name "gay-straight alliance" or any other name consistent with the promotion of a positive school environment that is inclusive and accepting of all students

Organizers must adhere to the following guidelines and procedures to assist staff and students in instituting such activities and organizations.

- to be consistent and in compliance with Division/school policies and
- open to all students who wish to participate in an appropriate manner.

### **Reporting**

Any person aware of bullying or cyberbullying must report the incident to the principal as soon as reasonably possible. Principals will investigate any reports of bullying or cyberbullying. The duty to report also includes awareness that a student may have

engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school or not. To respond to actions that contravene this policy, the Division and school Principals shall reference, as necessary Divisional policies (see File ADA), the Manitoba Public Schools Act, The Manitoba Human Rights Code, and the Canadian Charter of Rights and Freedoms.

## **Responsibilities**

- Manitoba Education and Advanced Learning – provide information, training and feedback to school boards and school division staff to support them in the development and implementation of human diversity policies.
- School Board – is responsible for establishing a respect for human diversity policy which complies with the legislation, and ensure its implementation in each school.
- Senior Administration – play a leading role in overall policy implementation, promoting respect for human diversity and communicating policy expectations to staff, students, parents and community.
- Principals – Principals communicate and reinforce expectations for respecting human diversity policy to teachers and school staff and encourage their participation in professional development and training on human diversity and related topics.
- Teachers and Other Staff – play a key role in communicating and reinforcing expectations of respecting human diversity to students. Under legislation, teachers and school staff have an expanded duty to report matters of cyberbullying to the principal, whether it is believed to be happening at school or outside of regular school hours.
- Students – have responsibility to monitor their own interactions and conduct in ways that ensure a welcoming, safe, caring and inclusive school environment; particularly toward those previously identified as being at higher risk for bullying or discrimination.
- Parents and guardians – play an important role in their children’s understanding and respect for human diversity.