



TABLE OF CONTENTS

A. SCHOOL BOARDS AND TRUSTEESHIP IN MANITOBA 3

1. INTRODUCTION3

2. ROLE OF SCHOOL BOARDS.....3

3. ROLE OF TRUSTEE.....4

B. ABOUT MOUNTAIN VIEW SCHOOL DIVISION 5

1. HISTORY5

2. QUICK FACTS.....5

3. ORGANIZATIONAL CHART7

4. UNION AND STAFF GROUPS.....8

5. CATCHMENT AREA MAPS9

a. Mountain View School Division Communities9

b. MVSD Ward 4 - City of Dauphin Elementary School Catchment Areas10

6. LIST OF SCHOOLS.....11

C. BOARD REPORTS, INQUIRIES AND REQUESTS FOR INFORMATION 11

1. BOARD REPORTS11

a. Recommendation Report11

b. Feedback Report.....11

c. Information Report.....12

2. INQUIRIES AND REQUESTS FOR INFORMATION12

D. ELECTION 13

1. APPOINTMENT OF SENIOR ELECTION OFFICIAL13

2. ELECTIONEERING AND POLITICALLY MOTIVATED COMMUNICATIONS13

3. CAMPAIGNING WHILE HOLDING OFFICE14

E. COMMUNITY RELATIONS AND COMMUNICATIONS 14

1. BOARD COMMUNICATION PRINCIPLES14

a. Communicating in a Timely, Accurate, and Respectful Manner.....14

b. Sharing of Information and Perspectives14

c. Correspondence: Emails14

d. Media Requests for Comments or Interviews.....15

e. Social Media15

f. Community and Government Relationships within Wards16

2. COMMUNICATION OF BOARD DECISIONS16

3. ADDRESSING INDIVIDUAL WARD ISSUES.....16

4. COMMUNICATION WITH STAKEHOLDERS16

a. Parent Advisory Committees16

b. Municipalities.....16

c. Senior Citizens17

d. Partnering Agencies17

5. ADVOCACY.....17

6. BOARD REPRESENTATION.....17

a. Workplace Health and Safety.....17

b. Trustee Representation at School or Community Functions/Meetings17



7. PRE-BUDGET CONSULTATIONS.....18

8. SCHOOL RELATIONSHIPS (SCHOOL VISIT PROTOCOLS).....18

9. PARENT COUNCIL RELATIONSHIPS.....18

F. CALENDAR OF CRITICAL DATES FOR TRUSTEES..... 19

1. MVSD TRUSTEE CALENDAR OF CRITICAL DATES.....19

2. MSBA CALENDAR OF EVENTS.....19

G. BOARD AND ADMINISTRATION RELATIONS 19

1. PROCESS FOR CONSTITUENT CONCERNS.....19

2. DIRECT REQUESTS OF THE ADMINISTRATION.....19

H. ADMINISTRATIVE RESOURCES AND SUPPORTS 20

1. ADMINISTRATIVE SUPPORT FOR TRUSTEES.....20

2. ADMINISTRATIVE SUPPORT FOR BOARD CHAIR.....21

3. BOARD INTRANET SITE21

4. INSURANCE AND INDEMNIFICATIONS (TRUSTEE INSURANCE)22

I. TECHNOLOGY..... 22

1. USE OF DIVISION TECHNOLOGY.....22

2. ACCEPTABLE USE POLICY22

J. RESOURCE LINKS..... 22



A. SCHOOL BOARDS AND TRUSTEESHIP IN MANITOBA

1. Introduction

**The following is based on an excerpt from the Manitoba School Boards Association
“[A Guide to School Boards and Trusteeship in Manitoba](#)”:**

In Canada, education is a provincial responsibility. In Manitoba, the responsibility for the delivery of public education to students in kindergarten through to high school graduation has been delegated to school boards.

School boards are elected bodies responsible for the planning and delivery of educational services within geographic regions known as school divisions or school districts. For practical purposes, there is no difference between a division or district. Provincial legislation in the form of [The Public Schools Act](#) and [The Education Administration Act](#) defines the structure, obligations and responsibilities of school boards; within the bounds imposed upon them by this legislation, school boards are themselves a law-making level of government.

The primary function of a school board is the determination of policy. A school board sets policy through the decisions it makes at public meetings. School boards also hold regular committee meetings, at which committee members—trustees appointed to serve in that capacity—consider specific aspects of school board business.

(End of excerpt)

2. Role of School Boards

The Board of Trustees for Mountain View School Division recognizes its roles and responsibilities as good stewards of the education system. Therefore, as representatives of all citizens of the communities served by Mountain View School Division, the Trustees accept the responsibility given to them through the democratic process, to be accountable to students, parents, staff, and taxpayers, ensuring wise use of resources to maximize learning opportunities for children.

This is based on the belief that Mountain View School Division will operate on principles that promote a culture of responsibility ... that promotes “the common good” – the good of each child and of the communities of which they are part.

Revision Date: Oct. 9, 2018		Page 3 of 22
---------------------------------------	--	------------------------



**The following is based on an excerpt from the Manitoba School Boards Association
[“A Guide to School Boards and Trusteeship in Manitoba”](#):**

The Public Schools Act defines both the “duties” (those things “every school board shall” do) and the “powers” (those things “a school board may” do) of school boards in Manitoba. School board duties are standard throughout the province; combined, they ensure a basic level of public school education to which all Manitobans are entitled. At the same time, school boards may differ on which “powers” they chose to exercise. In this way, they develop schools that are unique in the ways they reflect the values and concerns of the communities they serve. School boards are responsible for providing adequate school accommodation for students between the ages of 6 and 21, and for employing the necessary teachers and other staff. The school board must authorize the spending of divisional or district funds, and ensure that the proper financial reports are maintained and published or distributed as required. If a program of study is not offered within a division or district, a school board is responsible for paying certain costs associated with a student undertaking that program of study as a non-resident student in another jurisdiction. As well, the school board may be required to provide transportation for students to and from school, if those students reside a minimum distance from their school, or if students have physical or other handicaps that render them unable to walk to school.

The list of what a school board may do is varied. It includes the provision of nursery schools or kindergarten for children between the ages of 3 and 6, as well as evening and summer school. A school board may choose to provide lunch for its pupils, either with or without charge. A board, with the consent of the Minister of Education, may establish and administer a system of dental and medical inspection of pupils and employees. A school board also has the authority to enter into agreements with other school boards, government agencies or departments, or municipalities, to provide certain facilities or services to its pupils.

(End of excerpt)

3. Role of Trustee

The Board of Trustees of Mountain View School Division commits its members to fulfilling their responsibilities as trustees in a competent, ethical and professional manner.

This is based on the belief that there is a professional and civic responsibility to provide education that will raise to distinction, each child, taking account of parental and wider social and cultural expectations and differences within and beyond the communities served by Mountain View School Division.



***The following is based on an excerpt from the Manitoba School Boards Association
“A Guide to School Boards and Trusteeship in Manitoba”:***

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. School trustees have the same rights as every other elector in the division or district, plus the right to speak and vote at school board meetings. A school trustee has authority only insofar as his or her voice and vote influence the corporate action of the school board. An individual trustee has no authority to act alone unless the board as a whole specifically delegates a responsibility to that individual.

(End of excerpt)

B. ABOUT MOUNTAIN VIEW SCHOOL DIVISION

1. History

Mountain View School Division was established by legislation and resolution in the summer of 2002 as part of the restructuring of school divisions in The Province of Manitoba. The following three school divisions amalgamated to form Mountain View School Division: Dauphin-Ochre, Intermountain and parts of the former Duck Mountain.

2. Quick Facts

Mountain View School Division is a rural division with many unique communities spread over a large geographic area. Its most western boundary is located at the Manitoba and Saskatchewan border, and its most eastern boundary is approximately 245 kilometers east of the border. The division's southern boundary is marked by the northern border of Riding Mountain National Park, and the northern boundary of the division includes a five miles radius north of Pine River.

The division provides Kindergarten to Grade 12 programming in sixteen schools, in seven separate communities: Dauphin, Roblin, Winnipegosis, Grandview, Gilbert Plains, Ethelbert, and Ochre River. Mountain View School Division has five elementary (K-5) schools, four elementary and middle school (K-8) combinations, two (K-12) schools, one middle school (6-8), and four secondary schools (9-12).

Mountain View School Division has a diverse and complex public education system with an annual enrolment of approximately 3,200 students. Due to the large geographical nature of the division, approximately 1,400 eligible students are transported to schools on 42 division buses. There are approximately 180 FTE classroom teachers in the division. This number fluctuates, depending on division enrolment. Classroom instruction is supported by resource teachers, guidance counselors, psychologists, speech/language pathologists, School Social Worker, Reading Recovery teachers, Literacy and Numeracy Coaches, Dual Credit Facilitator, High School Apprenticeship Facilitator, Learning to Age 18 Facilitator, French Language Facilitator, educational assistants, youth support workers, and a Success Coach. Mountain View School Division provides a comprehensive maintenance and custodial department ensuring that all students and staff are provided with a clean, secure and safe learning environment.

Revision Date: Oct. 9, 2018		Page 5 of 22
---------------------------------------	--	------------------------



The largest secondary school, Dauphin Regional Comprehensive School, offers a full slate of academic and vocational programs. French immersion and Ukrainian bilingual programs are offered at the K-8 level. Mountain View School Division also provides alternative education programs at the middle and secondary school levels. Each secondary and middle school has an extensive extra-curricular program where students can participate in a variety of activities. Divisional tournaments are held to highlight the sports program. Fine arts and music programs are situated throughout the division.

The Division recognizes the importance of early intervention and support for young children. Several schools have on-site pre-school programs, child-age day-care, and parent information centres. The Division provides each grade one class with access to a trained Reading Recovery teacher. Mountain View School Division provides a variety of support services – speech and language pathologists, educational psychologists, guidance counselors, resource teachers, and teacher assistants.

To address declining enrollment in the small rural schools, some high school courses are offered via video-conference to enhance course selections available to students.

Revision Date: Oct. 9, 2018		Page 6 of 22
---------------------------------------	--	------------------------

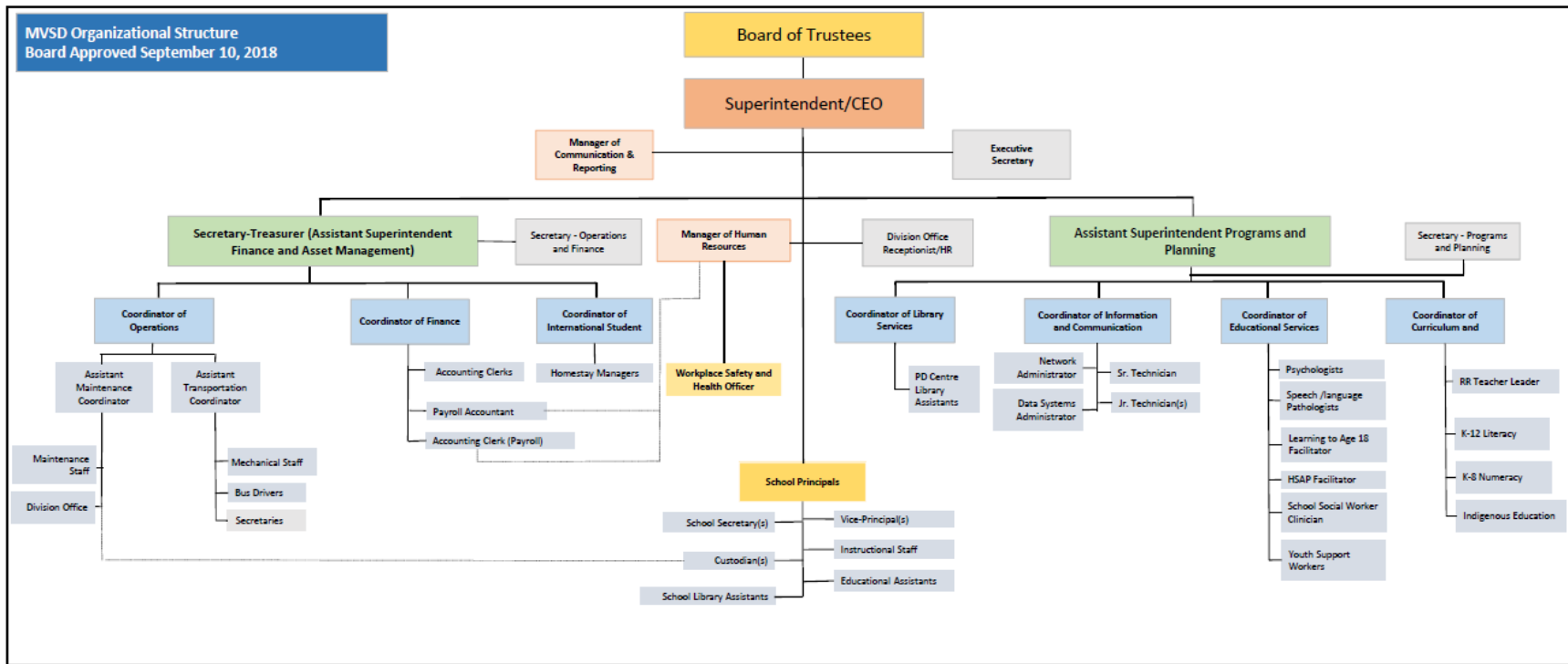


Mountain View School Division

TRUSTEE HANDBOOK

(click [HERE](#) to return to Table of Contents)

3. Organizational Chart





4. Union and Staff Groups

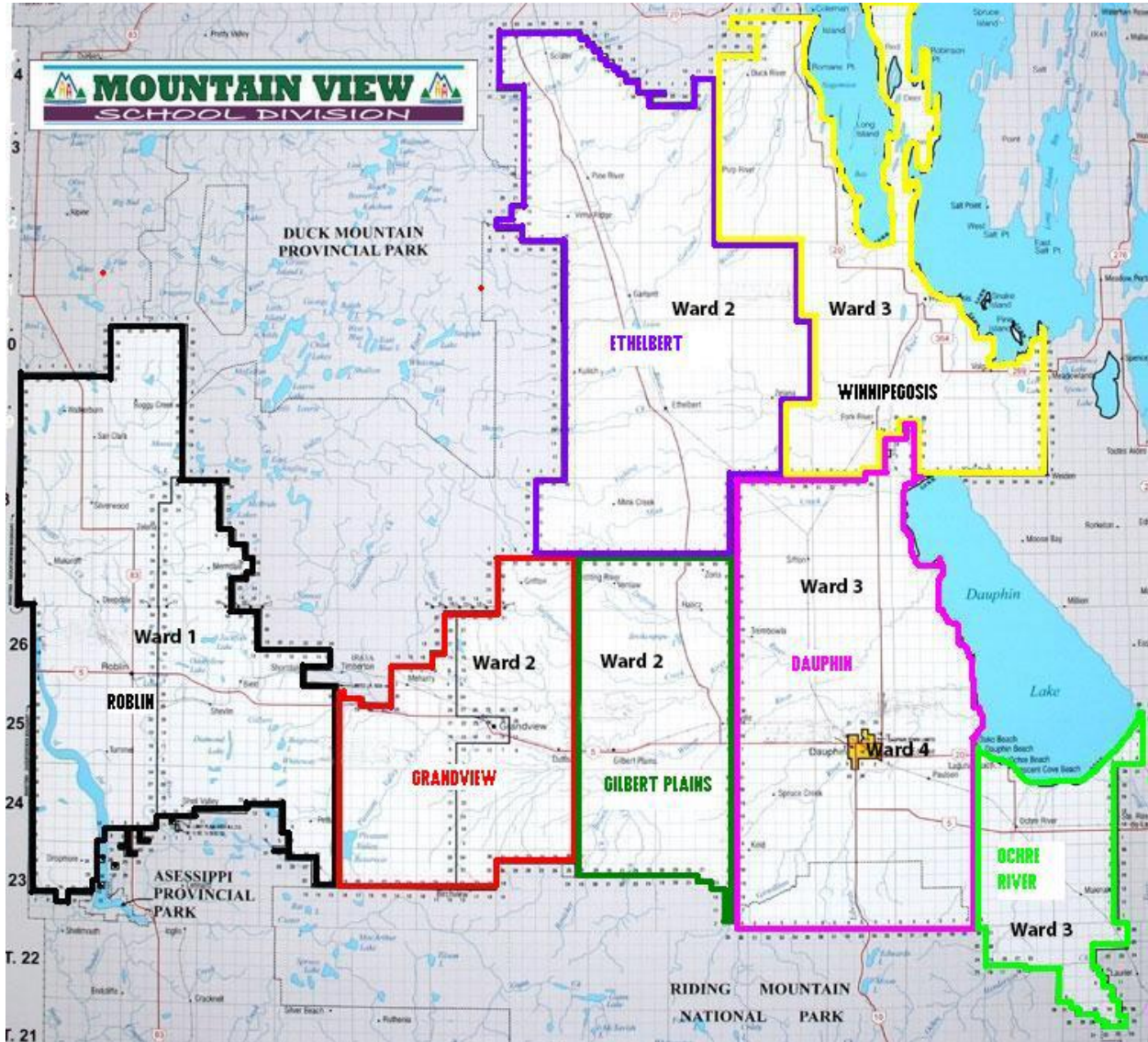
Mountain View School Division works in collaboration with four employee groups. The Board is the employer and provides direction and approval in the collective agreement bargaining process.

- Support staff are represented by Canadian Union of Public Employees Local 3305. Positions include: Network Administrator, custodial, school clerical, bus drivers, maintenance, mechanical, technicians, educational assistants, educational interpreters/tutors, library assistants, food services assistants.
- Teaching staff are represented by Manitoba Teachers' Society. Positions include: classroom teachers, specialty area teachers, clinicians, school administrators, coordinators (Library Services, ICT, Educational Services, Curriculum and Assessment).
- Non-union staff positions include:
 - Personal Services Contracts (Coordinator of Operations, Coordinator of Finance and Coordinator of International Student Program);
 - Non-Union Agreement Staff (Assistant Maintenance Coordinator, Assistant Transportation Coordinator, Manager of Human Resources, Manager of Communication and Reporting, Executive Secretary, Payroll Accountant, Data Systems Administrator, Workplace Safety and Health Officer, Division Office clerical and support staff (receptionist, accounting clerks, secretaries), Youth Support Workers, Homestay Managers and Production Chef); and,
 - Contracted Services (High School Apprenticeship Program Facilitator)
- Senior school division administrators are often employed under personal contracts. Wording of these personal contracts, which are agreed to by both the employer and employee, normally goes beyond legislated employment provisions. Personal contracts are held by the following positions: Superintendent/Chief Executive Officer (CEO), Secretary-Treasurer, and Assistant Superintendent Programs and Planning.



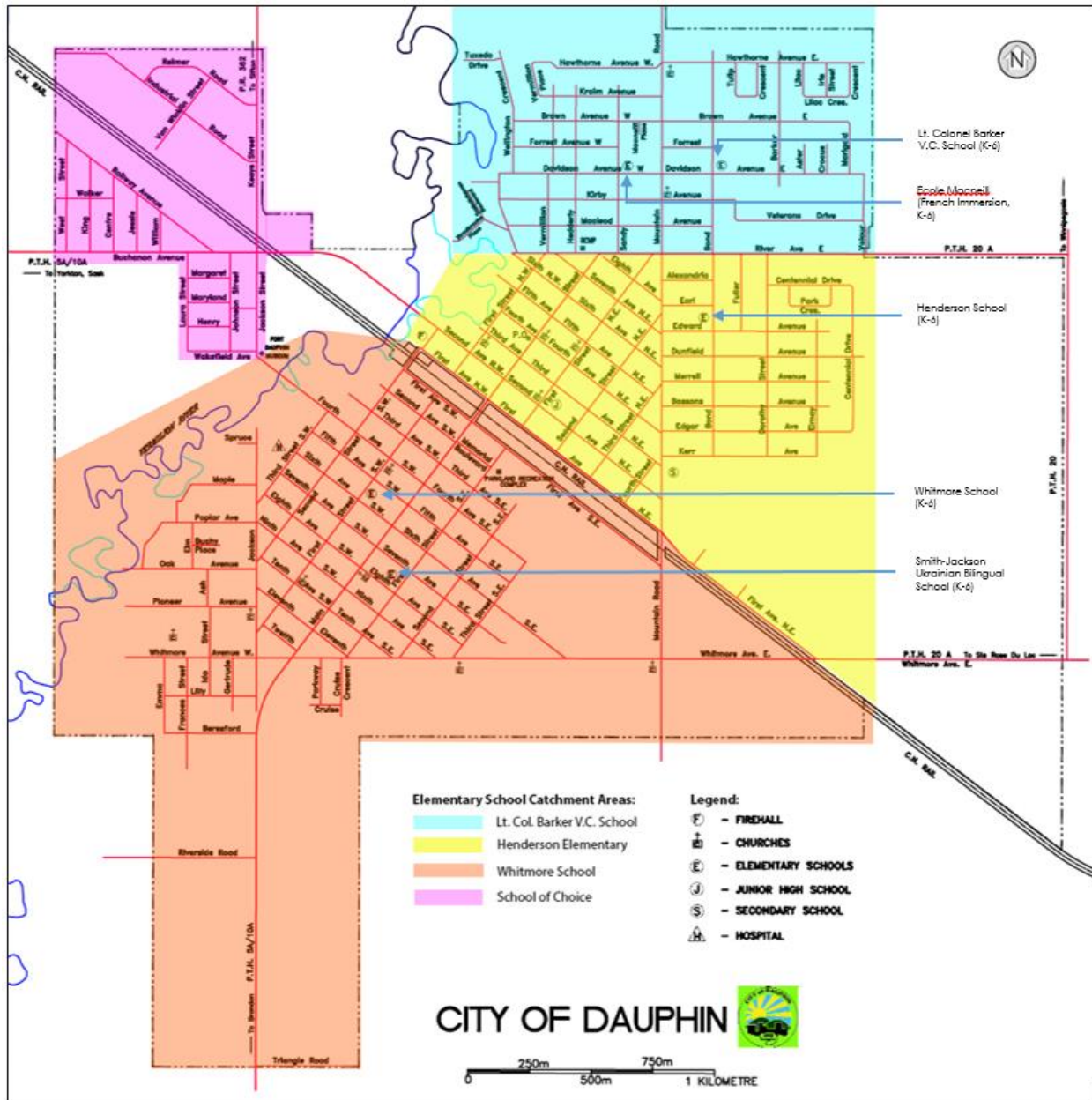
5. Catchment Area Maps

a. Mountain View School Division Communities





b. MVSD Ward 4 - City of Dauphin Elementary School Catchment Areas





6. List of Schools

School	Grades	Approximate Enrolment
Lt. Colonel Barker V.C. School	K-5	212 Students
École Macneill	K-5	175 Students
Henderson Elementary School	K-5	211 Students
Smith-Jackson Ukrainian Bilingual School	K-5	75 Students
Whitmore School	K-5	102 Students
Gilbert Plains Elementary School	K-8	139 Students
Ochre River School	K-8	52 Students
Roblin Elementary School	K-8	325 Students
Winnipegosis Elementary School	K-8	90 Students
Mackenzie Middle School	6-8	391 Students
Ethelbert School	K-12	102 Students
Grandview School	K-12	216 Students
Dauphin Regional Comprehensive Secondary School	9-12	670 Students
Gilbert Plains Collegiate	9-12	65 Students
Goose Lake High School	9-12	140 Students
Winnipegosis Collegiate	9-12	107 Students

C. BOARD REPORTS, INQUIRIES AND REQUESTS FOR INFORMATION

1. Board Reports

Board reports are the instrument used to formally bring forward Board-related business on its meeting agendas. Reports may come from a Board Committee, a Trustee, or the Administration.

There are three types of reports that may be presented for consideration at a meeting:

a. Recommendation Report

- Recommendation reports are used to seek approval by the Board on a course of action and should provide a level of detail to the Board.
- Recommendation reports are used by Board committees or the Administration.
- When a notice of motion is served by a Trustee, the motion is added to an upcoming Board meeting agenda through a recommendation report. It is up to the individual Trustee what information, if any, they wish to include in the report.

b. Feedback Report

- Feedback reports are a special type of report used to initiate discussion, and seek input and direction from the Trustees.
- Feedback reports can be used by a Trustee, a Board committee, or the Administration.
- For more complex matters, the Administration will use a feedback report to signal that Trustee input, information or clarification is needed prior to determining appropriate options and/or developing a recommended course of action.



- Feedback reports may assist in narrowing down possible options before preparing a recommendation.
- This step is to enhance the ability to incorporate Trustees' view points and address concerns when developing recommendation reports.
- For feedback reports to be effective, it is important to clearly identify the questions for Trustees to answer and identify the areas that need clarification.
- Most recommendations do not require a feedback report before a recommendation being developed; however, it is strongly encouraged for complex issues to clarify Board direction.
- Trustee comments and suggestions, including those that had been previously submitted via e-mail will be considered by the Committee, Trustee or the Administration in the development of the final report coming to the Board.

c. Information Report

- Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.
- Information reports may be used to publicly notify the Board of key decisions already made or a direction already undertaken (by a Trustee, a Board committee, or the Administration).
- Questions and comments related to the information are permitted, but no decisions are required or expected.

2. Inquiries and Requests for Information

- In order for the Board to make informed decisions on matters brought before it and within its purview, the Board may request additional information from Administration.
- Trustees, in regular meetings of the Board or in a Committee, may make Requests for Information from the Administration relative to matters before the Board or which will be brought before the Board.
- Whenever possible, the Administration will attempt to answer Trustee questions and/or provide readily available information at the meeting at which it was requested.
- If the Administration is unable to provide the information at the meeting at which it was requested, the Administration will advise the Board whether the information can be made available and track the request. If there will be difficulty in providing the information, the Administration will seek clarification and advise what information could be made available within existing resources.
- Trustees may request for reports to appear as agenda discussion items for Board or committee meetings. Such requests should take the form of Board motions.
- If, in the opinion of the Superintendent/CEO, a Trustee request for information will result in a significant expenditure of time and resources, the Trustee shall be so advised and the Trustee may seek Board approval for the expenditure through a notice of motion.
- Informal requests for information outside of a board meeting may be made through the Superintendent/CEO who will determine with the Trustee, the intent, scope, specific information and process for initiating this request. The outcome of these requests will be based on providing the most efficient response time to all Trustees through an email or Transmittal Memorandum.

Revision Date: Oct. 9, 2018		Page 12 of 22
---------------------------------------	--	-------------------------



- Information requested by individual Trustees relative to the operation of schools and to educational matters not before the Board but within the Board's purview, should be prefaced with a rationale or purpose for the requested information to give context and assist in the Administration understanding of the request.
- The Board Chair may ask for reports necessary for the proper conduct of Board or committee meetings (see [Sec. G\(2\) - Direct Requests of Administration](#).)

D. ELECTION

Elections for the office of school trustee are held every four years, in conjunction with municipal elections, on the fourth Wednesday in October. School board elections are governed by [The Municipal Councils and School Boards Elections Act](#). Any differences between the conduct of school board and municipal elections are the result of specific provisions in The Public Schools Act, which is the provincial legislation that governs school board operations. (Excerpt from A guide for School Boards and Trusteeship in Manitoba, MSBA, 2012)

Section [22](#) of the Public Schools Act outlines the qualifications of a candidate for the office of school trustee. Section [40\(1\)](#) of *The Municipal Councils and School Boards Elections Act* prohibits an individual from holding or being nominated for more than one office on an elected authority at the same time, and Section 40(2) stipulates that anyone serving on a municipal council or school board must resign that office before being nominated to run in another authority's by-election.

1. Appointment of Senior Election Official

The Senior Election Official must be appointed as per Sections [10\(1\)](#) to 11(3), Municipal Councils and School Boards Elections Act.

2. Electioneering and Politically Motivated Communications

The following is based on an excerpt from the Manitoba School Boards Association "[A Guide to School Boards and Trusteeship in Manitoba](#)":

The conduct of the actual campaign is up to each individual candidate. Campaigning methods may include any or all of door-to-door canvassing, publication and distribution of brochures, newspaper advertisements and posters. There are, however, restrictions on the distribution of brochures and the posting of signs within the immediate area of any polling station on Election Day. As well, groups such as teachers and parent councils often organize town-hall meetings, in which voters are given an opportunity to question candidates, and candidates an opportunity to share their viewpoints.

Candidates are responsible for raising any funds required for the conduct of their campaigns. Funds expended on school board elections are not tax deductible for candidates, nor are contributions made to a candidate's campaign tax deductible for the donor.

(End of excerpt)

Revision Date: Oct. 9, 2018		Page 13 of 22
--------------------------------	--	------------------



3. Campaigning While Holding Office

Actively campaigning while holding office is not prohibited and a leave of absence is not required. However, use of any Division resources (including staff, computers, telephones, photocopying, boardrooms, division email, divisional letterhead and division logo) is not permitted. Further, any Board policies on use of facilities apply.

E. COMMUNITY RELATIONS AND COMMUNICATIONS

1. Board Communication Principles

a. Communicating in a Timely, Accurate, and Respectful Manner

In All Situations (verbal or written)

- Any Trustee communication will reflect Board values, policies and priorities and be respectful of current district practices, such as site-based decision making.
- Trustees are encouraged to remember that when they speak the perception often is that the Board is speaking and they need to speak with deliberation and care.
- Trustees will avoid speaking for the Board in areas where the Board has not yet taken a position.
- Public statements will avoid criticism of the intentions or actions of other Board members, current or former.
- When speaking, Trustees will communicate as accurately as possible.
- Trustees will never intentionally give the appearance of speaking on behalf of the Board on issues that the Board has not taken a position.

b. Sharing of Information and Perspectives

- Through a written information report, Trustees will bring forward for discussion any requests/letters/ideas that they feel needs a Board response and/or are unsure about, or, if of a more urgent matter, ask the Board Chair for advice.
- The Board provides funds for Trustee professional development. To maximize the value of this learning for the Board, upon their return, Trustees will share their experiences and learnings with their colleagues, outlining what they have learned and how it may be applicable to the work of Mountain View School Division schools.
- Trustees agree that e-mail is an effective way to share information. Trustees will be respectful of others in the volume of e-mail sent to colleagues and they will endeavour to read information sent by colleagues. Trustees agree that discussion and debate are best in a face-to-face meeting and ideally, will avoid debate by e-mail.
- Trustees will, if sharing information pertinent to an upcoming debate or meeting, consider the timeliness of sending the material, and whether it will compromise the public nature of the debate.

c. Correspondence: Emails

- The Board Chair will respond promptly to e-mails addressed to all Trustees. Note: The first response may be just to acknowledge receipt of the e-mail and to advise that a full response may take some time. Trustees will be advised of the Board Chair's response by way of cc or TM.

Revision Date: Oct. 9, 2018		Page 14 of 22
--------------------------------	--	------------------



- When the Chair is responding on behalf of the Board, the e-mail should indicate that all Trustees are aware the Chair is responding on behalf of the Board.
- Similarly, Trustees will each respond promptly to e-mails sent directly to them. If Trustees are on holiday or away, Trustees will set up an "auto" response to that effect.
- As a general rule, Trustees will not respond if they are cc'd in an e-mail.
- Recognizing that e-mail is not a secure communication vehicle, Trustees will not use e-mail to pass along sensitive or confidential information.
- Trustees will use District e-mail and mark it as "Confidential" in the heading if it contains sensitive information. Personal information regarding employees should not be sent by e-mail (see Section 3.5 Freedom of Information and Protection of Privacy Act).
- The Administration will first contact the Board Chair, followed by the Vice-Chair, when the public is requesting a position from the Board. Key messages can be prepared at the Board Chair's request.
- A Trustee may provide personal opinion or comment as the ward Trustee on local issues, while recognizing that all local issues may have Divisional implications.
- A Trustee may contact the Superintendent/CEO and/or senior administration directly; and if so, the Trustee will copy the Board Chair and Superintendent/CEO (where required). If senior administration is contacting a Trustee, the Superintendent/CEO and the Board Chair will be copied on the correspondence.

d. Media Requests for Comments or Interviews

- Trustees will respect the Board Chair's role as the spokesperson for the Board. If the Board Chair is present and an individual Trustee is approached by media, the Trustee will connect the media with the Board Chair.
- If the Board Chair is not present and Trustees are asked for comments, they will use their best judgment in commenting, not commenting, or referring the matter to the Board Chair. If they do comment, an e-mail to inform the Board of the comments made will be sent as soon as possible.
- In general, as Trustees are public officials, democratically elected and responsive to their constituents, they should make the effort to be forthcoming with members of the media.

e. Social Media

- Trustees are encouraged to engage in social media to receive feedback on policy proposals and model the principles of open and transparent governance and inclusiveness in public education.
- Trustee personal blogs, websites, and social media usage will be respectful of Board policies and respect confidentiality. Trustees acknowledge that the expression of personal opinion may impact the range of feedback received or the perception that Trustees are going into a debate with an open mind.
- Trustees will moderate personal sites, e.g., preview the material going up on the site before posting.
- Trustees will consider the accuracy and potential legal liabilities of all posts before posting.



f. Community and Government Relationships within Wards

- As Trustees travel about their daily routines, Trustees will consider the potential for building relationships with other organizations as a way of increasing support for the district and public education. If Trustees think there is merit in exploring a deeper relationship with a particular group, Trustees are encouraged to invite Administration to review the idea and provide pertinent background information. Trustees can also use the existing conference agenda item "Other Business" to report on such meetings or proposed activities.
- Trustees will inform the ward Trustee prior to contacting or visiting community groups, organizations or MLAs in wards other than their own.

2. Communication of Board Decisions

Trustees may speak about a motion they put forward prior to the debate and Board decision. Once a decision is made, all Trustees are expected to publicly respect the Board decision.

Any media contact is to be communicated to the Board and the Communications Department contact as a courtesy.

The Administration can provide assistance with messaging and media management if required.

3. Addressing Individual Ward Issues

The Ward Trustee may speak to the public and to the media on matters that involve the ward specifically.

Any media contact is to be communicated to the Board and the Superintendent/CEO as a courtesy.

The Administration can provide assistance with messaging and media management.

4. Communication with Stakeholders

a. Parent Advisory Committees

The Board of Trustees will host a divisional PAC meeting on the third Monday in November. Each PAC committee will be invited to send 2-3 committee members. The purpose of the meeting is to provide an opportunity for PACs to exchange ideas, strengths, challenges and concerns, to provide input into the Division's budget and to update PACs on the Division's strategic directions.

b. Municipalities

Annually, the Board of Trustees will notify municipal councils and invite the councils to attend a meeting at the Division Office. The meetings with the individual councils will be scheduled on a committee meeting night.



c. Senior Citizens

The News Digest will be distributed to senior centres within Mountain View School Division. Division personnel will distribute approximately 10-20 copies to each community's senior centre.

d. Partnering Agencies

The News Digest will be distributed electronically to partnering agencies, such as the recreation commissions, Mental Health, Child and Family Services, etc.

5. Advocacy

- Develop a yearly plan for advocacy (the focus of such advocacy will align with the Division's strategic directions)
- Work with MSBA (Manitoba School Boards Association) and other partner organizations on issues that further the Division's interests
- Develop and maintain a communication strategy with all levels of government
- Manage, protect and promote Division image

6. Board Representation

a. Workplace Health and Safety

A divisional Workplace Safety and Health committee will be maintained which will be responsible for the development and implementation and monitoring of the Workplace Safety and Health program. One trustee, as selected by the Board of Trustees at the Organizational meeting, shall be a member of the committee (*Reference MVSD Procedure #CW20 Workplace Safety and Health Program*).

b. Trustee Representation at School or Community Functions/Meetings

Requests for Trustee representation at school or community functions/meetings shall be authorized by the Board of Trustees and the following guidelines will apply:

- **A request to bring greetings**
 - A request to bring greetings on behalf of the Board of Trustees would need to come before the Board of Trustees for approval.
 - Only one Trustee would be required to carry out the requested task or tasks. More than one Trustee may attend.
- **A request to attend a meeting**
 - A request to attend a meeting on behalf of the Board of Trustees would need to come before the Board of Trustees for approval.
 - A meeting agenda shall be submitted to the Board of Trustees at the time of the request.
 - A minimum of two trustees would be required to attend the meeting.
 - The purpose of attending the meeting would be to gather information and/or provide information on behalf of the Board of Trustees.

Revision Date: Oct. 9, 2018		Page 17 of 22
---------------------------------------	--	-------------------------



- o Following the meeting, a report would be brought back to the Board of Trustees.

7. Pre-Budget Consultations

As part of the annual Operating Budget development process, the Board of Trustees, along with senior administration, will invite input, feedback and discussion on topics for budget consideration. This process will include:

- An invitation to Parent Advisory Councils to attend a Pre-Budget Consultation meeting in early December annually.
- An invitation to the division employee groups to meet with the Board for the purposes of identifying budget issues for the Boards' consideration.
- An invitation to the public to attend a Budget Presentation meeting in late February to review proposed budget changes for the next school year.

8. School Relationships (School Visit Protocols)

School visits by Trustees have been identified as an effective way to promote communication and to provide Trustees with an opportunity to engage in a meaningful way with the school community. School administrators are encouraged to invite Trustees to school events and or activities. To assist and support meaningful and purposeful Board of Trustee visits to schools, the following guidelines have been established:

- a. School administrators, when requesting Trustee representation at a school event or to visit a school, shall direct requests through the Superintendent/CEO's department.
- b. The Superintendent/CEO, in consultation with the Board Chair, shall determine availability of Trustees and will be responsible for assigning Trustee representation to school activities, taking into consideration Trustee work schedules and availability.
- c. The request from the school should include the following information:
 - Location, date and time of activity or event
 - Brief description of the activity, event, or purpose of the visit
 - Expectations of Trustee
- d. Requests should be submitted in advance of the activity allowing for appropriate lead time in order to assure Trustee representation.

9. Parent Council Relationships

Recognizing that the Parent Council acts as an advisory body to the Principal and operates under its own rules and regulations and in accordance with the [Education Administration Act, Advisory Councils for School Leadership Regulation](#), parent council meetings can be a good venue to promote Board initiatives and work, and also to understand and learn about particular school communities.

The Board approved paying for membership with the Manitoba Parent Councils Association (MAPC) for all Division school councils wishing to join. This action was to enable school councils to access supports to further the work and involvement of parents in the school system.



F. CALENDAR OF CRITICAL DATES FOR TRUSTEES

1. MVSD Trustee Calendar of Critical Dates

The Trustee Calendar of Critical Dates provides Trustees with an overview of regular/annual key “events at-a-glance.” Some additional Board activities may be added over the course of a year, and some timelines may shift slightly due to circumstances. The Trustee Calendar of Critical Dates is located on the Trustees’ page on the MVSD Web Portal (intranet).

2. MSBA Calendar of Events

The [MSBA Calendar of Events](#) provides Trustees with a year-at-a-glance of Trustee events and activities. The Calendar is located on the Manitoba School Board Association website.

G. BOARD AND ADMINISTRATION RELATIONS

1. Process for Constituent Concerns

Where a concern or complaint is directed to a division administrator or trustee, it is important that the complainant be directed first to the school to allow for a meeting between the person against whom the complaint is made and, if necessary, with the school principal. No action should be taken by the division administrator or trustee before the concerns/complaints have been addressed at the school level ([MSBA, Suggested Guidelines for Resolving Complaints Regarding Teachers and School Administrators.](#))

Concerns, complaints and inquiries from constituents directly to Trustees are to be forwarded to the Superintendent/CEO for follow up. Superintendent/CEO will determine the appropriate method of follow-up and initiate a response with the appropriate department or staff member as required. Follow-up and responses usually occur within 7 to 10 business days. Matters involving student safety are dealt with as an immediate priority.

Investigations are not initiated on anonymous complaints and information from anonymous sources as it is difficult to determine the accuracy of the evidence and may be deemed as hearsay. Depending on the nature of the allegations, follow-up with the school may be in order.

Trustees who meet with constituents to hear concerns are encouraged to put the matter in writing to the Superintendent/CEO and have a request initiated for follow-up.

2. Direct Requests of the Administration

Trustee requests for information and service shall be made:

- a) Through the office of the Superintendent/CEO. The Superintendent/CEO will direct the request to the most appropriate source. The Superintendent/CEO can ensure that the request for information is recorded and tracked for timely follow-up and that responsive information is shared with all Trustees as appropriate;

Or,

Revision Date: Oct. 9, 2018		Page 19 of 22
--------------------------------	--	------------------



- b) At a Board or Committee of the Whole meeting. Board and Committee of the Whole requests for information made at a Board meeting or Committee of the Whole meeting are recorded and tracked. Responses to Board or Committee of the Whole requests shall be brought to a subsequent Board or Committee of the Whole meeting accordingly or communicated to all Trustees through Transmittal Memorandum if the nature of the information would pertain to all Trustees.
- c) Trustee requests for assistance in dealing with constituent concerns brought to a Trustee as the Ward Trustee shall be made through the Superintendent/CEO.

NOTE:

If, in the opinion of the Superintendent/CEO, a Trustee request for information or service will result in a significant expenditure of time and resources, the Trustee shall be so advised and the Trustee may seek Board approval for the expenditure through a notice of motion.

(Also see [Section C.2 - Inquiries and Requests for Information.](#))

H. ADMINISTRATIVE RESOURCES AND SUPPORTS

1. Administrative Support for Trustees

Under the direction of the Superintendent/CEO and Secretary-Treasurer, Division Office staff provides some secretarial support for Trustees as a member of the Board. The same basic level of administrative assistance is provided for all Trustees to help in managing their role on the Board.

The following administrative assistance is provided to all Trustees:

- a. Correspondence and Mail
 - Processing traditional mail (hard copy) and correspondence. Mail is placed in the Trustee's mailbox on a regular basis for pick up during the week.
 - For urgent correspondence, Division Office staff will notify the Trustee by e-mail or phone.
- b. Meetings, Board-Hosted Events, School and Community Functions
 - Maintaining the Trustees Critical Dates Calendar of events.
 - Liaising and coordinating meeting agendas with offices of the Premier; Cabinet Ministers; MLA's; and Mayors, Reeves and municipal councils in preparation for meetings and social functions requested by the Board of Trustees.
 - Assisting schools and community groups in extending invitations to Trustees for special events being planned.
 - Confirming Trustee RSVP's with event organizers and arrange for appropriate protocol, Trustee speaking notes and background information that would assist Trustees in their participation at events such as:
 - Meetings with members of government
 - Board-hosted functions
 - Division and school award functions
 - Commencement ceremonies

Revision Date: Oct. 9, 2018		Page 20 of 22
---------------------------------------	--	-------------------------



- Parent group meetings
 - Trustee conferences, seminars, special Board events
 - Committee meetings, negotiations
 - Provincial Associations (MSBA)
- c. General Administrative Support
- Assisting Trustees in coordinating with ICT staff for any computer/ICT assistance required.
 - Assisting Trustees in navigating the Trustee Intranet Site.
 - Providing Division information/publications/promotional materials as requested for Trustee events.
 - Coordinating requests and responses to constituent inquiries.
 - Purchasing and coordinating of commemorative plaques for major milestones and celebrations for Trustees to present at special events.
- d. Travel Arrangements
- Preparing conference registrations for MSBA and CSBA meetings, and making travel and accommodation arrangements.
 - Registration, travel and accommodation arrangements for all non-division events and conferences are the responsibility of the Trustee.

2. Administrative Support for Board Chair

Under the direction of the Superintendent/CEO additional support will be provided for the Board Chair in his or her capacity as the official representative of the Board as outlined below:

- Processing of mail directed to the Board Chair for follow up when required.
- Processing/preparing and tracking documentation requiring the Board Chair's signature.
- Prepare/drafting correspondence for the Board Chair's signature.
- Coordinating meeting logistics for meetings with key stakeholders.
- Organizing and maintaining Board Chair's appointment calendar, including RSVPs for all events he/she will be attending.
- Coordinating speaking notes and/or key messages for all events where the Chair is representing the Board of Trustees.
- Making travel and accommodation arrangements for all events the Board Chair is attending, including event registration.

3. Board Intranet Site

The Trustee Intranet Site is the Division's intranet site for all Board information. The Trustee Intranet Site is a password-protected site where Trustees go to access all meeting information packages, information about upcoming events, resources and much more.

There are no hard copies of materials sent to Trustees; Trustees have the freedom and convenience to access and view/download pertinent information as needed. Board meeting information packages allow for various electronic mark ups to be made directly within the documents. This is often useful when making notes or wanting to ask questions at the meeting.



4. Insurance and Indemnifications (Trustee Insurance)

The Board recognizes the additional risk of business travel for Trustees who are required to travel on a regular basis to fulfil their job duties. The Division will provide business travel accident insurance through a program sponsored by the Manitoba School Boards Association.

All school divisions and Boards are covered by the Manitoba Schools Insurance Program. The provisions of this insurance program administered by Western Financial Group provide extensive coverage in the areas of property, liability, boiler and machinery, and crime.

I. TECHNOLOGY

1. Use of Division Technology

- a. Trustees will be provided with a Division e-mail account and access to the Trustees' page on the MVSD Web Portal (intranet).
- b. Trustees will be provided with a laptop computer to conduct Board business. The computer technology system is explicitly the property of the school division and the division retains ownership of files, documents, communication received, created or stored by all users of the system.

2. Acceptable Use Procedure

Trustees will adhere to the MVSD Procedure AA10 - Acceptable Use Procedure, Information and Communication Technology (ICT).

J. RESOURCE LINKS

- [Manitoba School Boards Association](#) (MSBA)
 - [School Board Member Handbook, January 2014](#)
 - [A Guide to School Boards and Trusteeship in Manitoba, July 2012](#)
- [Canadian School Boards Association](#) (CSBA)
- [Manitoba Education and Training](#)
 - [Administrative Handbook for Schools](#)
- [The Public Schools Act](#) (PSA)
- [The Education Administration Act](#)
- [Manitoba Association of School Superintendents](#) (MASS)
- [Manitoba Association of School Business Officials](#) (MASBO)
- [Manitoba Association of Parent Councils](#) (MAPC)
- [Manitoba Teachers' Society](#) (MTS)