



Turtle River School Division

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ADMINISTRATION

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Section Administration

ROLE AND MISSION STATEMENT

The board of trustees of Turtle River School Division is responsible for policy formulation which provides the structure and organization for the education of students within its boundaries. The implementation of these programs is guided by the major goals of assisting students to reach a high degree of self-actualization to become both self sufficient and contributing members of society.

The board will focus on the overall needs of its students. Notwithstanding this, the board will pay due regard to its responsibilities to the community and encourage a high quality of education. The degree to which the board attains its goals will be measured through the use of standard evaluation tools, internal and external testing and the performance of students in their chosen endeavours.

The board, in implementing its programs will draw upon the unique skills of staff and its use of progressive and varied methods of instruction.

In doing so, the board will maximize the use of specialized facilities to provide the greatest opportunity for student learning and social growth.

May 12, 1986

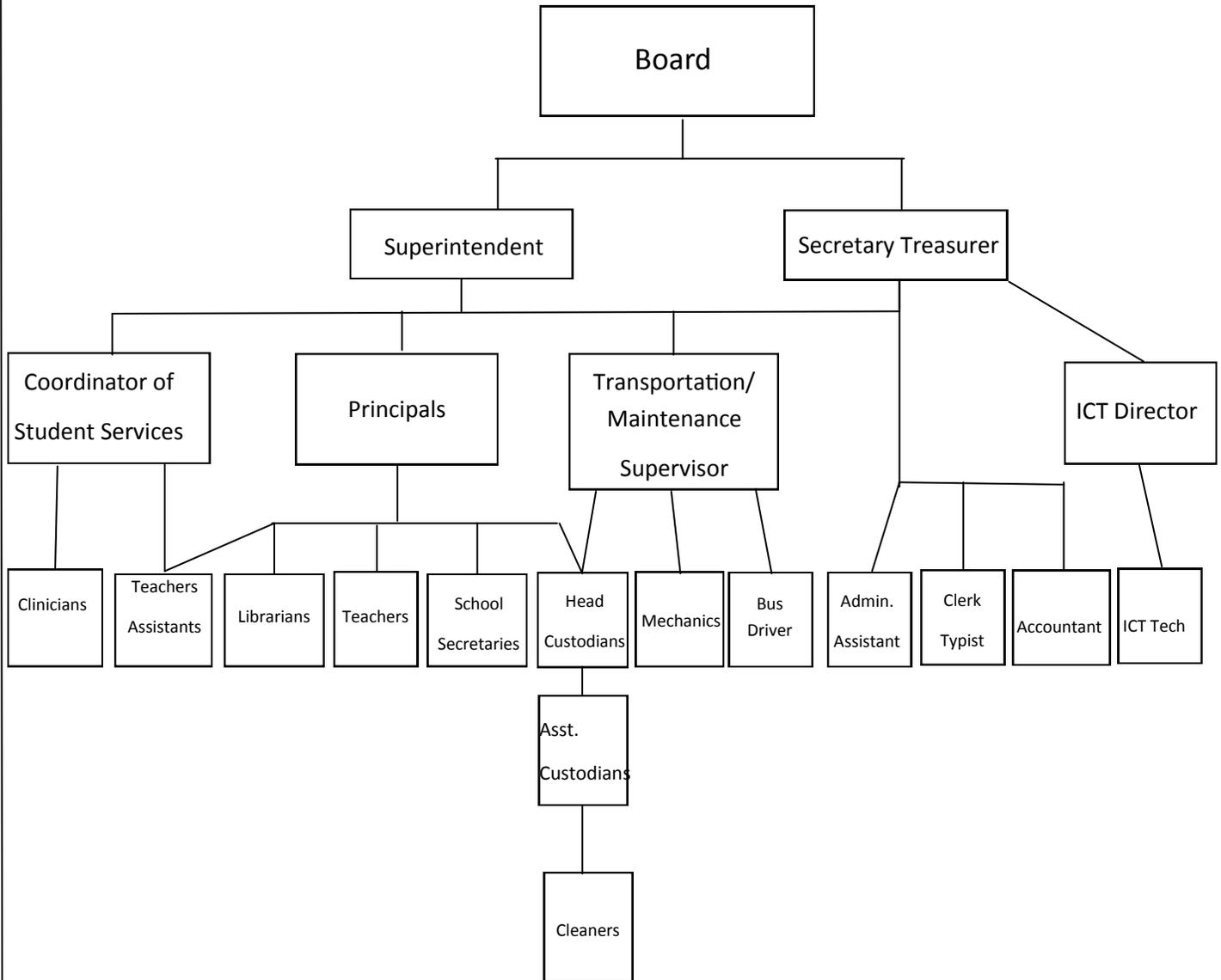
October 23, 1990

Reviewed April 2004

"Learning today for tomorrow"



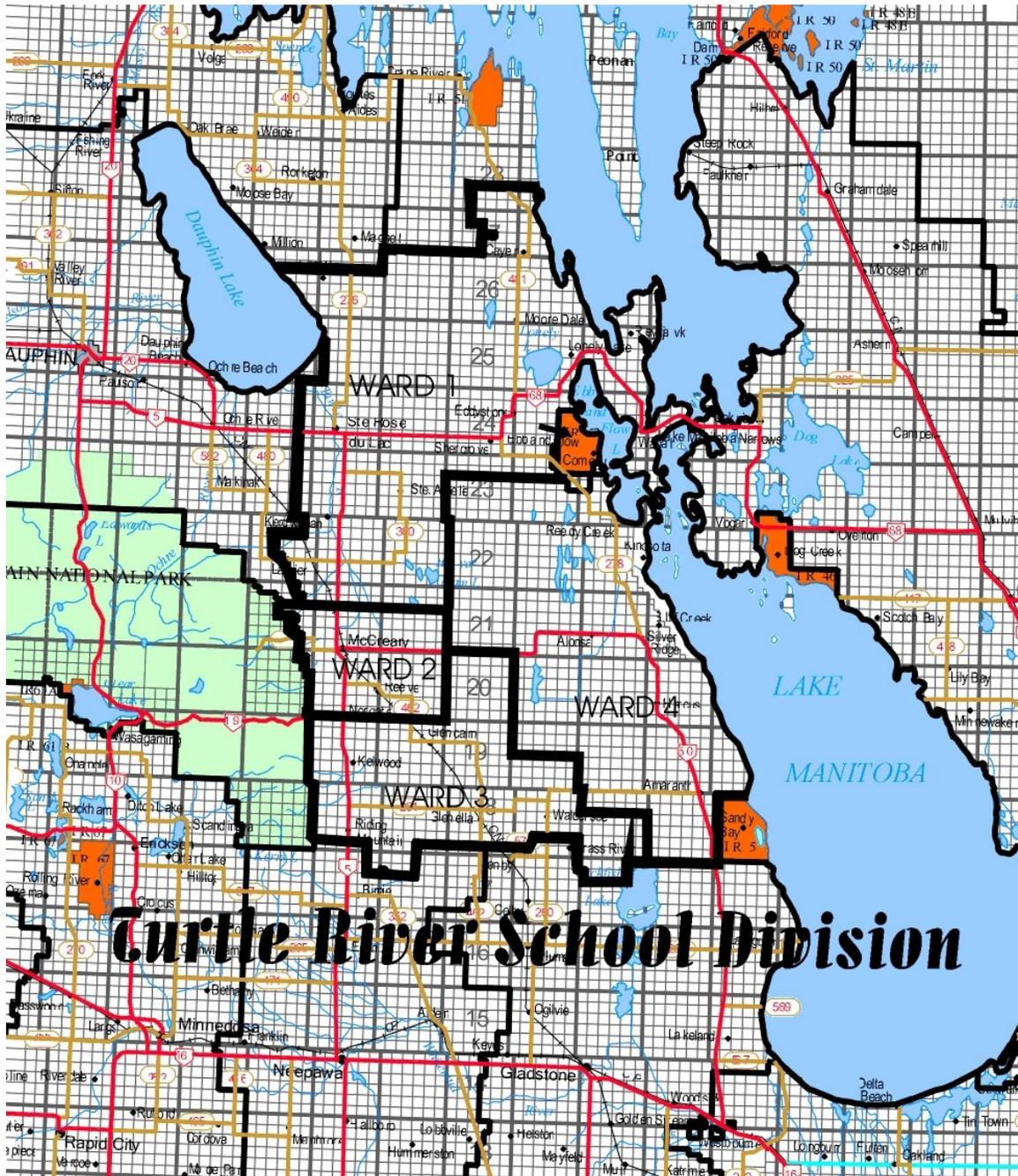
Turtle River School Division Policy Statement



It is the Board's expectation that the Secretary- Treasurer and Superintendent work cooperatively to insure that all operations of the Board are carried out.



Turtle River School Division Policy Statement



April 2004

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Turtle River School Division Policy Statement

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Section Administration

WARD 1 – Ste. Rose / Laurier / Eddystone

RANGE 10

Sections 8, 17-20, 29, 30 and 31
Except water Township 23

Sections 6 – 8, 16 – 19, except water
Sections 20 & 21; Sections 22, 27-31
And 33 except water Township 24

Sections 6, 19, 30 and 31, except water Township 25

Sections 6,7,18 and 19 except water Township 26

RANGE 11

Sections 25, 26, 34 and 35,
Except water; section 36 Township 23

Section 1, 2 and 11 except water,
Sections 12, 13, 21-24 except water;
Sections 25-27; Sections 28, 29 and
32 except water; Sections 33-36. Township 24

Sections 1 – 4; Sections 5 and 8 except
Water; Sections 9 – 11; Sections 12 and 13
except water; Sections 14-17; Section 18
except water; Sections 19 & 20:
Sections 21 & 22 except water;
Section 23; Section 24 & 25 except water;
Section 26; Section 27, 28 & 29 except
Water. Section 30; Sections 31, 32 and 34
Except water; Sections 35 & 36. Township 25

Sections 1 & 2; Sections 3, 4, 6, 7, 10
And 11 except water; Section 12; Sections
13 & 14 except water; Township 26

RANGE 12

Sections 19-23; S ½ of Section 26;
Sections 27-33; W ½ of Section 34. Township 23

Sections 4-9; N ½ of Section 10;
Sections 16-22; Section 25 except water,
Portion of Section 26; Sections 27-35;
Section 36 except water. Township 24

Sections 1 – 36 except waters of
Loney Lake and Ebb & Flow Lake Township 25

Sections 1 – 36 except water. Township 26

Section 16 except water; Sections
17-20; Section 21 and 28 except water;
Sections 29 – 31; Section 32 except
Water Township 27

Section 5 except water;
Sections 6 & 7; Section 8 except
Water. Township 28

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Turtle River School Division Policy Statement

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Section Administration

WARD 1 – Ste. Rose / Laurier / Eddystone - continued

RANGE 13	Sections 19 – 36	Township 23
	Sections 1 – 36.	Township 24
	Sections 1 – 36	Township 25
	Sections 1 – 36	Township 26
	Sections 13 – 15; S ½ of Section 22; Sections 23-27; and 33-36.	Township 27
	Sections 1-4; and 9 – 12.	Township 28
RANGE 14	Sections 25-36	Township 21
	Sections 1- 36	Township 22
	Sections 1 – 36	Township 23
	Sections 1 – 36	Township 23
	Sections 1 – 36	Township 24
	Sections 1 – 36	Township 25
	Sections 1 – 36	Township 26
	SW ¼ section 25	Township 27
RANGE 15	Sections 25 – 36	Township 21
	Sections 1 - 36	Township 22
	Sections 1 - 18	Township 23
	Sections 19-36	Township 23
	Sections 1 – 36	Township 24
	Sections 1-5, 8 – 12, 13-17, And 20-29; Section 30 except Water; Sections 31-36	Township 25
	Sections 1 – 24	Township 26
RANGE 16	Sections 25; E ½ of Section 35; Section 36.	Township 21
	Sections 1,2 E ½ of Section 10; Sections 11-15; N.E. ¼ of Section 16; E. ½ of Section 21; Sections 22-25; And Section 36.	Township 22
	Sections 1, 12 & 13, 24, 25, and 36.	Township 23
	Sections 1, 12, 13, 24, 25 and 36.	Township 24
	Section 36 except water.	Township 25
	Section 1, 2 and 11, except water; Sections 12-14; Sections 15 & 21 Except water; Sections 22, 23 & 24.	Township 26

Resolution # 6
Sept 4,2001

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Turtle River School Division Policy Statement

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Section Administration

WARD 2 – McCreary

RANGE 14	Sections 1 – 36	Township 20
	Sections 1 – 24	Township 21
RANGE 15	Sections 1 – 36	Township 20
	Sections 1 – 24	Township 21
RANGE 16	E ½ of Section 25; E. ½ of Section 11; NW ¼ of Section 36;	Township 20
	Sections 1, NE ½ of Section 11; Section 12 & 13, S ½ and NE ¼ Of Section 14; Sections 22-24.	Township 21

WARD 3 – Glenella / Kelwood

RANGE 11	Sections 27 – 29; E ½ of Section 30; Sections 31 – 34.	Township 17
	Sections 1 – 24.	Township 18
RANGE 12	Section 7; W ½ of Section 8; Sections 13 – 36	Township 18
	Sections 1 – 18	Township 19
RANGE 13	Sections 7 – 36	Township 18
	Sections 1 – 36	Township 19
	Sections 1 - 36	Township 20
RANGE 14	Sections 28 – 33	Township 17
	Sections 4 – 36	Township 18
	Sections 1 – 36	Township 19
RANGE 15	Sections 25 and 36	Township 17
	Sections 1 and 7 – 36	Township 18
	Sections 1 – 36	Township 19

Resolution #6
Sept 4, 2001

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Turtle River School Division Policy Statement

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Section Administration

WARD 4 – Alonsa / Amaranth

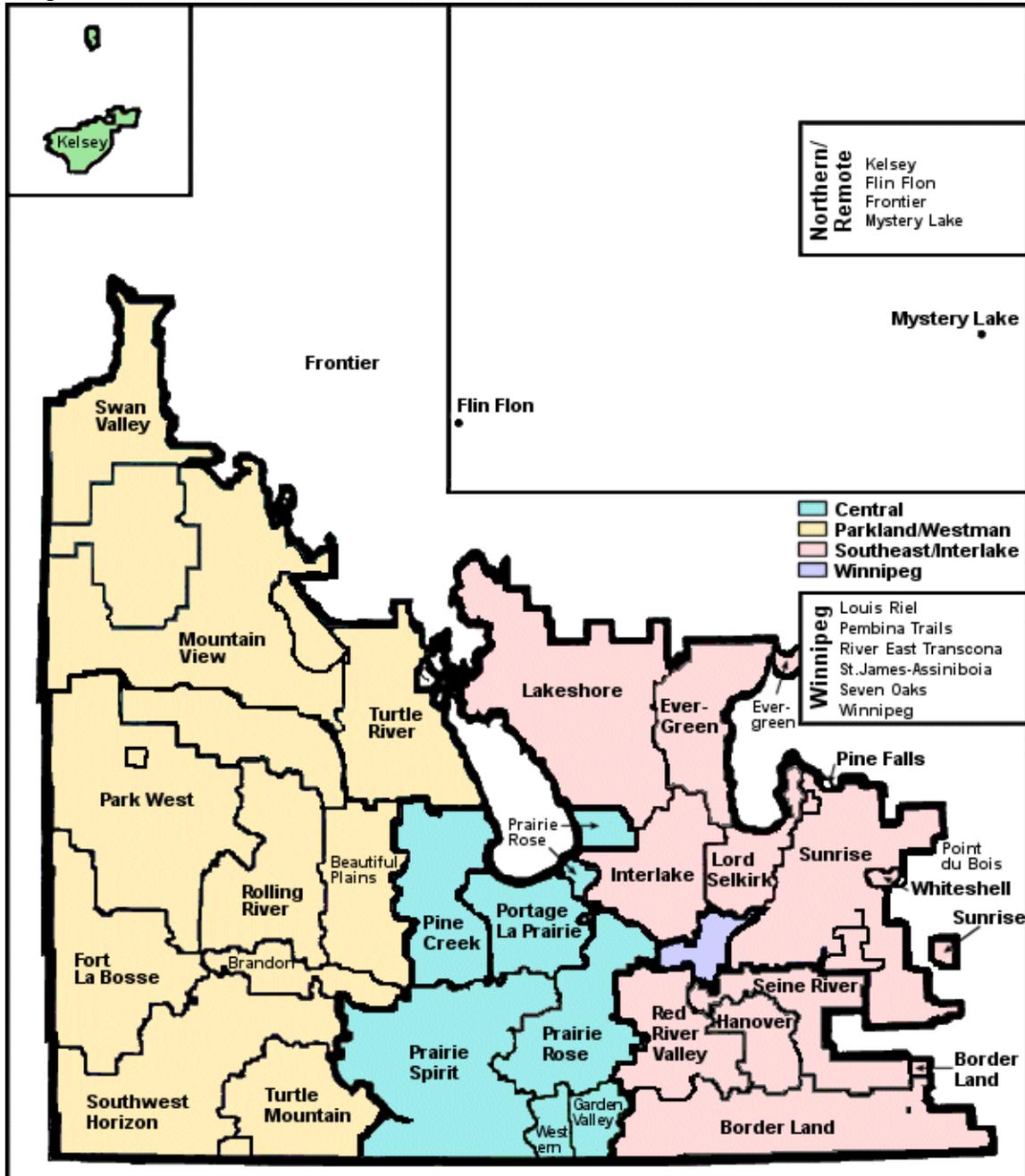
RANGE 9	Section 3 except water; Sections 4 – 9; Sections 10 & 15 Except water; Sections 16 – 20; Sections 21 & 28 except water; Sections 29 & 31; Section 32 except water.	Township 19
	Sections 6 & 7 except water.	Township 20
RANGE 10	Sections 1 - 36	Township 18
	Sections 1 – 36	Township 19
	Sections 1 – 12; Section 13 except Water; Sections 14 – 23; Sections 24 & 25 except water; Sections 26 and 35; Section 36 except water.	Township 20
	Sections 2 & 3 except water; Sections 4 – 9; Sections 10, 15 & 16 except water. Sections 17 – 20, 21 and 28 except water; Sections 29-31; Section 32 except water.	Township 21
	Section 6 except water.	Township 22
	Sections 5 – 7; Section 17, west of water.	Township 23
RANGE 11	Sections 25 – 36.	Township 18
	Sections 1 – 36.	Township 19
	Sections 1 – 36	Township 20
	Sections 1 – 36	Township 21
	Sections 1- 11; Sections 12 & 13 Except water; Sections 14-23; Sections 24 & 25 except water; Sections 26-35; Section 36 except water.	Township 22
	Sections 1, 2, 3 except water; Sections 4 – 8; Sections 9, 12, 13 & 16 except water; Sections 17, 28 & 20; Sections 21 & 22 except water; Portion of sections 28 & 29.	Township 23
RANGE 12	Sections 19 – 36	Township 19
	Sections 1 – 36	Township 20
	Sections 1 – 36	Township 21
	Sections 1 – 36	Township 22
	Sections 1 – 12; and 14 – 18.	Township 23
RANGE 13	Sections 1 – 36	Township 21
	Sections 1 – 36.	Township 22
Resolution #6 Sept 4,2001	Sections 1 – 18.	Township 23

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Manitoba School Divisions and Districts

Schools in the Division Scolaire Franco-Manitobaine are distributed across the regions in the province.





Turtle River School Division Policy Statement

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Section Administration

DISCIPLINARY ACTION FOR SMOKING ON DIVISION PREMISES:

EMPLOYEES

Disciplinary Action for Infraction of Policy

First infraction: The immediate supervisor of the employee shall counsel the employee, advising the employee of the regulations and record the policy infraction.

Second infraction: The supervisor is to advise the employee that the policy infraction is being referred, in writing, to the supervisor's superior.

Third infraction: The supervisor will inform the board of the infraction. The employee will be advised by the board of the consequences of the policy infraction. These consequences could include suspension and eventual termination.

All properties owned by the Turtle River School Division are SMOKE FREE. This includes buildings, grounds, buses and other division owned vehicles.

December 1990

Reviewed April 2004



Turtle River School Division Policy Statement

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Section Administration

ADMINISTRATIVE DECISION MAKING IN CASES WHERE THERE IS NO POLICY

Where no policy is in effect, the administrator, both at the division and school levels, shall make a decision he/she believes to be in the best interests of Turtle River School Division.

Where a major decision is being made, the superintendent, secretary-treasurer and/or the board should be consulted and the resulting decisions reported.

Reviewed April 2004

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

If a division administrator is absent from his duties for a prolonged period of time, the board or its appointed committee, shall arrange with the other division administrators, to share these duties, or appoint temporary personnel to carry out the duties, or take such other action as it deems necessary to effectively and efficiently maintain the functioning of the division.

Reviewed April 2004

NEWS RELEASES

Any board sponsored news releases on behalf of the division should be disseminated by the superintendent, secretary-treasurer and or board chairperson. News releases applying to any group of employees shall be given to those employees before release whenever possible and practical. Any information released by a particular school must be read and approved by the principal before such release is made.

Reviewed April 2004

PUBLIC GIFTS TO THE SCHOOLS

All public gifts to a school should be reported to the board by the principal. All gifts become the property of the Turtle River School Division.

Reviewed April 2004



GUIDELINES FOR COMPLAINTS TO BOARD MEMBERS AND DIVISIONAL SUPERVISORS REGARDING DIVISION STAFF

The board members and supervisor shall follow the following guidelines in dealing with complaints.

As a general principle, board members and supervisors in the organization shall attempt to deal with concerns or complaints by directing individuals initially to the appropriate level in the chain of command. Individuals should be requested to express their concerns in writing.

1. Board members and supervisor should first encourage an individual to express his/her concern(s) directly with the staff person concerned (e.g. teacher, bus driver, payroll clerk, etc.)
2. Should an individual again express concern (s) to a board member or supervisor, or indicate that he/she has already expressed concern(s) to the staff member(s) involved, he/she should next be encouraged to express the concern(s) to the staff member's immediate supervisor. (e.g. school principal, etc.)
3. Should the individual indicate the concern(s) has (have) not been satisfactorily resolved at the staff member's immediate supervisor's level, the person should be directed to express the concern(s) at the next supervisor's level (e.g. superintendent of schools, transportation supervisor, etc.)
4. Should the concern(s) or complaint(s) not be resolved by the divisional supervisor to the satisfaction of the individual, he/she shall be instructed to put the complaint in writing and direct same to the board.
5. If the written concern is directed to the board, the item is to be included on the next board meeting's agenda. The reasons for concern or complaint must be clearly stated and duly signed by the complainant(s).
6. Delegations: If a group requests to appear as a delegation before the board, the request must reach the division, in writing, at least five days before the next regular meeting of the board. The reason for attending must be provided. The request must be signed by the delegates or their designate. The secretary-treasurer will then confirm the time the delegation is to appear on the agenda.
7. The board shall determine the future course of dealing with the complaint, keeping in mind the chain of command, divisional personnel policies, the Public Schools Act and Regulations, etc.
8. The preceding are guidelines which should apply in most situations unless concerns or complaints are perceived to be of an emergency nature. Where concerns or complaints are perceived to be of an emergency nature, they should be dealt with by a special meeting of the board in accordance with the Public Schools Act.

June 19, 1990

Reviewed April 2004



Turtle River School Division Policy Statement

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Section Administration

EMERGENCY CLOSINGS:

School(s) may be closed as a result of a decision by division personnel whenever the further operation of the school(s) would constitute a safety hazard for students. This decision should be made by the superintendent in consultation with the transportation supervisor and the principal(s) concerned. The local trustee should be informed, when possible.

Reviewed April 2004

PROFESSIONAL STAFF MEETINGS:

The board expects its staff members to attend meetings called by school administrators, staff officers, trustees, or a subject coordinator.

Reviewed April 2004



Turtle River School Division Policy Statement Guidelines for Parent Councils

The Turtle River School Division Board of Trustees believes that education is a shared responsibility among parents, the community, students, staff and the Board. By working together we all contribute to the improvements of our schools and to the success of our students. The Board shall provide parents/guardians with the information they need to support their children's education and shall involve them in decisions, which affect their children and their schools. The Board is committed to ensuring that all parents/guardians and members of our diverse community have opportunities to participate in the school system, and shall provide the support necessary to achieve that goal. It is expected in the ongoing discussion, activities and decision making of the Parent Council that such will be conducted always with a view to acting in the best interests of all children in the school.

The Parent Council Guidelines

The school council will work in cooperation with schools staff, trustees, parents and community within the following mandate:

1. As an advisory structure to administrator and staff, presenting parental and community perspectives and concerns on issues related to programs, school planning and the general management of the school.
2. As a means of disseminating information about the school and parental priorities and promoting community understanding and involvement in the school.
3. As a liaison between the school, parents, community and other school support organizations for the purpose of information sharing and cooperation.
4. As an advisory structure to the school in matters relating to the School Division.
5. As a partner with the school in projects and activities which are identified by the school and parent council in its planning priorities.

Roles and Responsibilities of The Parent Council

1. To promote community interest, understanding and involvement in the school.
2. To establish ongoing communication with all parents of the school and with the school's community.
3. To establish a means of regular accountability to the school and community for council involvement, activities, expenditures and recommendations.
4. May serve as an advocate on behalf of the all children of the school.
5. May participate in terms of providing input into the development of the annual school plan.
6. Will provide an agenda to local Trustee prior to their meeting



Turtle River School Division Policy Statement Guidelines for Parent Councils

Parent Council: Formation and Organization

The Division will recognize one parent organization per school as the legitimate Parent Council for that school. Legitimacy is to be determined through an annual advertised meeting so as to ensure all parents/Community members have the opportunity to become a part of that Council. Notice for the annual organizational meeting, must be advertised to the community no later than 14 days prior to the meeting.

The composition of the Council should include a majority of parents with the principal as advisor and at least one member of the teaching staff as a staff representative.

Community membership and involvement is encouraged.

The order of business for this annual meeting shall be as follows:

1. Election of the president, who must be a parent of the school and not the administrator or a teacher from the school. The administrator shall preside over this first portion of the meeting until the president is elected.
2. The newly elected president will assume the chair and preside over the election of the remaining executive. It is suggested that the executive be composed of, at minimum, a vice-president, a secretary and/or a treasurer.
3. The secretary will assume responsibility for recording the minutes for meetings and will read the minutes of the last regular meeting and the last annual meeting, if such are available, for adoption by the group assembled. Minutes should be provided to the division office and local trustees. These minutes should be posted on the school website.
4. An accounting record of the funds for the organization is to be developed, in accordance with GAAP, such that the books of the organization can be audited on an annual basis. The treasurer will assume responsibility for the books of the Council and together with the president shall arrange for a bank account in the name of the organization. Any two of President, Vice President, Secretary or Treasurer will serve as signing officers for the organization.
5. A letter from the Council, following the annual meeting, should be submitted to the Board of Trustees to request formal recognition of the Parent Council for the school for that school year. The letter should include the name of the organization, the names and addresses of the executive (for the year) and a schedule outlining regular meetings for the year. A copy of the minutes of the annual meeting should be attached.



Turtle River School Division Policy Statement Guidelines for Parent Councils

Parent Council: Operations

1. The Council must consider the development of a constitution and rules of operating procedures. The administrator is available to assist in this regard.
2. The Council will hold regularly advertised open meetings, within the school.
3. The Council shall conduct its meetings according to procedures/constitution which should include; a published agenda for the meeting, the maintenance and adoption of minutes and a treasurer's report on the current state of funds of the Council.
4. When deciding on projects and activities for the school, the Council must consult with the principal so as to ensure that Division requirements and school priorities are considered. The Parent Council is to have input into the development of the annual school plan such that priorities are mutually understood.
5. When undertaking fund-raising projects, the Council must seek input from the Principal as to Divisional parameters and policy, as fund-raising is ultimately done in the school's name and reaches a common community.
6. Principals are ex-officio members

The Role of the School Division with Parent Councils

1. The School Division shall endeavor to make available to Parent Councils the information they require to provide effective input to their school. The Division's Mission, Vision, Manual shall be made available through the school.
2. Trustees may attend Parent Council meetings so as to provide and receive input. The local Trustee is welcome to attend all school Parent Council meetings.
3. The Board will invite the Parent Council to have input into the annual Division planning.
4. The Board will invite the Parent Council to a pre-budget meeting



Turtle River School Division Policy Statement Guidelines for Parent Councils

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Section Administration

The Role of The Principals with The School's Parent Council

Develop the annual school plan that addresses the priorities and directions of the Division, after considering input from staff and Parent Council.

Serve as an advisor to the Parent Council and arrange for teacher representation to the Council. The principal will endeavor to ensure the Parent Council has access to the school level information they require to provide adequate input to the school on issues of program, procedure and resource utilization.

Facilitate communication between the school board, senior administration, school staff, parents and community.

Develop school level communication procedures so as to ensure a good public relations image of the school in the community.

The Role of Teachers with The Parent Council In Their School

Teachers will support the establishment of Parent Councils as an integral part of the school and will strive to maintain positive communication.

A teacher representative will be named to attend Parent Council meetings as a part of the Council. Teachers are welcome to attend Council meetings.

Resolution # 11 April 22, 2014



Turtle River School Division
Policy Statement
By-Law Number 171

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Section Administration

BEING A BY-LAW TO REGULATE THE PROCEEDINGS OF THE BOARD OF TRUSTEES OF THE SCHOOL DIVISION OF TURTLE RIVER

WHEREAS it is deemed expedient to pass a By-Law to regulate the proceedings of the meeting of the said Board of Trustees and Committees thereof.

NOW, THEREFORE, be it and it is HEREBY ENACTED as a BY-LAW of the SCHOOL DIVISION OF TURTLE RIVER, 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 operations of the board. This By-Law replaces By-Law Number 144 November 7, 1995.

I. INAUGURAL MEETING

1. The calling of the first meeting of the school board and the election of a chairperson or vice-chairperson are provided for in Section 29 (1), (2), (3) of the Public Schools Act.
2. The chairperson and vice-chairperson shall be chosen annually at the inaugural meeting of the board. The Board shall take a secret vote by ballot. The election will be determined by a simple majority.
3. Nominations are in order as soon as the chairperson calls for them.
4. Nominations do not require a seconder.
5. A board member may nominate only one other board member for each position on the board. i.e. chairperson, vice-chairperson. If a member contests a position and is not successful, that member is eligible to contest another position.
6. A motion to close the nominations requires a two-thirds vote.
7. The date, time and place for regular meetings shall be established.
8. Standing committees and the number of trustees on each committee shall be established. The standing committee of the board shall be chosen following a format whereby trustees designate those committees on which they wish to serve.
9. An attempt shall be made to have division-wide representation on standing committees.
10. Except for a "Committee of the Whole," the number of trustees on any committee shall be fewer than a quorum of the board.
11. If there is no further business, a motion to adjourn the inaugural meeting is in order. This motion requires a seconder.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

II. REGULAR BOARD MEETINGS

NOTICE OF MEETINGS – shall comply with a Public Schools Act 30 (2)

1. QUORUM

A majority of the whole board of trustees shall constitute a quorum. The number required for a quorum does not change if there is a vacancy. When a quorum is not present one half hour after the designated meeting time, the meeting shall not take place. The Secretary-Treasurer shall record the members present. No business can be legally transacted without a quorum present.

If there is no quorum when the meeting is scheduled to begin, those trustees present may wish to proceed with the business of the meeting operating as a committee and when a quorum is present the legally constituted meeting would then be asked to approve the recommendations made by the committee. This committee would not be referred to as a “committee of the whole” because a quorum for the “committee of the whole” would be the same number as would be a quorum for the board.

2. CALL TO ORDER

The chairperson shall call the meeting to order at the designated time. In the absence of the chairperson, the vice-chairperson shall preside. If both are absent a chairperson appointed by the members present shall preside. The appointed chairperson shall relinquish the chair upon the arrival of the board chairperson or vice-chairperson. The Public Schools Act Section 31 and 32.

3. ORDER OF BUSINESS

The Secretary-Treasurer shall present the order of business in the form of a prepared agenda. Items to be distributed with the agenda must be conveyed to the Secretary-Treasurer by noon at least three working days preceding the meeting. The agenda and any background information and reports should be in the hands of the trustees at least two days before the meeting.



Turtle River School Division
Policy Statement
By-Law Number 171 - Continued

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Section Administration

4. AGENDA

BOARD MEETING, DATE, TIME, PLACE
CALL MEETING TO ORDER

- 1.01 A. ADDITIONS TO AGENDA
B. ADOPTION OF AGENDA/ADOPTION OF AGENDA AS AMENDED
- 1.02 A. APPROVAL OF MINUTES FROM PREVIOUS MEETING
B. DISCUSSION OF BUSINESS ARISING FROM MINUTES
- 1.03 BUSINESS ARISING FROM PREVIOUS MEETINGS
- 1.04 REPORTS OF STANDING COMMITTEES
- 1.06 TRANSPORTATION MAINTENANCE SUPERVISOR'S BUSINESS ITEMS,
INFORMATION & CORRESPONDENCE
- 1.07 SUPERINTENDENT'S REPORT ON BUSINESS ITEMS
- 1.08 SECRETARY-TREASURER'S REPORT ON BUSINESS ITEMS
- 1.09 FINANCE – APPROVAL OF ACCOUNTS
- 2.00 NEW BUSINESS
- 3.00 DELEGATIONS
- 4.00 OTHER REPORTS
- 5.00 SUPERINTENDENT'S REPORT – INFORMATION & CORRESPONDENCE
- 6.00 SECRETARY-TREASURER'S REPORT – INFORMATION &
CORRESPONDENCE
- 7.00 OPEN FORUM
- 8.00 ADJOURNMENT

Changes in the agenda may be made provided they are urgent or significant.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

III. DUTIES OF THE CHAIRPERSON

1. It is the duty of the chairperson to preserve order and to endeavour to conduct all business before the board with propriety and dispatch.
2. The chairperson has no casting vote; his/her right is to vote on every question by virtue of his/her membership. Public Schools Act (31).
3. When the chairperson wishes to speak to a motion he/she must vacate his/her position as chairperson and delegate the vice-chairperson to preside.
4. The chairperson, with the consent of the board, may refer items to committees for further recommendations or more information for the next meeting.
5. The chairperson shall decide "points of order," subject to an appeal duly moved and seconded. An appeal must be moved immediately after a ruling and before resumption of business.
6. When the chairperson is called upon to decide "a point of order" or practice, he/she shall state the rule applicable to the case, without argument or unnecessary comment, and without debate. The chair's decision shall be final unless reversed by a majority vote of the members present. An appeal shall not be considered as a motion of non confidence in the chair.
7. The chairperson states each motion, or causes it to be stated, before it is discussed and before it is voted upon.
8. The chairperson calls for and declares the results of all votes.
9. The chairperson shall act as the spokesperson for the board.
10. The chairperson shall sign the minutes of the last preceding meeting after they have been read, corrected and approved.

IV. DUTIES OF THE VICE-CHAIRPERSON

In the absence of the chairperson, the vice-chairperson shall preside, and while so presiding he/she has all the powers of the chairperson.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

V. POINTS OF ORDER

1. Board members, before speaking, shall address themselves to the chair and confine themselves to the question under debate.
2. The chairperson shall, when recognizing board members, acknowledge a member who has not spoken to the motion over a member who has already discussed the motion or who has proposed another motion.
3. When two or more members speak at once, the chairperson shall name the member who is first to speak.
4. No member while speaking shall be interrupted by another, except upon a point of order, a point of privilege or a request for clarification. The member shall confine himself/herself to the point of order, privilege or clarification.
5. If any member transgresses the rules, the chairperson or any member may call on a point of order. The member who transgresses the rules shall immediately be silent. If an appeal is made on the chair's decision, the board shall decide on the case without debate. However, the mover of the appeal may explain his/her reasons for appealing and the chairperson may explain his/her reasons for the ruling.
6. The trustee putting forth a motion shall have the right to both open and close debate.
7. The chairperson shall control all comments related to a motion so as to assure a full and orderly discussion of the issue.
8. Any member may require the questions or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
9. No member shall speak to any questions after a vote on the questions has been called by the chairperson.
10. Before a vote is taken a member may request that his/her vote be recorded in the minutes by the Secretary-Treasurer.
11. No member shall have more than one vote on any questions. In all cases where a vote is taken on any motion and the result is a tie, the motion shall be declared lost.
12. It is the responsibility of each board member to declare a conflict of interest prior to discussion of that item. A disclosure of interest form shall be completed and the trustee will physically remove himself/herself from the meeting.
13. If a member is in conflict of interest and does not remove himself/herself from the meeting and if a member of the board is aware of the conflict, he/she is responsible to bring this to attention of the board. If the member in conflict refuses to leave the meeting, the board may instruct the Secretary-Treasurer to file suit in the courts



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

14. Trustees, including the chairperson, shall vote on every question. Abstention from voting on any question by any trustee shall be counted as a negative vote.
15. A "Notice of Motion" may be read by any member, at the appropriate time during a meeting, or submitted in writing to the chairperson for presentation prior to adjournment. It shall be recorded in the minutes as a "Notice of Motion" but shall not be voted on until the next meeting where it shall be written as a motion with a mover and seconder.
16. Matters dealing with new policy and by-laws shall require notice from at least one regular meeting to another.
17. The reversal of board decisions requires compliance with the Public Schools Act. Section 33 (2) (3).
18. Exceptions to the rules within the jurisdiction of the board can be made by unanimous consent of the entire board providing those sections are consistent with the provisions of the Public Schools Act.
19. A motion which is duly moved and seconded "to recess or to adjourn debate," "postpone debate," "lay on the table," or to "move into committee of the whole," shall be decided without debate.
20. "Amendments" are motions which are used to propose and effect changes in the initial working of main motions. They generally deal with:
 - striking out certain words,
 - adding certain words
 - striking out and adding certain wordsAn amendment cannot nullify the intent of the main motion. (This is done by voting against the motion). Amendments must be moved and seconded in the same way as main motions. Once moved and seconded, the amendment now becomes the subject of debate, and only issues relevant to the desirability or lack of desirability of the amendment are now allowed. The amendment must be decided upon before discussion can return to the main motion. If the amendment is agreed to, the main motion is "amended" and debate now centers on the "motion as amended." If the amendment is defeated, the debate then centers on the original motion as proposed.
21. "Amendments to amendments" are motions used to propose and effect changes in the wording of proposed motions to amend. They must be moved, seconded, and dealt with in a way similar to an amendment. Once moved and seconded, the amendment to the amendment becomes the subject of debate. Only when debate is completed, and the voting completed, does discussion now return to the amendment as amended or as previously worded. Procedure allows only one main motion on the floor at one time, and only one amendment to that amendment at one time.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

VI. GUESTS

Invited guests of the board shall be introduced to the members present by the chairperson at the outset of the meeting.

VII. DELEGATIONS

1. Delegations wishing to address the board shall inform the Secretary-Treasurer of their intent, and shall supply a copy of their presentation, before noon at least three working days preceding the board meeting.
2. Delegations giving proper notice shall be given time on the agenda.
3. In cases of extreme emergency the board may decide to hear a delegation without the three day notice. The delegation shall, in writing, state its purpose and concern. The chairperson or Secretary-Treasurer shall present the case to the board prior to adoption of the agenda. The board shall, by resolution, decide whether the delegation shall be heard.
4. No delegation shall be given permission to address the board on any subject which is not within the jurisdiction of the board.
5. Delegations appearing before the board shall identify a spokesperson for the presentation and shall speak for not more than ten minutes, with a total time of twenty minutes for the delegation. All delegation members present shall be asked to sign the brief.
6. In a public session the School Board will not hear complaints about school personnel or against any person connected with the school system. Personnel complaints will be heard in camera. All personnel complaints shall be presented, in writing, to the board. Once a personnel complaint is made, the individual(s) about whom the complaint is made will be given an opportunity to hear the complaint and who made it. The board shall present a copy of the complaint to the employee about whom the complaint was made. In cases where sexual abuse may be the issue, the delegation will be informed of the channels to follow and documents shall be handled as per policy. The individual(s) will also be given an opportunity as soon as possible to respond to the board about the complaint.
7. The board members shall hear the spokesperson for the delegation and may ask questions, if necessary, to clarify the position. The chairperson shall excuse the delegation without debate. The board's reply shall be forwarded to the spokesperson in writing.
8. The board, as a general rule, follows the procedure as outlined 1 – 7. However, if the issue is in the opinion of a board member or members, such that should require more than one to speak and require more than the allotted time to clarify or resolve an issue, the chairperson shall entertain a motion to:
 - a) allow additional members to speak, or
 - b) provide more time than twenty (20) minutes.

The motion shall be debated and duly voted on.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

VII. OBSERVERS

Observers shall be welcome to attend school board meetings, in accordance with Section 30 (3) of the Public Schools Act. Observers shall not be granted permission to address the board unless they have made prior application (see delegations).

The use of video and or audio equipment to record proceedings of school board meetings or committee meetings is prohibited unless specifically permitted by resolution of the board.

The right to remove observers who disrupt board proceedings shall be exercised as per provisions of the Public Schools Act Section 30 (6).

IX. ADJOURNMENT

When all business is completed the chairperson may call for the adjournment of the meeting. If the board wishes to adjourn before all business is completed, a motion, duly moved and seconded, is required.

The vote on the motion "to adjourn" shall follow without debate.

A school board meeting shall not remain in session later than eleven o'clock, PM, unless specifically extended by a motion of the board.

X. EMERGENCY MEETINGS

Emergency meetings of the board are to be convened in accordance with the Public Schools Act, Section 30 (1).

At an emergency meeting no subjects or matters other than those mentioned in the notice shall be considered.

XI. SPECIAL BOARD MEETINGS

Special meetings of the board may be convened at any time by the chairperson or upon written request by at least two trustees.

The Secretary-Treasurer or designate shall endeavour to give a twenty-four hour verbal or written notice which shall contain the subjects 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, unless they are urgent and all trustees are in attendance and all agree. Caution should be exercised in using this prerogative.



Turtle River School Division Policy Statement By-Law Number 171 - Continued

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Section Administration

XII. COMMITTEE OF THE WHOLE MEETING

The chairperson may designate a chairperson for the "committee of the whole." By a majority vote the board may resolve itself into "committee of the whole" for consideration of any matter before the board. All meetings of the "committee of the whole" shall be held in camera.

The topics to be discussed shall be identified at the time of adoption of the agenda, in general terms, i.e. personnel, budget, negotiations, purchase of property, etc. Topics discussed shall be recorded in the minutes. The board shall move out of "committee of the whole" prior to conducting business.

XIII. STANDING COMMITTEE MEETINGS

1. NOTICE OF MEETING

The place, day and hour of regular meetings of each standing committee shall be determined by the members thereof and reported by the board.

2. QUORUM

The number of trustees on any committee shall be less than the quorum of the board. The quorum shall be more than half the members of the committee. Trustees who are not members of the committee may still attend. Non members may participate in the discussion upon the request of a committee member. If a non committee member is invited to a meeting by the committee chairperson, the invited member will be paid as per "Indemnity By-Law."

3. ORDER OF BUSINESS

The committee agenda should be prepared by the staff office and committee chairperson, jointly; format as follows;

- approval of the committee's agenda for that meeting
- items referred by the board to the committee for consideration
- items brought to the committee's attention by trustees on the committee or by the administration on items that fall within the responsibilities of the standing committee.

4. POINTS OF ORDER

Unless otherwise provided all committee meetings shall be held "in camera."

- Committees shall be responsible in cooperation with the Superintendent/Secretary-Treasurer for policy level recommendations.
- Committees shall cause no action to be taken on any matter by an official of the board, but shall submit recommendations to the board for approval.
- Preparation of the committee written report is the responsibility of the committee chairperson or administration. All reports shall be written and a copy given to the Secretary-Treasurer for duplication and distribution preferably with the agenda.



Turtle River School Division By-Law Number 171- Continued

- Committee members shall make no statement, announcement, commitment, press or publicity release dealing with board policies, actions, or plans.
- Committee reports are confidential until received by the board.

XIV. SUB COMMITTEES

Any committee of the board may establish a sub-committee or sub-committees, provided that the chairperson of any sub-committee is a member of the main committee.

Reports of any sub-committee(s) shall be presented to the major committee for revision, acceptance or rejection prior to any presentation of the findings of any sub-committee to the board.

XV. AD HOC COMMITTEES

A special or ad hoc committee may at any time be appointed by the board by resolution specifying its mandate.

Special or ad hoc committees are to be governed in the same manner as other committees. The committee will be disbanded when the final recommendation has been presented to the board.

XVI. GENERAL

This by-law shall be placed in each policy manual.

This by-law shall come into full force and effect on the date of the passing thereof.

Questions as to procedure not covered by this by-law or in the division policy manual shall be governed by Robert's Rules of Order, Revised Edition.

GIVEN FIRST READING BY THE Board of Trustees of Turtle River School Division in session assembled, this twentieth day of October A.D. 2009.

SECOND READING November 10, 2009

THIRD READING November 24, 2009

Original signed by Allan Trotter

CHAIRPERSON

Original signed by Richard Bidzinski

SECRETARY-TREASURER



Turtle River School Division Policy Statement

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Section Administration

TURTLE RIVER SCHOOL DIVISION NO. 32
BY-LAW NUMBER 124
BEING A BY-LAW OF THE TURTLE RIVER SCHOOL DIVISION NO. 32 TO
AUTHORIZE AND FIX THE AMOUNT OF ANNUAL INDEMNITIES

WHEREAS Section 56 sub(1) of the Public Schools Act provides for payment of an annual indemnity to the Chairperson and to each trustee payable in such amount, and at such times and under such conditions as provided;

ADDITIONAL INDEMNITIES:

56(2) AND WHEREAS in addition to the indemnity referred to in subsection (1) every member of the school board may be paid and accept

- a) such amount per kilometer as set by resolution of the school board for each kilometer actually and necessarily traveled from his/her place of residence in the school division to the place of meeting and return to his/her place of residence, allowable only once for each school board meeting. Such amounts may be charged even if individual board members don't use his/her own vehicles.
- b) such amount per hour as set by resolution of the school board for each hour actually and necessarily spent by them under authority previously given by resolution of the school board in the performance of such duties, work or services as they are required or authorized under the resolution to perform;
AND
- c) such amount per kilometer, as set out by resolution of the school board for each kilometer actually and necessarily traveled by them in performance of the duties, work or services to which clause (b) applies by the remuneration of kilometers mentioned in clauses (b) and (c) is not payable until an account showing work or service performed, verified by statutory declaration has been filed with the secretary-treasurer and payment thereof authorized by resolution of the school board.

56 (3) AND WHEREAS a school board may reimburse its trustees 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. Individuals qualifying for reimbursement for kilometers traveled must have used their vehicles.



Turtle River School Division Policy Statement

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BY-LAW NUMBER 124 - continued

NOW, THEREFORE, the board of trustees of the Turtle River School Division No. 32 in session assembled DO HEREBY ACT AS FOLLOWS:

1. That the chairperson of the board of trustees of Turtle River School Division No. 32 be paid an indemnity as set out by resolution of the board.
2. That the vice-chairperson of the board of trustees of Turtle River School Division No. 32 be paid an indemnity as set out by resolution of the board.
3. That each other member of the board of trustees of Turtle River School Division No. 32 be paid an indemnity as set out by resolution of the board.

ONE THIRD OF THE INDEMNITY SHALL BE CONSIDERED A NON-TAXABLE ALLOWANCE IN LIEU OF EXPENSES IN ACCORDANCE WITH SECTION 81/3 OF THE INCOME TAX ACT.

4. That the Turtle River School Division No. 32 make payment available to board members engaged in board activities, other than regular board meetings and conventions, in the amount as set out by resolution of the board. This additional indemnity shall not delete or take away from the regular annual indemnity already in effect.
5. That the Chairperson of a standing committee of the board be paid a yearly allowance as set out by resolution of the board.
6. All indemnity resolutions have be reviewed prior to the yearly submission of the preliminary budget to the Public School Finance Board.

DONE AND PASSED by the board of trustees of Turtle River School Division No. 32 in session assembled at McCreary in the Province of Manitoba this ___6th___ day of ___November___ A.D. 1990.

FIRST READING _____23 October 1990_

SECOND READING _____06 November 1990

THIRD READING _____06 November 1990

Chairperson

Secretary-Treasurer

"Learning today for tomorrow"



Turtle River School Division Policy Statement

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Section Administration

TRUSTEE'S ACCOUNTS

All request for payments, outside of trustee regular indemnity, should be submitted to the secretary-treasurer of the division no later than the middle of the month. Requests for kilometrage, sustenance and hourly rate reimbursements shall be made on forms prescribed by the board. Payment of the above requests will be made only once a month.

Reviewed April 2004



CONFLICT OF INTEREST – FULL DISCLOSURE

A GUIDE FOR MANITOBA SCHOOL TRUSTEES

**APRIL 1988 – MANITOBA EDUCATION
ADMINISTRATION AND PROFESSIONAL CERTIFICATION BRANCH**

BACKGROUND:

The expenditure of public funds by elected officials has traditionally been watched carefully by citizens and interpreted strictly by the courts where any review takes place. Until recently most legislation dealt with potential conflict of interest situations by prohibiting any financial transactions between a public body and its elected officials except for specific payments for services such as utilities.

This prohibitive approach mirrored the legal maxim that “Justice Must Not Only Be Done But It Must Be Seen To Be Done.” Accordingly, no opportunity was provided for a private interest to be pursued where it could come into conflict with a public duty.

A more equitable approach has emphasized the opportunity for an elected official to provide goods or services to an institution provided that full disclosure takes place within the guidelines of the legislation.

In 1987, the Manitoba legislature amended the Public Schools Act to clarify situations where potential for conflict of interest exists, to outline the action a trustee must take to avoid conflict of interest, and to specify the penalties for a finding of conflict of interest.

This summary is intended to assist trustees in carrying out their duties. It is also intended to direct public officials toward the importance of strict adherence to the full disclosure procedures which avoid conflict of interest.

1. When does conflict of interest occur?

Section 36(1)

When a personal matter (or interest) clashes with a public duty or responsibility there is said to be a conflict of interest. For a school trustee, conflict of interest occurs when a trustee or the dependent of a trustee participates in decisions of the Board of Trustees which result in a direct or indirect pecuniary gain for that trustee or the dependent of that trustee. An exception is permitted when the benefit to the trustee or dependent is identical to that received by any other ordinary citizen, such as through reduced taxes or increased services.



**CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued**

2. What is the definition of a dependent?

Section 36(1)

A dependent of a trustee is defined as the spouse of a trustee, or, the person represented as the spouse, and any children residing with the trustee.

3. What is an indirect pecuniary interest?

Section 37(1)

An indirect pecuniary interest occurs when business is conducted between a board of trustees and a corporation or subsidiary of a corporation where:

- a) the corporation is one in which the trustee or his dependent has an interest that exceeds 5% of the value of the stock; or
- b) the corporation is one in which the trustee or dependent is a director or officer; or
- c) the corporation is one in which the trustee or dependent is:
 - i) an employee or partner,
 - ii) a guarantor of a surety, or
 - iii) a creditor

Section 37(5)©

In all cases the benefit must exceed that received by an ordinary citizen and be over the value of \$500.00 in order to be considered significant.

4. Are there exceptions?

Yes, Section 37(3) sets out exceptions to conflict of interest as being:

- a) A trustee or dependent has no conflict of interest when the contract entered into by the board is on terms common to other contracts. This allows a spouse or dependent to be employed by a school division on the same terms as others, including employment as a teacher or in another employee group employed according to the terms of a collective agreement. This would not include the dependent of a person who negotiates a separate employment agreement. A trustee can enter into an agreement to supply services or materials to the board under an agreement common to all others and not be in conflict. An employee of a utility or similar corporation where rates are set through external negotiations can be a trustee without being in conflict.
- b) A person who is involved in the provision of sewer and water connection to a division can be a trustee or dependent of a trustee.
- c) A person can be a contractor or employed by a contractor in the construction of a school building supervised by the Public Schools Finance Board and not be in conflict.



**CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued**

- d) The owner, editor, or employees of a newspaper in which advertising is placed can be a trustee or dependent of a trustee without being in conflict.
- e) A trustee can hold bonds, or debentures of a school district and not be in conflict.
- f) In an emergency a trustee can receive reasonable compensation for work or services without being in conflict.
- g) A trustee can be appointed to serve, as a trustee, on any commission, board or agency without being considered to be in conflict.
- h) A trustee may be an employee of the federal, provincial, or municipal governments, or any other school division or school district and not be in conflict.

5. What does a trustee do when he believes himself to be in conflict of interest?

Section 38(1)

When a matter arises in a meeting in which the trustee or dependent has a direct or indirect pecuniary interest or liability, the trustee shall:

- a) disclose the general nature of the interest or liability.
- b) Withdraw from the meeting without participating in the vote or discussion. Withdrawal should be noted in the minutes, and
- c) Refrain at all times from attempting to influence the matter.

6. What meetings does this include?

Section 38 (2)

The meetings that this procedure governs are:

- a) school board meetings,
- b) committee meetings, and
- c) subcommittee meetings.

7. Must the trustee disclose conflict if he/she is not present at the meeting?

Section 38(3)

Yes, absence from a meeting does not mean the trustee can avoid disclosure. The necessary disclosure must be made at the next meeting of the body in question. The trustee must not at any time, before or after the disclosure, attempt to influence the decision.

8. Is a record of disclosure kept?

Section 39(1)

Yes. The secretary-treasurer is responsible for establishing a central register of disclosures. Whenever a disclosure occurs the clerk of that meeting shall record in the minutes the disclosure, the nature of the direct or indirect pecuniary interest, and the withdrawal of the trustee from the meeting. The clerk records this with the secretary-treasurer in the central registry. Also noted is whether or not the meeting, and the minutes of the meeting, are open to the public.



**CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued**

9. Is this record open to the public?

Section 39(4)

Yes. The central register is open to the public without charge during regular office hours.

10. What is the procedure when withdrawals reduce the number of trustees below the number required for a quorum?

Section 39.1(1)

In matters being dealt with by the school board the following occurs:

- a) School board meetings
 - If two trustees remain they constitute a quorum for a board meeting.
 - If there are fewer than two trustees remaining, the trustees apply to the Minister who refers the matter to the Board of Reference which will hear the matter and make a decision on conflict of interest in the matter.

- b) Committee or subcommittee meetings
 - When the matter is being dealt with in a committee or subcommittee and there are fewer than two trustees remaining, the matter goes to the school board for decision.

11. What happens to a contract when one or more trustees act in conflict of interest?

Section 39.2

The existence of a conflict of interest does not automatically void a contract. The school board can void such a contract within two years of the decision except where the contract was made in good faith and the conflict was unknown at the time. If the board were to void a contract, the errant trustees could then be subject to personal suit.

The good faith provision allows the board to “save” the contract if it wishes, without incurring additional risk for voting in favor of an illegal expenditure.

12. What action must a trustee undertake in addition to withdrawal?

Section 39.3 (1)

The law requires filing of statements disclosing assets and interests of the trustee and dependents prior to taking the oath of office by the trustee, and within thirty days of acquiring or disposing of such assets by the trustee or dependent, thereafter.



CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued

13. What assets and interest must be disclosed?

Section 39.3 (4)

- a) All land that the trustee or his/her dependent owns or in which he/she has any interest including any mortgage, license or interest under a sale or option agreement, excluding the principal residence.
- b) Any shares or interest in a corporation where the value is 5% or more of the capital stock of a corporation which has land in that school division.
- c) Any corporation where the trustee or dependent has 5% or more of the value of the issued capital stock.
- d) The name of every person, corporation, partnership, or organization that remunerates the trustee or dependent for services performed as an officer, director, manager, proprietor, partner or employee.
- e) Bonds and debentures excluding those issued by any government at the federal, provincial or municipal level in Canada.
- f) Holdings in investment funds, mutual funds, investment trustee or similar securities excluding Retirement Saving Plans, Home Ownership Savings Plans, accounts and term deposits held in banks, credit unions or other financial institutions, pension plans and insurance policies.
- g) Any “real” property in which the trustee or dependents might have an interest through a trust or in which one has an interest as executor of an estate.
- h) Any gift, and the identity of the donor, given to a trustee or dependent after July 20, 1987, except.
 - I) gifts from a family member
 - II) gifts already reported
 - III) gifts received prior to being elected as a trustee.
- i) Any contract between the trustee or dependent or corporation in which either have an interest, and the school division or school district except:
 - I) when the contract was entered into prior to the first election of the trustee to the school board
 - II) any contract previously disclosed
 - III) any contract in which the trustee or dependent is exempt from reporting under the act.

14. What action is taken if the trustee fails to comply?

Section 39.3(2)

If the trustee does not file the statement prior to assuming office, the Secretary-Treasurer shall notify the trustee in writing of the omission and the trustee has 30 days after receiving the notification to do so. If the trustee fails to comply, it is regarded as a violation of the Act and the school board begins proceedings to disqualify the trustee.



**CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued**

15. Are all gifts, assets and interests to be disclosed?

Section 39.3 (5)

No. Trustees do not report the following:

- a) Gifts worth less than \$250.00 unless the total value of gifts from the donor to the trustee and dependents exceeds \$250.00.
- b) An asset or interest less than \$500.00.
- c) Any assets or interests acquired by a dependent prior to January 1, 1984, in the case of a trustee elected prior to January 1, 1987, or more than two years prior to first election to the school board for those elected after January 1, 1987.

16. Are these statements open to the public?

Section 39.3(7)

No, the secretary-treasurer may not reveal the contents to any person. They are open on request to the trustee. However, if a person details a possible violation to the secretary-treasurer, including a specific asset or interest related to the violation, the secretary-treasurer must examine the statement filed by the trustee and inform the complainant in writing whether or not the statements disclose that asset.

17. Can a trustee use his position to gain information valuable to himself or others?

Section 39.4(1)

No. A trustee cannot use for personal gain, or the gain of any other person, information that the trustee obtains through his position as a trustee and is not available to the public. No trustee can receive compensation, directly or indirectly, for services rendered in influencing a decision of a board or in attempting to influence other trustees, officers, or employees of the school board, nor, can he/she have any direct or indirect gain from such action.

18. Can a trustee appear before the board of trustees on his own behalf?

Section 39.5 (1)

Yes, but the trustee may not vote on any such manner.

19. What is the penalty for violating the act?

Section 39.6 (1)

A trustee who violates the act is disqualified from holding office and his/her seat becomes vacant.



**CONFLICT OF INTEREST – FULL DISCLOSURE
A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued**

20. What is the procedure for enforcing the act?

Section 39.7(1)

The procedure begins when:

- a) The school board directs the secretary-treasurer to apply to a Judge of the Court of Queen's Bench for a declaration of violation, or
- b) An elector applies to a Judge of the Court of Queen's Bench for an ex parte declaration of violation, after having filed an affidavit showing details of the violation, and paying to the court \$300.00 as security.

If the Judge finds there has been a violation, he declares the seat vacant and may order the trustee to pay restitution if he finds that the trustee has received pecuniary gain. The Judge has the option to find that the breach of the law was inadvertent and not impose any penalty.

21. Is there a limitation on the period for starting procedures?

Section 39.7(11)

Yes. No application for a declaration of violation may be brought more than six years after the date of the violation and no order for restitution may be made more than six years after the violation.

22. When does a trustee's seat become vacant?

Section 39.8

The seat becomes vacant when:

- a) the trustee is deceased,
- b) the trustee has submitted a written letter of resignation,
- c) the trustee fails to attend three consecutive school board meetings without authorization by resolution of the school board,
- d) the trustee is disqualified under the Act, or
- e) the trustee ceases to be a resident of the school division or school district.



Turtle River School Division Policy Statement

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Section Administration

CONFLICT OF INTEREST – FULL DISCLOSURE A GUIDE FOR MANITOBA SCHOOL TRUSTEES - continued

SCHOOL DIVISION OF Turtle River

DISCLOSURE OF PERSONAL INTERESTS pursuant to the Public Schools Act

Conflict of Interest provisions

Member of the Board _____
(name)

I declare the following to be my interests in accordance with the provisions of the said Act:

Real Estate in the School Division:

Personal Financial Interests: (no financial detail required... nature of holding only)

Date: _____ Trustee: _____

"Learning today for tomorrow"



Turtle River School Division Policy Statement

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Section Administration

COMMITTEES

STANDING COMMITTEE MEETINGS

1. NOTICE OF MEETING

The place, day and hour of regular meetings of each standing committee, shall be determined by the members thereof and reported to the board.

2. QUORUM:

The number of trustees on any committee shall be less than the quorum of the board. The quorum shall be more than half the members of the committee. The board chairperson is an ex-officio member of all committees and may be counted in making the quorum of any committee.

Trustees who are not members of the committee may still attend. Non members may participate in the discussion upon the request of a committee member. If a non committee member is invited to a meeting by the committee chairperson, the invited member will be paid as per "Indemnity By-Law."

3. ORDER OF BUSINESS:

The committee agenda should be prepared by the staff officer and committee chairperson, jointly; format as follows;

- Approval of the committee's agenda for that meeting
- Items referred by the board to the committee for consideration
- Items brought to the committee's attention by the trustees on the committee or by the administration on items that fall within the responsibilities of the standing committee

4. POINTS OF ORDER:

Unless otherwise provided all committee meetings shall be held "in camera."

- Committees shall be responsible, in cooperation with the superintendent/ secretary-treasurer, for policy level recommendations.
- Committee shall cause no action to be taken on any matter by an official of the board, but shall submit recommendations to the board for approval.
- Preparation of the committee written report is the responsibility of the committee chairperson or administration. All reports shall be written and a copy given to the secretary-treasurer for duplication and distribution preferably with the agenda.
- Committee members shall make no statement, announcement, commitment, press or publicity release dealing with board policies, actions, or plans.
- Committee reports are confidential until received by the board.

Reviewed April 2004

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SUB-COMMITTEES

Any committee of the board may establish a sub-committee or sub-committees, provided that the chairperson of any sub-committee is a member of the main committee.

Reports of any sub-committee(s) shall be presented to the major committee for revision, acceptance or rejection prior to any presentation of the findings of any sub-committees to the board.

Reviewed April 2004

AD HOC COMMITTEES

A special or ad hoc committee may at any time be appointed by the board by resolution specifying its mandate.

Special or ad hoc committees are to be governed in the same manner as other committees. The committee will be disbanded when the final recommendation has been presented to the board.

Reviewed April 2004

BOARD MEMBERS SERVING ON EXTERNAL COMMITTEES

The board may appoint board members to serve on external committees. Members who serve on external committees shall prepare written reports to the board as a whole.

Board members will represent the board on the following committees:

- Technology
- Professional Development.

Resolution #10 June 1,2004

BOARD COMMITTEES

Committees are nominated and formed at the Inaugural board meeting. Members serving on various committees select their own chairperson at the first committee meeting called.

Reviewed April 2004



NEGOTIATIONS COMMITTEE

Committee members 2

Chairperson ex-officio

Administrator – Secretary-treasurer – other administrators may be called to meetings to give information or clarification.

ROLE OR DUTIES

1. Shall, in cooperation with the secretary-treasurer, be responsible for negotiating the collective agreement.
2. Shall keep the board informed and make recommendations as negotiations progress.

November 6, 1990

Resolution # 9 June 9,2004

NEGOTIATIONS GOAL

The board in its negotiations realizes its responsibility to the people in the division to obtain good educational services for the division at a minimum cost to the taxpayer.

The board further realizes that good educational services cannot be obtained without a reasonable expenditure of money and, therefore, seeks to negotiate contracts that will attract and retain competent professional staff members.

Reviewed April 2004

NEGOTIATION MEETINGS PROCEDURES

The board considers it advantageous to establish meeting procedures prior to the first negotiating meeting. The following considerations should be discussed:

1. The time and place of meetings.
2. Time limits of meetings
3. Determination of agenda for each meeting.
4. Rules of order to be followed if rules become necessary.
5. Keeping of records of the meeting.
6. The release of information from the negotiating meeting.
7. The manner of announcing the final negotiated agreement.
8. Any additional procedures.
9. The number of members from each side to preside at negotiation meetings.

Reviewed April 2004



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EVALUATION POLICIES

Preamble:

In the process of developing policy, basic principles need to be considered and some specified criteria needs to be met. The basic principles of any evaluation are common to all evaluation policies, be it evaluation policies of boards, superintendents, principals, teachers, support staff, and students. The specific criteria will be different and so will the instruments.

BASIC PRINCIPLES OF AN EVALUATION POLICY

1. The purpose of evaluation
 - a) accountability; retention, promotion, transfer, dismissal
 - b) fair personnel practices
 - c) improvement of instruction or performance
2. Standards
 - a) criteria – needs to be known not necessarily agreed upon
 - b) organization – preparation, knowledge, student assessment, classroom climate
3. Procedural requirements
 - a) legal (statutory precedent)
 - b) objectivity
 - c) thoroughness
 - d) fairness
 - e) who, when, where, how, what (3 not enough, 5 harassment) must be a representative sample, subjects, grades, etc. People are paid to do a professional job – matter of consistency.
4. Support systems – help, inservice, etc.
5. Appeal process

The principles of evaluation as per division policy shall apply for all division employees.

N.B. A policy should be clear and simple so administrators are able to carry it out easily and quickly.

Reviewed April 2004



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JOB DESCRIPTION – SUPERINTENDENT

The superintendent shall be responsible for the organization of education within the division. As well as being concerned with the development and organization of curricula and programs, he/she shall assist with the development of policies and be responsible for the administration of educational policies that have been approved by the board.

QUALIFICATIONS

The superintendent must possess at least a University Academic Degree and Professional Degree, preferably at the graduate level. He/she should possess good administrative skills and be able to evaluate programs and professional staff members. He/she should be able to select good professional staff members from applicants and retain on staff those who are giving good service to the division. He/she must have had experience as a teacher and a school administrator with at least a level I principal's certificate.

EVALUATION

The superintendent shall meet annually with the Board at a special meeting to discuss goals, objectives and priorities. At this meeting the board shall provide verbal feedback as to the superintendent's performance. **The superintendent shall receive a written evaluation at least once every three years. The evaluation shall be done by the board. The principles of evaluation as per division teacher evaluation policy shall apply.**

DUTIES AND RESPONSIBILITIES

The superintendent shall:

1. Provide leadership in educational planning and development towards the achievement of approved educational goals of the division. In this respect consideration should be given to curricula content, capital facilities, equipment planning, school sites, staff planning, demographic trends and any other pertinent educational areas.
2. Coordinate the activities of all educational departments and be responsible for their efficient operation.
3. Develop and foster an effective public relations program.
4. Spend time in the school communicating the objectives of the division to staff and assisting in the development of programs and staff to meet these objectives.
5. Keep the board informed as to how effective its policies are in relation to the overall educational objectives of the system, and provide advice and opinion on the revision of old or the formulation of new policy.



JOB DESCRIPTION – SUPERINTENDENT - continued

6. Interpret board policies and directives of the division's education program to educate staff and develop and implement administrative procedures and regulations necessary to ensure their achievement.
7. Keep the board informed of the developments in the whole field of education as they affect the schools and make suggestions and recommendations to promote a total program that will serve efficiently the educational needs of the division.
8. Along with assuming a portion of the coordinator of student services position, shall plan, direct, and coordinate the work of the coordinators of student services and carry out formal evaluations following the guidelines as set in the teacher evaluation policy.
9. Keep the board informed of the needs for school sites and school accommodation and make recommendations thereon.
10. Attend all meetings of the board except where his tenure, salary, or efficiency is under consideration.
11. Submit to the board recommendations for all appointments, promotions, suspensions, dismissals, retirements of teacher employees. In case of emergency, the superintendent has the power to suspend any teaching **professional or para-professional employee. Whenever possible the board chairperson and the local trustee shall be consulted.**
12. **Be empowered to hire staff as required. Staff hiring must be ratified by the board at its next regular meeting. Whenever possible the board chairperson and the local trustee shall be consulted**
13. Have the power to suspend any pupil subject to the regulations made under the Department of Education & Training Act
14. Work with the secretary-treasurer in preparing the budget
15. Work cooperatively with the secretary-treasurer in executing the maintenance and transportation functions of the division.
16. **Carry out other such duties as may be assigned by the board**
17. **Evaluate all staff as per division policy.**

November 6, 1990; August 22, 2000, May 2003, January 2004
Resolution # 7 June 15, 2004



JOB DESCRIPTION – SECRETARY-TREASURER

Performs secretary-treasurer functions for the division board of trustees as stipulated in the Public Schools Act and such other functions as may be directed by the board. The secretary-treasurer shall report directly to the board.

QUALIFICATIONS

Be familiar with, and have formal training in generally accepted accounting procedures and generally accepted auditing principles. Be in possession of a university degree in commerce, or a diploma in business administration, or be presently enrolled in either the Certified General Accountant Program or the Certified Management Accountants program at the second or third level. Possess typing skills. Managerial experience an asset.

EVALUATION

The secretary-treasurer shall meet annually with the board at a special meeting to discuss goals, objectives, and priorities. The board shall provide verbal feedback as to the secretary-treasurer's performance. The secretary-treasurer shall receive a written evaluation at least once every three years. The evaluation shall be done by the board. The principles of evaluation as per division teacher evaluation policy shall apply.

DUTIES AND RESPONSIBILITIES

The secretary-treasurer shall:

1. Act as secretary-treasurer of the board and in this capacity:
 - a) act as signing officer of the board in all financial and legal matters
 - b) attend all board and board committee meetings as required or otherwise directed.
 - c) Be responsible for the secretarial work of the board, including correspondence, legal documentation, ensuring adherence to the requirements of the Public Schools' Act, preparation of agendas, making arrangements for the board and board committee meetings, provision of data for decision making, and preparation of correspondence and minutes resulting from meetings.
 - d) Maintain custody of minute books, documents, contracts, agreements, leases, deeds, and all other official records of the division.
 - e) Receive all correspondence addressed to the board and take all necessary – action on it.
 - f) Provide to the board reports and recommendations on areas of responsibility as required and requested.
 - g) Act as the principal spokesperson for the board in explaining and interpreting the financial implications of the actions and proposals of the board.



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JOB DESCRIPTION – SECRETARY-TREASURER - continued

- h) Explain and interpret to all interested parties and groups and the general public the financial implications of the actions and proposals of the board.
 - i) Act as a public relations officer of the board with the public and all employees.
 2. Be responsible, in conjunction with the superintendent, for the management of human resource policies, practices, contracts, agreements and regulations and in particular:
 - a) coordinate and direct human resource management functions as they relate to all support personnel.
 - b) direct the application and interpretation of the provisions of collective agreements and personnel policies and practices of the board.
 - c) act as resource person to the board as a member of the board's negotiation and personnel committees in the collective bargaining and salary review process.
 - d) submit to the board recommendations for all appointments, promotions, suspensions, dismissal, retirements of non teaching employees. In case of emergency, the secretary-treasurer has the power to suspend any non teaching employee: such suspension to be reported to the board at its next meeting. Whenever possible the board chairperson and the local trustee shall be consulted.
 - e) In the absence of the superintendent, the secretary-treasurer shall be empowered, in case of emergency, to suspend teaching employees. Whenever possible the board chairperson and the local trustee shall be consulted.
 - f) In the absence of the superintendent, the secretary-treasurer shall be empowered to make a school closing decision. Whenever possible the board chairperson and the local trustee shall be consulted.
 - g) Be empowered to hire staff as required. Staff hiring must be ratified by the board at its next regular meeting. Whenever possible the board chairperson and the local trustee shall be consulted.
 3. Be responsible for developing financial and business systems necessary to ensure the effectiveness of the administration functions, for the consideration of the board, implement those approved and in this capacity:
 - a) coordinate and direct the preparation of financial records, statements, and reports and the annual division detailed budget estimates of revenue and expenditure, in accordance with board policy; collaborate closely with the superintendent of schools, the coordinator of student services and the transportation supervisor in the review of proposed detailed budget items and follow budget submissions through to final approval; ensure the implementation and maintenance of effective budgetary control measurer; report to the board on all of the foregoing and keep the board informed of the division's financial status.
 - b) be responsible for the financial accounts and record of the division; coordinating and directing the accounting, and the purchasing departments.



JOB DESCRIPTION – SECRETARY TREASURER - continued

- c) be responsible for the division's payroll/personnel department administering and appropriate policies and collective agreements of the division.
4. Work cooperatively with the superintendent in executing the maintenance and transportation functions of the division.
5. Be responsible for administering the division's insurance program, ensuring that proper insurance coverage is maintained by reviewing coverage and premium status of all policies and recommending revisions or additions.
6. Consult with the division's solicitor on such matters as contracts, construction, wage agreements, human resource management and other legal matters.
7. Liaison, in conjunction with the superintendent, with:
 - a) the Department of Education and Training regarding programs, legislation and regulations, affecting administration and divisional activities;
 - b) architects, contractors and related personnel during the construction of schools or other divisional facilities.
8. Be responsible for the implementation of the requirements and procedures for the nomination and election of school trustees as prescribed in the Local Authorities Election Act and the Public Schools Act and appoint a returning officer on behalf of the board.
9. Actively participate in the Manitoba Association of School Business Official's organization.
10. Evaluate personnel as per organizational structure of the division – transportation supervisor, clerical and accountant.
11. Act as Public relations officer of the board with the public and other employees.
12. Carry out other such duties as may be assigned by the board.

November 1990, October 1993, August 2000, May 2003



JOB DESCRIPTION – ASSISTANT SUPERINTENDENT OF STUDENT SERVICES

The Assistant Superintendent of Student Services will provide leadership and support under the direction of the superintendent in the area of special education, guidance and administration. Due to the consultative nature of this role, it is imperative that the Assistant Superintendent of Student Services establish good working relationships with the school administrators, teachers and support staff.

Qualifications:

The Assistant Superintendent of Student Services shall possess a teacher's certificate, special education certificate, and a coordinator's certificate. The Assistant Superintendent of Student Services shall have at least five years of successful teaching experience. The board prefers that the Assistant Superintendent of Student Services have at least two years of experience as a resource teacher and or school administrator.

Evaluations:

The superintendent shall provide ongoing feed back to the Assistant Superintendent of Student Services. A formal report shall be done on the Assistant Superintendent of Student Services following the same format as set out in the evaluation of principal's policy.

Duties and Responsibilities:

- Provide on going support and monitor the implementation of the collaborative resource model in each school
- Coordinate the special programs that exist in the division. Coordination in these programs involves assisting schools in actual placement of students in the programs, transferring students back to regular programs, selecting appropriate materials and ideas for the program, and providing professional development for staff.
- Assist the principal in the recruitment, supervision and evaluation of teacher assistants.
- Insure that the division receives its entitlement of special needs grants, and monitor the expenditure of them.
- Serve as a resource to teachers in providing support to regular classroom teachers in their attempts to accommodate and integrate children with exceptional learning needs.
- Provide liaison with the various branches and agencies which provide support services to special education within the division - specifically:
 - i) Act as liaison with Child Care and Development Branch of the Department of Education and Training.
 - ii) Coordinate activities with various helping agencies such as the Department of Health and Social Services and other community agencies that may be a benefit to students with particular needs.



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JOB DESCRIPTION - ASSISTANT SUPERINTENDENT OF STUDENT SERVICES - continued

- Coordinate the divisional Early Identification program and prepare the annual Early Identification grant proposals.
- Assist in providing enrichment programs for students.
- Assist in the administration of E.S.L. grants and implementation of E.S.L. programming in Hutterian schools.
- Coordinate hearing and vision screening within the division.
- Coordinate standardized testing programs within the division.
- Assist with identification and programming decisions regarding the English Language development support program for native students.
- Supervise the clinicians assigned to the division; Speech/Language Pathologist and Psychologist.
- Assist in the budget preparation for special education.
- Assist the schools with program planning by providing them with current materials.
- Coordinate professional development activities for resource teachers and teacher assistants.
- Participate as an active member on the principals' council.
- Attend division professional development meetings.
- Attend all meetings as requested by the superintendent and or chairperson.
- Provide personal counseling services to students.
- Perform other duties as assigned by the superintendent.

Professional Development.

The Assistant Superintendent will pursue a professional development plan that will assist him/her in keeping current to his/her programming area. The division will encourage and support the coordinator to participate in his/her professional organizations at the regional and provincial level.

Resolution No.3 June 1, 2004

Resolution No.6 August 29, 2006



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Section Administration

JOB DESCRIPTION – INFORMATION and COMMUNICATION TECHNOLOGY DIRECTOR

The Information and Communication Technology Director works under the direction and supervision of the Secretary Treasurer. The Director's role is to plan, manage, and perform the installation and maintenance of information and communication requirements of the division. The ICT Director shall collaborate with the professional and support staff providing assistance with the use of software and hardware across the division. The ICT Director shall provide direct supervision of the ICT Technician. Note: The incumbent is required to work effectively under pressure, within defined timelines, and with a variety of different people in a team environment. He/she must be able to prioritize work, provide coordination and direction to others and work effectively independently. He/she must be flexible, adjust to changes in workload demands and deal with and maintain confidential information.

Qualifications

- A university degree or a two year community college program in a computer related discipline or equivalent.
- The ability to work cooperatively with division partners.
- A good working knowledge of computer networks, Novell, Linux, DOS operating systems, electronic data communication transmission systems, and the internet.
- A knowledge of multiple software applications and their implementation.
- A good working knowledge of and skill to maintain and operate computers, networks, and associated information and communication technology equipment.
- A good working knowledge of new IT developments and applications.
- The ability to communicate effectively; both written and orally, with all levels of administration and staff.
- The ability to be a self starter, show initiative, and work effectively with minimum supervision.
- Possession of a valid Manitoba class 5 driver's license.
- A minimum of 2 years ICT experience with relevant computer hardware and networks in an education, business, or government environment, or equivalent is required.
- Novell Certified Network Engineer (CNE) certification or Cisco Certification or working to obtain such would be preferred.

Evaluation:

The ICT Director shall receive a written evaluation from the Secretary Treasurer as per division policy. The evaluation will be based on input from the School Principals, the Superintendent, observations made by the Secretary Treasurer, and review of the records kept by the ICT Director.



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Section Administration

JOB DESCRIPTION – INFORMATION and COMMUNICATION TECHNOLOGY DIRECTOR – con't

Duties and Responsibilities:

- Coordinate the installing, configuring, monitoring, maintaining of hardware, network operating systems and divisional software for instructional and administrative systems (e.g. Novell, Windows Server, Linux)
- Installing, configuring, and maintaining internet/wan devices for communication (e.g. routers switches, cabling, network and web servers.)
- Ensure compliance with software licensing across the Division and reporting non compliance to the School Principal involved and/or the Secretary Treasurer.
- Ensure that an inventory of software and hardware is maintained.
- Developing and monitoring back-up systems for IT throughout the division.
- Assisting in the development of all IT systems, and when appropriate, training users of the IT system.
- Provide software support with the installation, maintenance, and troubleshooting of software issues in classroom and administrative applications.
- Maintain a log of activities and submit it to the Secretary Treasurer.
- Reviewing IT equipment requirements and allocation of equipment to ensure effective use of resources as requested.
- Coordinate work assignments and training of the ICT Technician. Administer the CUPE collective agreement as it pertains to the ICT Technician. The ICT Director has the power to suspend any employee under his authority. Such suspension to be reported to the board at its next meeting. Whenever possible the secretary treasurer, board chairperson shall be consulted.
- Providing technical support to all staff on ICT for administrative and instructional purposes.
- Assisting with the purchase of ICT equipment in accordance with budget allocation.
- To liaise with partner agencies regarding ICT interests.
- To participate on divisional ICT committees.
- To coordinate special ICT projects as assigned.
- Responsible for the construction, maintenance, and updating of the Division Website.
- Represent Turtle River School Division on regional and provincial organizations.
- Maintaining duties in a confidential manner and maintain confidentiality of information.
- Provide reports and attend Board Meetings as required or requested by the Board.
- Perform other job related duties as assigned.

Resolution No. 3, June 8, 2010

Resolution No. 3, September 14, 2010



JOB DESCRIPTION –
INFORMATION and COMMUNICATION TECHNOLOGY TECHNICIAN

The computer technical coordinator works under the direction and supervision of the Information and Communication Technology Director. The purpose of the position is to provide computer hardware and software support to the schools and the division office.

Qualifications

- Post secondary training in a related field and/or related experience.
- Be well versed with Windows, DOS, Novell, and Linux operating systems.
- Ability to adapt to new developments in the computer field.
- Ability to communicate effectively with people both orally and in writing.

Evaluation:

The ICTT shall receive a written evaluation from the ICT Director as per division policy. The evaluation will be based on input from the school principals, the secretary treasurer, observations made by the ICT Director, and review of the records kept by the ICTT.

Duties and Responsibilities:

Ensuring that all computer equipment in the division is operational and well maintained including:

- Installing, repairing, and maintaining all personal computers, computer lab networks and related equipment, including peripheral devices and cabling;
- Ensuring all installed software is properly licensed;
- Installing, testing and maintaining system software and application software on all computers and related equipment as required;
- Ensuring that all software programs and data are being backed up in appropriate and timely manner;
- Assisting in the development of all computer systems, and when appropriate, training users of the computer equipment.
- Reviewing equipment requirements and allocation of equipment to ensure effective use of resources as requested;
- Providing and assisting with computer training relative to ICT equipment and software;
- Maintaining records of repairs made to individual computers, servers and related equipment.
- Maintaining a log of activities and solutions found for problems encountered.
- Arrange for and keep records for warranty repair work for all computers and peripherals.
- Arrange for repair of equipment which cannot be repaired in house.
- Perform other duties as assigned by the ICT Director, secretary-treasurer, and board.

July 22, 1997. Resolution No.4 June 1, 2004, Resolution No.4 June 24, 2008,
Resolution No. 4, September 14, 2010



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Section Administration

JOB DESCRIPTION – ACCOUNTANT

The accountant works under the direction and supervision of the secretary-treasurer in matters involving payroll, employee benefits, financial reporting, accounting, and related activities. Complete confidentiality must be maintained at all times.

QUALIFICATIONS:

Be familiar with, and have formal training in generally accepted accounting procedures and generally accepted auditing principles. Be in possession of a university degree in commerce, or a diploma in business administration, or be presently enrolled in either the Certified General Accountants Program or the Certified Management Accountants Program at the second or third level. Possess typing skills.

EVALUATION:

The accountant shall receive a written evaluation from the secretary-treasurer as per division policy.

DUTIES AND RESPONSIBILITIES

- To be responsible for the preparation and maintain all payroll, personnel records, payments to full time and part time personnel in accordance with salary schedules as negotiated.
- To be responsible for the administration of employee benefits.
- To assist the accounts payable system and to ensure that the purchasing policy in effect is followed in the generation of payments of accounts.
- To be responsible for the recording and depositing to the bank, of all monies received by the division office.
- To prepare invoicing for services rendered by the division.
- To prepare and maintain books of accounts and financial records required for the preparation of monthly financial statements.
- To assist in the preparation of the budget.
- Actively participate in the Manitoba Association of School Business Official's organization.
- To assist in the preparation of the year end report for the auditor.
- To perform any other related duties as assigned or directed by the secretary-treasurer.

October 23, 1990

Reviewed April 2004

Resolution No.3 May 13, 2008 Resolution No. 7 April 9, 2013



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JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

The administrative assistant works under the direction of the secretary-treasurer, superintendent, and transportation/maintenance supervisor. The position requires a person who can work independently and organize to meet deadlines while maintaining a high quality of work. The administrative assistant is expected to act in a friendly and courteous manner when dealing with the public and school division employees. Confidentiality must be maintained at all times.

QUALIFICATIONS:

The administrative assistant must have excellent organizational and clerical skills, be experienced in working in a computerized office environment, and possess a valid drivers license. He/she must be well versed in the use of the Microsoft Office Suite of products. Experience with computer based accounting/record keeping software, accounts payable experience, and payroll experience will be considered assets.

EVALUATION:

The administrative assistant shall be evaluated as per division policy and receive a written evaluation from the secretary-treasurer. The superintendent and transportation/maintenance supervisor may provide input.

DUTIES AND RESPONSIBILITIES:

The administrative assistant shall:

1. Perform receptionist duties in the division office.
2. Perform secretarial services for the secretary treasurer, superintendent, and transportation/maintenance supervisor. This includes:
 - a. Complete all typing of correspondence to internal and external sources to acceptable standards. i.e. letters, memos, reports, minutes of meetings, by-laws, policy, voters lists.
 - b. Operate all equipment in the division office.
 - c. Compile and duplicate agenda information prior to board meetings.
 - d. Proofread outgoing printed information.
 - e. Compose routine correspondence.
 - f. Schedule appointments and interviews.
 - g. Maintain a complete set of office files so that information can be easily accessed.
 - h. Remind supervisor of upcoming meetings and deadlines.
 - i. Pick up, open, sort, and deliver mail to all departments in the division office.

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JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT - continued

- j. Compile daily mail, attach appropriate postage and deliver mail to the post office, bus depot, etc.
 - k. Organize delivery of items by divisional employees.
 - l. Send, review, and monitor division e-mail messages.
 - m. Maintain division directory, division calendar, phone codes report, alarm codes report, URIS list CPR training list.
-
- 3. Compose and compile statistical information, i.e. enrollment report, truancy report.
 - 4. Perform photocopying and laminating for the public when time permits.
 - 5. Maintain division office stock and order supplies when necessary.
 - 6. Reserve meeting rooms as necessary to ensure their availability.
 - 7. Prepare monthly reports for the transportation department for payroll.
 - 8. Prepare and maintain Maintenance/Transportation departments report and purchase order.
 - 9. Maintain bus passenger list.
 - 10. Maintain accounts payable system in conjunction with the division accountant and Clerical/Account Assistance.
 - 11. Maintain utilities' records, school bus logs, and monthly transportation records.
 - 12. Work with school secretaries to ensure that quality and quantity standards are met.
 - 13. Carry out other duties as may be assigned.

May 2003. January 2004. Resolution #9 April 9, 2013

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Section Administration

JOB DESCRIPTION – CLERICAL/ACCOUNT ASSISTANT

The Clerical/Account Assistant works under the direction of the secretary-treasurer, superintendent, transportation/maintenance supervisor and Accountant. The position requires a person who can work independently and organize to meet deadlines while maintaining a high quality of work. Confidentiality must be maintained at all times.

QUALIFICATIONS:

The Clerical/Account assistant must have excellent organizational and clerical skills, be experienced in working in a computerized office environment. He/she must be well versed in the use of the Microsoft Office Suite of products. Experience with computer based accounting/record keeping software, accounts payable experience, and payroll experience will be considered assets.

EVALUATION:

The Clerical/Account assistant shall be evaluated as per division policy and receive a written evaluation from the secretary-treasurer. The superintendent, transportation/maintenance supervisor and Accountant may provide input.

DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain accounts payable system. This includes:
 - a) Processing/Entering all incoming purchase orders.
 - b) Ensuring all invoices are coded and signed so they may be entered for the cheque run.
 - c) Edit purchase orders after cheque run and file if completed.
 - d) Review all statements to ensure payment has been made.
2. To assist accountant in preparation for payroll and personnel records.
3. Verify and check month end reports for accuracy and note any deficiencies and do immediate follow-up.
4. To enter/maintain sick leave records for all staff members in using the human resource program.
5. To Assist Transportation/Maintenance Supervisor in secretarial duties as need
6. To Assist in Administrative Assistant duties in their absence.
7. Carry out other duties as may be assigned.

Resolution # 8 April 9, 2013

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Section Administration

TURTLE RIVER SCHOOL DIVISION BOARD LIAISON WITH SCHOOL BOARD ASSOCIATIONS

The Turtle River School Division board shall be a member of the Manitoba Association of School Trustees and pay such fees as are levied by the association. If the board wishes to withdraw its membership, it may do so by giving a notice of motion and passing a formal resolution at a subsequent meeting.

Reviewed April 2004

CANADIAN SCHOOL TRUSTEE ASSOCIATION CONFERENCE ATTENDANCE

The board encourages its members to attend national conferences that will make them more aware of the major issues/problems facing educators of the day. In order that all members may have an opportunity to attend these C.S.T.A. conventions, the board may appoint different members each year. Before the board approves attendance, the secretary-treasurer will provide an estimate of cost.

Reviewed April 2004

TRUSTEE TERMINATION

All materials issued to trustees are the property of the Turtle River School Division. Upon termination each trustee is required to return to the division office the following items:

- The policy manual with all additions in place.
- The division telephone calling card
- The school keys and any other divisional keys he/she may have in his/her possession. All trustees shall fill out a key issue form and file it with the secretary-treasurer.
- Other such items of value that may from time to time be entrusted to the possession of any or all division trustees.

The secretary-treasurer has the responsibility to ensure that new trustees receive all pertinent materials and that when a trustee is terminated all materials are returned to the division.

Reviewed April 2004

BOARD MEMBER RETIREMENT

Each board member, upon retirement from the Board, shall receive from the Board a memento in appreciation for the time and services he/she has given.

Reviewed April 2004



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Section Administration

School Trustee Code of Conduct

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the school trustees of Turtle River School Division:

- will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
- recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the school board only if they have been authorized to do so.
- understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
- strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
- review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.
- listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
- treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.

Resolution #5 January 8, 2013

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PROFESSIONAL STAFF HIRING

The superintendent shall recommend the professional staff to the board for hiring. In the hiring of professional staff the superintendent shall consult with the principal and where possible, the local trustee(s). Where a professional staff member is to work in several schools the administrators of those schools should have an input into the hiring, where possible. All such contracts shall be presented to the board for approval.

Reviewed April 2004

APPOINTMENT OF HEAD TEACHERS

The appointment of the head teacher shall be made by the board on the recommendation of the superintendent and principal of the school concerned.

Reviewed April 2004

ARRANGEMENTS FOR STAFF SUBSTITUTES

All substitutes shall be approved by the board. The school principal shall be responsible for obtaining substitutes, from the substitute list approved by the board.

Advance notice shall be given to the principal by any staff member who knows he/she will be absent from his/her duties.

The staff member shall inform the principal as early as possible of the date of his/her return to duties to prevent a substitute reporting for duty unnecessarily.

Reviewed April 2004

FILLING OF VACANCIES – STAFF

Whenever a full or part time staff position needs to be filled the following procedure shall be followed:

- Notice calling for applications shall be posted in conspicuous places within the area concerned and, if warranted, advertised in local papers or provincial papers.

The notice should include:

- The position available and the commencement date.
- Request for documents, a personal resume and other pertinent information
- Duration of the position, if limited
- Location where applications may be sent/delivered
- The closing date for applications
- All non professional staff members shall be informed of the three month probation period.

Screening of applications and selection of the successful candidate should be done by the appropriate supervisors and the local trustees.

Reviewed April 2004



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CLERICAL SERVICES

Temporary help for clerical services in the division office may be obtained by the secretary-treasurer when necessary. The rate of pay shall be outlined to the temporary help by the secretary-treasurer.

The secretary-treasurer shall report to the board the use of temporary staff. The board has the right to continue or cancel the temporary clerical staff employment. Such temporary help will not take part in the employees fringe benefit programs.

Reviewed April 2004



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PRINCIPALS AND VICE-PRINCIPALS SELECTION COMMITTEE

The selection committee shall consist of the superintendent and local trustee (s).

The selection committee shall consist of the superintendent, local trustee (s) and Principal.

Resolution #4 June 15, 2004

EMPLOYEE REPORT ON CRIMINAL CHARGES

That each employee of the Turtle River School Division shall be required to report, in writing, to his/her immediate supervisor if he or she is investigated for or charged with a criminal offense, under any federal or provincial legislation.

The supervisor shall report all the details to the board at the next scheduled meeting or if deemed necessary the chairperson may call an emergency meeting of the board. The employee shall have the right to meet with the board in person.

Dec. 10, 1996

Reviewed April 2004

JURY DUTY

When an employee, who is not covered under the Teachers' Collective Agreement or the CUPE Collective Agreement, has been legally called to serve on a jury in court proceedings, the division will pay his/her salary during the time of such proceedings and any per diem paid to the employee shall be remitted to the division. Witness leave may be authorized at the discretion of the division.

Reviewed April 2004



RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Resignation by a professional staff member is governed by the conditions set out in Schedule D – form 2. Courtesy and concern for the students demand that a teacher intending to resign notify the superintendent as early as possible.

Teachers requesting to terminate their contract after the deadline date shall be required to make their request, in writing, and that the request be accompanied by a certified cheque of \$1000.00 payable to Turtle River School Division and that any additional costs over \$1000.00 shall be deducted from the teacher's last paycheck.

Reviewed April 2004, Resolution No.7 December 14, 2004

SUSPENSION OF PROFESSIONAL STAFF MEMBERS

In case of an emergency, the superintendent or secretary treasurer with the concurrence of the chairperson of the Board and/or local trustee may suspend any employee. The suspension shall be reviewed by the Board.

Resolution No. 5 June 15, 2004

DISMISSAL OF PROFESSIONAL STAFF MEMBERS

If it becomes necessary to dismiss a professional staff member, such dismissal shall be according to procedures outlined in the form 2 contract and appropriate sections of the Public Schools Act. Part VIII.

Reviewed April 2004

EMPLOYEE RETIREMENT

1. Retiring employees or those leaving the division and who have at least five years service are to receive a token of appreciation. Value of the gift shall be to a maximum of \$5.00 per year of service.
2. Employees with less than five years may be considered to receive a token of appreciation by the Board.
3. Local trustee to be responsible for purchasing.
4. The secretary-treasurer is to supply names of employees to the trustee.

January 17, 1995/ February 2003 Resolution No.6 June 15, 2004



RESIGNATION OF SUPPORT STAFF MEMBERS / TERMINATION OF EMPLOYMENT

Should a support staff member wish to resign, a notice of resignation, in writing, should be given to the appropriate supervisor.

Support staff members in resigning shall observe the proper period of notice.

A termination of employment may be made by mutual agreement between the support staff member and the board.

An advance notice of one pay period should be given for a termination if initiated unilaterally by either the board or the staff members

A termination of employment may be recommended by a supervisor to the board.

In cases where a support staff member is given notice of termination, that staff member will be given the opportunity to resign and have the termination notice removed from the record. (The same principle as accorded to teachers.)

Resolution No. 5 June 1, 2004

PROBATION PERIOD FOR NEW EMPLOYEES

Professional staff: Shall be evaluated as per teacher evaluation policy and a formal report shall be submitted to the superintendent. The report shall address itself to any concerns and shall have a specific recommendation if a staff member is to be placed on probation.

Non professional staff: All non professional staff shall be placed on the three month probation period and shall be paid accordingly. At the end of the three month probation period the immediate supervisor shall make a recommendation to the secretary-treasurer whether the employee shall:

- Be taken off probation
- Be retained on probation, or
- Be dismissed.

If an employee is retained on probation, there shall be no increase in salary. In cases where probation or dismissal is recommended, the supervisor should have by this time done at least one evaluation in writing and spoken to the employee

Reviewed April 2004



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Staff Discipline

The Turtle River Board of Trustees believes that standards for the acceptable conduct of employees are necessary for the benefit and protection of the rights and safety of all students, employees and the public; and for the orderly operation of the Division. The Board expects all employees to comply with Divisional, school-based, and job-specific rules, policies, and procedures. The Board has high expectations for employee conduct as all employees act as role models for appropriate attendance, behavior, and performance. When a supervisor finds that an employee is displaying unacceptable performance with regards to attendance, behavior, or overall job performance, the supervisor is required to bring the problem to the attention of the employee immediately. The Board seeks to resolve conduct and performance problems in the most positive manner possible.

The steps in the Progressive Discipline System should include:

1. Verbal Warning
2. Written Warning
3. Suspension without pay
4. Dismissal

The actual progression of disciplinary action taken will depend on the severity of the incident, as well as the employee's work history. Certain incidents of a more serious nature may result in the immediate dismissal of an employee.

Staff Discipline Issues

Discipline issues with staff fall into two categories:

1. **Attendance** – Examples include:
 - a. Unexcused absenteeism
 - b. Excessive excused absenteeism
 - c. Tardiness
2. **Misconduct** – Examples include:
 - a. Violation of work rules
 - b. Unacceptable appearance
 - c. Damaging the reputation of the division
 - d. Inappropriate language (sexist, racist, swearing, ridiculous, etc.)
 - e. Inappropriate physical actions (pushing, grabbing, etc.)



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Serious Violations

Serious violations are those which:

- Constitute a threat to the operation of the business
- Constitute a threat to the safety and well-being of the individual or other employees.

Most organizations consider the following to be “serious violations”:

- Un-excused absence without notification
- Inappropriate language
- Inappropriate physical actions
- Sexual harassment
- Insubordination
- Making inappropriate comments in a public place that would damage the employer’s reputation or image
- Smoking in restricted areas
- Careless workmanship

The first time a serious violation is committed, the supervisor should either:

- Issue a written warning, or
- Contact administration for further action.

The following factors should be considered when choosing an appropriate consequence:

- The severity of the offense
- The employee’s previous record
- Previous action for similar offenses
- The supervisor’s judgment in regards to which step would be more effective in bringing about a change in the employee’s performance.



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Major Violations

Major violations are acts which seriously threaten the operation of the business or the safety and well-being of the individual or other employees. They represent actions which cannot be tolerated by the organization.

Most organizations consider the following to be included on the list of “major violations”:

- Threatening or striking a supervisor
- Theft of company property
- Sexual assault
- Sexual harassment
- Racial acts
- Physical abuse
- Deliberate falsification of company records or employment application

The superintendent should be informed immediately. The appropriate consequence for a major violation is usually a discharge, regardless of whether any previous discipline offenses have occurred.

Discipline and Discharge Due Process

	Yes	No
1. Was the staff member aware of the rule, conduct, procedure, or order; and was it one that would be considered reasonable and supportive of the efficient and orderly operation of the school?		
2. Was the staff member notified regarding his/her expected behavior regarding this subject and did he/she have prior knowledge and indication of probable disciplinary action for failure to comply?		
3. Was there a clear violation or disobedient action; and was there a fair and objective investigation of the facts and the circumstances prior to discipline?		
4. Is there specific data, handwritten documentation and other information that exists to verify and substantiate the situation?		
5. Is the disciplinary action reasonable and does it reflect a degree that is consistent with the seriousness and nature of the offence?		
6. Has the staff member's previous record been considered and has he/she received consequences that are consistent with others who have been disciplined for similar actions?		

The answer to all of the above must be **YES**.



Appendix A

Conducting the Disciplinary Conversation

Privacy

Hold the meeting in private – the discipline problem is a private matter and it must be kept that way.

Listening

The disciplinary action is a conversation, not a lecture. The employee may have a good reason for the action OR the employee may not know a rule was violated. Guidelines for good listening include:

- Make sure there are no interruptions
- Wait out pauses
- Maintain eye contact
- Use nonverbal cues to let the employee know you are listening
- Reflect, reword what you heard the employee say
- Ask the employee to repeat important points

Express Confidence

Express your confidence that the employee will change and improve; do not concentrate on consequences for subsequent actions.

Set the Tone

In general, the tone for the disciplinary steps should be:

Step One (Verbal Warning) – friendly but serious

Step Two (Written Warning) – serious but friendly

The conversation becomes progressively more serious as the situation becomes more serious.

Treat the Employee Humanely

Treat the employee as you would want to be treated if the roles were reversed.



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Discipline Meeting

1. Describe the specific improper behavior and explain why it concerns you.
 - a. What rule, if any, was broken?
 - b. Why is that a rule?
 - c. What are all the facts?
 - d. Have the facts all been documented?
 - e. Were there witnesses?

2. Review previous discussions.
 - a. Were there previous discussions?
 - b. What stage of the disciplinary process are you at now?

3. Ask for an explanation and listen with empathy.

4. State the action you will take and why.
 - a. Unless you hear new facts, what discipline will you give?
 - i. Is it fair?
 - ii. Is it appropriate?
 - b. Warn the employee of future consequences if the improper behavior continues.

5. Set a date for a review meeting.

6. Offer encouragement and show confidence in the employee.

7. Document this meeting.



Appendix B

Verbal Warning Process

Before the Meeting

1. Conduct a thorough investigation of the incident or violation.
2. Review any handwritten notes you have about your previous counseling sessions or casual conversations you have had with the employee about the problem.
3. Prepare an outline for the major points you plan to cover.
4. Ask the employee to come into your office or another private room

During the Meeting

1. State the specific problem in terms of desired behavior and actual behavior.
2. Refer to any counseling sessions or previous casual conversations you and the employee have had about the problem.
3. Give the employee a chance to respond and explain. Listen carefully.
4. Tell the employee the specific change in performance you expect.
5. Ask the employee to confirm understanding.
6. Tell the employee this is a Verbal Warning – the first step of the discipline process.
7. Inform the employee that if the problem is not dealt with, you will have to look at other administrative action and detail what those actions are.
8. Indicate your confidence in the employee's ability to perform properly in the future.

After the Meeting

1. Summarize the meeting (in handwriting) for your files. It will not go into the employee's permanent file unless the problem arises again.
 - a. Employee's name
 - b. Date of the Verbal Warning
 - c. The specific offense or rule violation
 - d. A specific statement of the expected performance
 - e. Any explanation given by the employee or other information you feel is significant
2. Monitor the employee's performance to ensure the problem has been corrected.



Appendix C

Written Warning Process

A Written Warning is a formal conversation between a supervisor and an employee about a discipline or performance problem. The Written Warning is usually used after the Verbal Warning has been given and no change in behavior has resulted. Its purpose is to correct a problem by discussing it with the employee and then providing him/her with a written record of that conversation and of the need to improve. The Written Warning is the second step of the Progressive Discipline system

Before the Meeting

1. Conduct a thorough investigation of the incident.
2. Review your notes on the Verbal Warning conversation and any other information you may have.
3. Make an outline of the major points you plan to cover.
4. Ask the employee to come into your office or another private room.
5. Invite the employee's union representative to attend the meeting.

During the Meeting

1. State the specific problem in terms of desired behavior and actual behavior.
2. Refer to your previous casual conversations and the Verbal Warning.
3. Give the employee a chance to respond and explain. Listen carefully.
4. State the specific change you expect in performance.
5. Indicate your confidence that he/she will change.
6. Ask the employee to confirm that he/she understands exactly what you expect.
7. Tell the employee that you will write a memo summarizing the conversation
8. Tell the employee that this is a Written Warning, the second step of the discipline system.
9. Inform the employee that if the problem is not dealt with, you will look at other administrative action and detail what these actions are.

After the Meeting

1. Write a memo to the employee summarizing the conversation and the need to improve.
2. Distribute the copies of the memo and advise the appropriate people of the conversation.



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SUSPENSION OF STAFF MEMBERS

Any member of the divisional staff may be suspended by his/her supervisor, subject to the following conditions:

- The supervisor consults with the board chairperson on the matter prior to issuing the suspension. Failure to reach the board chairperson would require the supervisor to contact the vice-chairperson of the board . The local trustee shall be informed.
- If none of the above could be immediately contacted, the supervisor would be required to act on his/her own if the offence was deemed to require immediate attention.
- The supervisor would be required to serve the employees with a written suspension notice outlining reason(s) for suspension.
- The supervisor would be required to report suspension to the board within twenty-four hours and to provide the secretary-treasurer and board chairperson with a copy of the suspension notice.
- The supervisor would then make arrangements as to the time and place of meeting with the employee and the board to review the case.

Resolution No.7, June 1, 2004

ADDITIONAL LEAVE

Senior administrators may authorize or deny leave up to three days. Any leave for a period longer than three days must come before the board. It is also recommended that authorization of leave should be obtained before any other arrangements are made.

January 1993

Reviewed April 2004

LEAVE OF ABSENCE

Leave of absence for school employees:

All leaves of absence are subject to board approval and to all the conditions as set by the board. To be eligible for a leave of absence an employee must have at least three years service with the board. If the board grants a leave of absence, the secretary-treasurer shall retain from the last cheque an administration fee that will cover the cost of advertising and interviewing. The employee requesting leave shall sign a waiver agreeing to the deduction. Failure to sign a waiver shall negate the leave. The board may exercise its discretionary powers to reimburse the deducted fee after the employee returns to work.

May 7, 1996 Reviewed April 2004.



EMPLOYEE LIABILITY – DIVISION OWNED VEHICLES

Any employee who operates a division vehicle for any reason other than division business or in the case of a school bus, on its scheduled route, may be liable to pay the insurance deductible if the vehicle is involved in an accident or stolen.

The transportation/maintenance supervisor and/or the secretary treasurer shall make the determination if the employee must pay the deductible.

*** PLEASE NOTE THAT ANYONE MAY APPEAL THE DECISION TO THE BOARD.**

January, 2004

Reviewed April 2004

EDUCATION ASSISTANT / BUS DRIVER /CUSTODIAN /SUBSTITUTE POLICY

The Turtle River School Division recognizes the importance of continuous care for the funded special needs students in the schools. Educational assistants are employed to provide service to these special needs students and in light of this, no person employed as an educational assistant will be considered for a bus driving or custodial position.

Conversely, no bus driver or custodian will be considered for an educational assistant position. As there is a requirement for the bus driver to take the bus they are driving for servicing and mandatory safety inspections to the bus garage in McCreary as required. In addition, there may be additional commitments that the bus driver or custodian may have, such as inservices, shop runs, extra trips, or cleaning during the school day. There is reason to believe that any person holding two positions might be required to be two places at the same time. Out of necessity, the student to whom the educational assistant is assigned will need to have a replacement E.A. in place or the student may be unattended during this time. The Turtle River School Division feels that neither of these situations is acceptable. However, an education assistant, bus driver, or custodian may substitute in another position to a combined maximum of 8 hours per day providing there is no immediate effect on their regular position and it is approved by the transportation maintenance supervisor or designate. In cases of emergency or special circumstances additional time over the 8 hours may be approved.

Any employee that is currently in the position of both educational assistant and bus driver will be allowed to continue in this roll until they give one or both up, after which they will not be permitted to assume both roles again.

Resolution No. 3 October 24, 2006 Resolution No.10 January 11, 2011



First Aid and C.P.R. Training

Turtle River School Division provides its employees with a comprehensive mandatory staff training program. The division's staff training and professional development courses are provided free of cost to all employees. Support staff will be paid for their hours of training. All employees of Turtle River School Division must maintain current certification in **Standard First Aid and CPR Level C**. Failure to complete the mandatory training or scheduled re-certification in First Aid and C.P.R. will result in disciplinary action which may include termination from the Division.

Resolution Number 5 May 24, 2011



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BOARD MEMBER INSURANCE

The Turtle River School Division Board shall maintain adequate insurance to protect the division and its board against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school division and its board while acting on behalf of the school division.

Reviewed April 2004

UNEMPLOYMENT INSURANCE PREMIUM REDUCTION

Employers that provide employees with sick leave plans that meet the requirements for a reduction in the Unemployment Insurance Premium must share part of the premium saving with each employee.

The school division is entitled to retain 7/12ths of the savings resulting from the premium reduction and each employee is entitled to be paid 5/12th of the savings resulting from the premium reduction.

Each individual employee will be paid their 5/12th of the savings resulting from a premium reduction or alternately if required by a union or association agreement, the collective amount of the saving of each individual employee covered by the agreement may be retained by the board of trustees or paid to the respective union or association.

Reviewed April 2004

BEREAVEMENT GRATITUDE

That Turtle River School Division employees receive a bereavement acknowledgment (sympathy card) from the Board. Eligibility would be based on the compassionate leave clause in the collective agreement.

May 23, 2000

Reviewed April 2004



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TRAVEL ACCIDENT INSURANCE

The person in the position designed to be insured under the policy are covered for accidental bodily injuries received while traveling on the business of the school board, for the purpose of furthering the business of the school board. Such a trip is deemed to commence at the time the insured person leaves his/her residence or regular place of employment for the specific purpose of beginning the trip and continues until he/she returns to his/her residence or regular place of employment.

The insurance plan of the day shall apply.

Reviewed April 2004



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NON UNION SUPPORT STAFF – SICK LEAVE

(Support staff not covered under a collective agreement)

- Each member of the support staff is entitled to two days per month worked to a maximum accumulation of 110 days.
- Part time staff shall be entitled to similar benefits on a prorated basis,
- The division may request a doctor's certificate at any time.
- Sick leave is not payable to an employee:
 - who is ill or injured during any period that is maternity leave.
 - Who is engaged in an employment for a wage or profit, during any period for he/she claims benefits under the sick leave plan.
 - Whose illness results from his/her use of drugs or alcohol and who is not receiving continued treatment from a licensed physician for his/her use of drugs or alcohol.
 - Who, in respect of an illness or injury resulting from a motor vehicle accident, is receiving benefits under a provincial insurance plan.
 - Who is absent from work because of plastic surgery performed solely for cosmetic purposes except where the need for surgery is attributable to an illness or injury.
- Sick leave is provided for the sole purpose of insuring an income to the employee during periods of illness.
- It is the responsibility of the employee to notify their supervisor before taking leave.
- When calculating sick leave November 3, 1987 will be used for calculation purposes for employees hired before November 3, 1987. For employees hired after November 3, 1987 their calculation will be based from the actual date of employment.

January 4, 1994

Reviewed April 2004

Resolution No. 5 September 1, 2009

Resolution No. 9 August 21, 2012



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RECOGNITION – YEARS OF SERVICE

Employees who worked for the school districts which make up the Turtle River School Division will be placed on the seniority list as of 1967.

Employees who worked for the school districts which make up the Turtle River School Division will receive service pins using their total years of employment.

October 19, 1993

Reviewed April 2004

SUPPORT STAFF – PENSION

All support staff, hired prior to January 1, 1991, except part time employees not earning at least 25% maximum Canada Pension Plan pensionable earnings, must join the MAST pension plan.

Regulations regarding contributions, terminations and retirements are covered by the Pension Benefits Act and the MAST Pension Plan.

All support staff employed after January 1, 1991, upon successful completion of their probation period must join the MAST Pension Plan.

Reviewed April 2004

NON UNION SUPPORT STAFF – VACATIONS

1. Ten working days or 4% earnings after one year of service for all employees.
2. Fifteen working days vacation or 6% of earnings after two years of service for the Transportation Supervisor, ICT Director and senior administrators.
3. Fifteen working days or 6% of earnings after four years of services for all employees except for Transportation Supervisor, ICT Director and senior administrators.
4. Twenty working days or 8% of earnings after ten years of services for all employees.
5. Twenty-Five working days or 10% of earnings after fifteen years of services for all employees.
6. Vacation leave outstanding on the anniversary date of employment shall be honored in accordance with Section 7 (3) of the Vacations With Pay Act.
7. Vacations to be taken, preferably in the months of July and August.

Reviewed April 2004, Resolution No. 8, August 21, 2012

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MANITOBA BLUE CROSS BENEFITS

The school division offers, on an optional basis, the Manitoba Blue Cross Ambulance and Hospital Semi-Private plan and Extended Health Benefits plan to all full time employees. Employees pay full premiums for these benefits.

Reviewed April 2004



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PURCHASING AUTHORITY

The secretary-treasurer, superintendent, and transportation supervisor has the purchasing authority within his/her jurisdiction to purchase for the division. Tenders are required for items of certain amounts as referred to in the Public Schools Act P.S.A. 70.

Reviewed April 2004

SCHOOL DIVISION ANNUAL REPORT

An auditor's report and financial statements shall be compiled once a year and distributed by the secretary-treasurer to the appropriate agencies.

Reviewed April 2004

FISCAL MANAGEMENT GOALS

It is the intent of the Turtle River School Division to spend in a wise and thrifty manner, the funds allotted to them to bring about the best possible education for pupils of the Division.

The board views its priorities in fiscal management to be within the following general areas:

- 1) accountability of monies spent on behalf of the division
- 2) efficient expenditure of funds for educational projects
- 3) efficient hiring of professional and support staff personnel.

Res #3 Feb. 4/76

Res. #11, Feb. 17/77

Reviewed April 2004

The budget is a monetary statement of the board's goals and objectives for education in the Turtle River School Division. It is the blueprint for action, accomplishment and fiscal control.

Reviewed April 2004



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Section Administration

BUDGETING SYSTEM

The budgeting system shall correspond to the forms used by the Public Schools Finance Board in order to facilitate the transfer of amounts from the division records to the forms required by the Public Schools Finance Board.

Reviewed April 2004

FISCAL YEAR

The fiscal year of the Turtle River School Division is from July 1st to June 30th.

Reviewed April 2004

PRE-BUDGET PUBLIC CONSULTATION MEETING

The Board of Trustees encourages the public to attend the pre-budget planning meeting, which will be held prior to the public presentation of the proposed budget. This meeting will give the opportunity to the public to present its views on educational and budget priorities for the board to consider. The public may do this through written submission or by making a presentation at this pre-budget meeting. This meeting shall be held at the start of the budget process.

Resolution No. 6 April 23, 2013

BUDGET PLANNING

Budget requirements or requisitions are prepared by the following:

- principals of schools
- transportation supervisor
- coordinator of student services
- administration office

From this information the secretary-treasurer, in consultation with the board finance committee and superintendent prepares the budget for presentation to the board.

Reviewed April 2004



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PURCHASING POLICY

The objective of this purchasing policy is to clarify staff authority for purchases made on behalf of the Turtle River School Division. This policy will outline the allocation of responsibility for purchasing and accountability for those purchases and maintain a satisfactory level of internal control.

1. Purchase order purchases:

All school purchases, with the exception of day to day purchases for industrial arts, home economics and emergency maintenance items and the hiring of maintenance contractors, will be ordered by a purchase order. Purchase orders will be completed in full stating the supplier's name, address with postal code, adequate description of items purchased, the quantity, unit price, extended total and a total for the order. As well the proper general ledger of FRAME code will be stated. Upon approval by the secretary-treasurer (purchasing agent) an order to purchase will be issued. The purchase order signed by the secretary-treasurer commits the division to a purchase. The receiver's copy of the purchase order is to be signed by the principal and returned to the division office to verify receipt of the order. If a partial order is received the packing slip or a photocopy of the schools purchase order noting the items received is to be returned to the division office. The division office will maintain a record of purchase orders held at each school.

2. Home economics and industrial arts purchases:

Day to day purchases for home economics and industrial arts will be allowed without the use of a purchase order. Purchases may be charged at local businesses provided a charge account is established. All accounts will be paid on a monthly basis. The teacher/principal responsible for home economics or industrial arts must sign and verify each purchase prior to payment. Purchases from businesses other than those with established charge accounts will be made by purchase order or petty cash.

3. Emergency maintenance purchases and contractors:

In cases where a small maintenance item is required or a contractor needs to be hired to alleviate an immediate problem, the principal or his/her designate has authority to incur a liability on behalf of the division by using a work order. The principal is to complete the work order form and issue same to the contractor or supplier. Contractors are to be informed that the work order number must be stated on their invoice. Upon satisfactory completion of the work or receipt of the item purchased, the principal will sign the last copy of the work order form and return this to the division office as verification for payment. The invoice, if available, may be attached to this copy of the work order. The principal is to obtain authorization from the secretary-treasurer or superintendent prior to commitment for major maintenance repairs. (in excess of \$500.00)



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PURCHASING POLICY - continued

4. Petty cash fund:

Each school, the division office, and bus garage will be issued a petty cash fund. The purpose of the petty cash fund is to limit the number of requisitions for small orders, purchase inexpensive items and to limit the charging of low value items at local businesses. The petty cash fund is to be used for inexpensive (less than twenty dollars) administrative, instructional or maintenance purchases.

Once the petty cash fund is near depletion, a summary sheet with reconciliation of receipts and cash is to be sent to the division office for replenishment. The trustee of the fund will confirm the fund balance as of June 30th each year. Funds will be returned to the division office for deposit in the case of a change in fund trustee.

5. Transportation purchases:

The transportation supervisor has authority to purchase transportation items within budget allocations except supplies that are tendered. Purchase orders, work orders or the petty cash fund is to be used for all purchases. Prior to payment all invoices will be approved by the transportation supervisor.

GENERAL:

All purchases except items purchased out of petty cash and automatic accounts shall be covered by the issuance of a purchase or work order. Expenditures that are not the result of a purchase (i.e. utility bills, expense accounts, insurance) must be approved by the appropriate department supervisor or principal prior to payment. The superintendent or secretary-treasurer shall approve all employee expense accounts prior to payment. The board of trustees will approve the presented accounts by resolution at each regular board meeting.

May 1, 1990

Reviewed April 2004



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Section Administration

PETTY CASH FUND

A petty cash fund of up to \$ 200.00 may be requested by any divisional school principal. The school principal will be held accountable for the petty cash fund and any shortage may be recovered by the board.

Surplus petty cash is not required to be submitted to the division office at the end of each school year. However, all petty cash is to be accounted for and submitted to the division office if there is a change of school principal. All principals must submit verification of their petty cash to the division office by June 30th.

A school's petty cash fund may be replenished at any time upon submission of acceptable receipts to the division office.

Reviewed April 2004

PAYMENT OF NON-RESIDENT FEES TO ANOTHER DIVISION

The board will authorize payment of residual fees to other school divisions whenever:

- prior arrangements have been made by the division board for the student to receive instruction in the other division; and
- attendance of that pupil in the receiving division has been verified; and
- the division receives a request for payment of residual costs from the division the student is attending.

Reviewed April 2004

BIDDING REQUIREMENTS

Whenever the secretary-treasurer deems it financially advisable he or she shall accumulate orders for a particular item and call for public tenders on that item from several suppliers, subject to the Public Schools Act 70.

Reviewed April 2004

CASH IN SCHOOL BUILDINGS

No amount of money should be left in the school. Monies shall be deposited in a bank or other safekeeping institution at the earliest possible convenience by the persons responsible for the money.

Reviewed April 2004

EMPLOYEE TRAVEL ON DIVISION RELATED BUSINESS

Employees of the division who are required to travel on division business, which has been approved by the board, superintendent, or secretary-treasurer shall be reimbursed by the Turtle River School Division at the going rate. Whenever possible transportation should be pooled.

February 21, 1989

Reviewed April 2004



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Section Administration

RECORDS RETENTION / MANAGEMENT / PROTECTION OF PERSONAL HEALTH INFORMATION

Turtle River School Division is the custodian of a large amount of personal and personal health information. The Division, as a public body, is responsible for protecting this information from unauthorized release or access.

The implementation of efficient records management, particularly in light of technological change, enables divisions to discharge their responsibilities to ensure both access to and protection of information. Turtle River School Division accepts as policy the practices and procedures outlined in Manitoba Education and Training's Guidelines on the Retention and Disposition of School Division/District Records and Manitoba Pupil File Guidelines, and shall ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).

The following policies and procedures are designed to comply with the policy requirement of the Personal Health Information Act respecting collection, use, disclosure, security, retention and destruction of personal health information.

See Appendix I for complete policy.

Resolution No.14 June 1, 2004



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Section Administration

CRIMINAL RECORD / ABUSE REGISTRY CHECK

All new employees hired by the division will be required to provide a recent original copy of their criminal record check and abuse registry check. The division will return the original to the employee.

Employees who are charged or convicted with a criminal offence are to inform their immediate supervisor. The immediate supervisor shall inform senior administration and senior administration will then inform the board.

All employees are required to complete the pledge of confidentiality form.

Failure to report may result in immediate suspension or dismissal. For crimes such as physical or sexual abuse, immediate suspension, with or without pay will likely occur.

Resolution No. 6 June 1, 2004



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Section Administration

CHARITABLE DONATIONS

The Turtle River School Division is registered as a charity with Revenue Canada. The purpose of the registered charity is to raise funds for scholarships and bursaries, to fund capital asset and equipment purchases and to allow for acceptance of gifts in kind. The Secretary-Treasurer issues tax deductible receipts for donations and bequests through a will that meet the criteria. Charitable Donations activities will be reported in the Statement of Changes in Trust Funds as part of the Turtle River School Division No. 32 Audited Annual Financial Statement.

A. Scholarship Funds or Bursaries

Donations for Scholarship funds will fall into three categories. Funds can be directed to individual schools in the Division and if so directed, they are accounted for separately.

1. Endowment Scholarship Fund

Donations to this fund are made on an unconditional basis. Donors understand that the monies will never be refunded and they are not to receive any benefit, other than a tax-deductible receipt, for making the donation. The attached form is to be completed by the donor and will clearly indicate the student criteria (if any) for awarding of the scholarship. The donor signature on the form will confirm that all conditions are understood.

The endowment scholarship fund will be invested in accordance with the investment requirements of the Public School Act (Section 201). This fund is to be maintained in perpetuity, thus the annual awarding of the scholarships will not deplete the principal of the fund.

2. Defined Period Scholarships

Donations of this type are made with the understanding that sometime in the future both the income and principal will be fully depleted. The Scholarship will cease to be awarded at that time. To be eligible for a tax deductible, charitable receipt, the scholarship must be established for a period of at least ten years. The attached form is to be completed by the donor and will clearly indicate the financial terms and the student criteria for awarding the scholarship (if any). The donor's signature will verify that all conditions are understood.

These monies are to be invested in accordance with the Public School Act. Potential donors of this type should be advised that they could personally set up an investment and made an annual cash donation as per number three below.

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Section Administration

A. Scholarship Funds or Bursaries, continued:

3. Annual Cash Donations

Annual cash donations for scholarships or bursaries will be accepted and a charitable receipt will be issued. The donation is accepted with the understanding that the exact amount of the donation will be awarded to a student that school year.

School Cessation

If the school ceased to be a high school, or ceases to exist sometime in the future, the Superintendent of Schools, Secretary-Treasurer, Principal and school staff at that time shall decide on the disposition of the scholarship funds. It is suggested that these funds be used to improve the educational experience for the remaining students in the community by enhancing the building and grounds or purchasing school equipment.

B. Capital Asset and Equipment Purchase Projects

Schools in the Turtle River School Division No. 32 may initiate fundraising activities to help fund improvements to the school buildings, grounds or purchase of equipment.

The Secretary-Treasurer will issue charitable receipts for capital assets and equipment purchases provided the donation is made on an unconditional basis. The donor is not to receive any benefit what so ever for making the donation except the charitable tax deduction.

C. Gifts in Kind

Charitable receipts will be issued for gifts in kind based on the fair market value of the item being donated. The Turtle River School Division under the auspices of the Board of Trustees will establish the fair market value.

June 4, 2002
Reviewed April 2004



Mail Pickup and Vehicle Allowance

The Principal of each school shall designate who shall pick up the mail for that school. The Division shall reimburse that designate \$200.00 per school year for the months September to June to cover expenses when a personal vehicle is used. The person who picks up the mail for the months of July and August shall be reimbursed \$50.00. (In cases where a Division vehicle is used for mail pick up no reimbursement will be made.)

Resolution No.18 October 25, 2005
Resolution No.8 December 14, 2004

Use of Personal Vehicle on Division Business Reimbursement

The per kilometer reimbursement rate shall be set and adjusted twice annually. The rates will be adjusted automatically by the Secretary Treasurer on September 1 and March 1 of each and every year based on the following schedule.

Actual											
Gas Price	Mileage Rate										
\$0.80	\$0.38	\$0.90	\$0.39	\$1.00	\$0.40	\$1.10	\$0.41	\$1.20	\$0.42	\$1.30	\$0.43
0.81	0.38	0.91	0.39	1.01	0.40	1.11	0.41	1.21	0.42	1.31	0.43
0.82	0.38	0.92	0.39	1.02	0.40	1.12	0.41	1.22	0.42	1.32	0.43
0.83	0.38	0.93	0.39	1.03	0.40	1.13	0.41	1.23	0.42	1.33	0.43
0.84	0.38	0.94	0.39	1.04	0.40	1.14	0.41	1.24	0.42	1.34	0.43
0.85	0.38	0.95	0.39	1.05	0.40	1.15	0.41	1.25	0.42	1.35	0.43
0.86	0.39	0.96	0.40	1.06	0.41	1.16	0.42	1.26	0.43	1.36	0.44
0.87	0.39	0.97	0.40	1.07	0.41	1.17	0.42	1.27	0.43	1.37	0.44
0.88	0.39	0.98	0.40	1.08	0.41	1.18	0.42	1.28	0.43	1.38	0.44
0.89	0.39	0.99	0.40	1.09	0.41	1.19	0.42	1.29	0.43	1.39	0.44
										1.40	0.44

Resolution No. 4 November 25, 2008



Turtle River School Division Expense Reimbursement

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Section Administration

Expense Reimbursement Business/In-service/Personal Development/Extracurricular

Mileage Rate:

The compensatory rate for business travel is determined by the formula on page 71 under use of personal vehicle on division business reimbursement section. Division owned vehicle should be used whenever possible. Vehicles are available for all staff to use.

Meal Rates:

Breakfast: actual cost to a maximum of \$10.00 supported by original itemized receipts.

Lunch: actual cost to a maximum of \$15.00 supported by original itemized receipts.

Supper: actual cost to a maximum of \$20.00 supported by original itemized receipts.

Daily Maximum: \$45.00

Tips for meal service and alcohol will not be reimbursed.

Accommodation:

Actual Manitoba Teachers Society (MTS), Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts.

Staying with Family or Friends - \$25.00 per night

Incidentals:

Actual business related parking, taxi and telephone expenses as supported by original Receipts

Guidelines/Regulations

- The Superintendent or Secretary-Treasurer is responsible for expense claim approval.
- Employee professional development and extra-curricular expenses must received prior approval from the Superintendent or Secretary-Treasurer.
- Employee professional development expenses (registration fees, travel, accommodation, meals, etc.), will be approved at the discretion of the Superintendent or Secretary-Treasurer. Said expenses may be approved on an actual cost basis or on a per-diem subsidy of total cost basis.
- All business, extracurricular and professional development expense claims are encouraged to be submitted within five working days of the end of each month following the said expense. Claims submitted more than 3 months after the expenditure is incurred will not be approved.
- Mileage claims will be based on actual mileage traveled from the employee worksite or residence whichever is less.
- Employees who are required to work at multiple work sites/schools are not eligible to claim meal reimbursement, unless their work takes them outside the division during meal time.
- Expenses and mileage related to attending SAG, LIFT and Divisional wide in-service events will not be reimbursed. Registration fees for these events will be reimbursed.
- Meal reimbursement will occur when extra-curricular activities occur outside the division boarders and employees are required by senior administration to attend the activity.
- Bus Driver meal reimbursement will be reimbursed as per collective agreement.

Expense forms are available at the Division Office or at the Schools

Resolution No. 3, October 12, 2010, Resolution #8 March 12, 2013 Resolution # 8 April 22, 2014

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This policy will provide senior administration guidelines for acceptable travel and expenses disbursement and to implement controls that provide reporting to the Board of Trustees of these disbursements on a regular basis.

Rules and Procedures

- Senior administration will adhere to the guidelines established in policy Expense Reimbursement Page 72 section Administration.
- Each meeting senior administration expense accounts and reimbursement claim will be provided to the Board of Trustees. This includes senior administration credit card transaction statement(s). Trustee will review and sign off.
- During the annual budget process the Board of Trustees will review and establish a reasonable senior administration travel and professional development budget.
- When requested by the Board a senior administration travel and professional development expense report detailing actual and budget amounts will be provided to the Board as an "In Camera" item at a regular Board Meeting.

Resolution #11 May 27, 2014



Turtle River School Division

Personal Travel to Work

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Section Administration

Turtle River School Division expects employees will make every reasonable effort to attend work as scheduled. The division is geographically large and a number of staff choose to live at a distance from their base of employment. The division respects that individual employees are in the best position to decide if traveling to work is safe. It is at the discretion of each employee to travel to work every day including days where road conditions may be hazardous.

There are various leave provisions within collective agreements that may allow staff to be away from work on these days without a loss in salary.

Employee absences due to inclement weather or poor road conditions

- The Division may decide to close the facility(ies) due to inclement weather and/or road conditions and will publicize the closure/closures via:
 - o Local radio stations
 - o Division web page
 - o Turtle River social media (Twitter)
- Employees are responsible to access one of the notification methods listed above for notification of a school closure.
- When an employee determines that travel to their normal work assignment is unreasonable under the circumstances, the following conditions shall apply:
 - The employee shall contact their immediate supervisor a minimum of one hour prior to the start of their workday to advise of their absence or late arrival.
 - Teaching staff shall be deducted their daily salary for each day they are absent unless the teacher requests to use a paid personal leave or extra-curricular day. (as per applicable collective agreement)
 - Non-teaching staff (other than bus drivers) will be deducted regular salary for any time they are absent unless the employee requests to use available vacations days. (as per applicable collective agreement)
- Employees are not expected to travel on closed roads/highways. However, employees are expected to monitor the road closures and, once opened, are expected to report to work. Where roads/highways do not open until halfway through the employee's regular workday, employees will not be expected to report to work.
- If the division closes school(s), employees assigned to schools in the town where the school is closed, with the exception of employees so designated by superintendent, will not be expected to attend work and will not be deducted in pay or benefits.