



## KSD Annual Report 2021-2022



Kelsey School Division  
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## Board of Trustees

- Vaughn Wadelius, Chairperson 2006-2022
- Kerri Huculak, Vice-Chairperson 2010-2022
- Jennifer Olinyk, Trustee 2002-2022
- Sharain Jones, Trustee 2015-2022
- Trevor Yahnke, Trustee 2014--2022

Providing oversight for the following: Building and Maintenance Committee, Community Liaison Committee, Education Liaison Committee, Finance Committee, Negotiations & Personnel Committee, Policy Committee, and Transportation Committee.

In recognition of former KSD Trustee Members

- Edith Sexsmith, Trustee 2018-2022 *left January 2022*
- Amy Hoper, Trustee 2009--2022 *left April 2022*

## Division Office - Senior Leadership Team

- Selena Mell, Superintendent /CEO & Student Support Services 2020-2022 (Sept)
- Graham Kahler, Secretary-Treasurer 2021 (began Dec)-2022
- Greg Shepherd, Transportation & Maintenance Director 2009-2022 (May) *retired*
- Rick Rousson, Transportation & Maintenance Director 1999-2022 (began new position in April)
- Angie Quiring, Payroll/Benefits & Human Resources Administrator 1990-2022 (assumed HR in 2021)



## Message from the Chair

### Vaughn Wadelius - KSD Board Chair



#### PREAMBLE

The challenges and changes faced by the Board of Trustees this year has been exceptional. I am grateful to the trustees for their extra efforts as these were faced and dealt with, and the support of Division Office staff that assisted to accommodate these. Among the items were the following:

#### PROVINCIAL INFLUENCES

- Efforts to respond to the proposed Education Modernization Act, Bill 64 in concert with other school Divisions which resulted in its withdrawal.
- The Education Property Tax Reduction Act, Bill 71 that had a significant impact on our Division's revenue.

#### CHALLENGES

- Budget constraint efforts and negotiating contracts for salaries.
- Increase in staff turnover due to a number of retirements.
- Limited substitute staff availability in The Pas.
- Absenteeism of staff and students due to Covid-19.
- Financial shortfalls due to costs for northern & remote locations have meant decreased budgets & increasing workloads.
- The past two years of reductions have resulted in less counseling services, limited clinician support and a period of time without staff available to fulfill Division Office roles.
- Several delays on capital projects such as roof replacement and wheelchair lift.
- Cuts to CTI Norman budget meant the funding for clinician services, providing additional supports to assist pre-school students, were eliminated in April 2022.
- Costs of in-service and professional development for staff increased while budgets to support PD have greatly decreased.
- Attracting new staff to the north and filling open positions remains a challenge. Ex. a year to attract a Secretary Treasurer. A mechanic position still unfilled. Bus driver positions difficult to fill.

#### BOARD REDUCTION

Two years ago, in considering ways to reduce Division expenses, a proposal was considered by the Board for a reduction from 7 to 5 trustees to address the reduction and shifting of citizens within the Division boundaries since 1959. Consultation with the Department officials on the process and identified in the Public Schools Act requirements to effect such a change were acted upon by the

Board. This included gathering community survey opinions for support on a reduction of trustees as a means to financial savings. The final step required Minister of Education approval. Only then was the request denied due to another PSA reference on existing municipality wards in 1996 that automatically negated the Board’s plan. Ironically, due to the loss of two trustees in 2022, the Board had to operate with 5 trustees.

**STRATEGIC PLAN**

Kelsey School Division has adopted a four-year planning cycle which will commence in September 2022. As Covid-19 prevented some of the in-person meetings this Strategic Plan follows extensive consultation of data and community survey input since 2019, review of school & Division data, past presentations, meeting with leadership for tours of schools, community reports and provincial (guiding) documents. These have helped guide and highlight the areas of focus for the Division.

The Strategic Plan is not yet finalized but the GOAL AREAS have been identified with overarching foci. Strengthening efforts in Literacy, Numeracy, Mental health and wellness, a focus on Indigenous Ways of Life, and Inclusive and caring environments have been identified as the KSD main goals for the Strategic Plan. Within these goals, schools will need to identify oversight teams, teaching & learning needs, resource requirements, training, data collection and determine financial focus. The strategies, indicators of success and data sources will be shared in the annual continuous plans (school improvement plans) that will be reported out to the community in winter 2022. A review of successes and adaptations to school improvement plans will occur in June of each year.

**FUTURE PATH**

- Elections of New Board (October 2022)
- Review vision, mission, values to ensure continued alignment to KSD goals.
- Annual review and focus on the Division Strategic Plan

**SCHOOL BOARD PHOTO 2022**





## Division Profile

Student population for K-12: 1,450 — September 30th, 2021 count. (Note - fluctuation due to Covid)

Student population for K-12: 1,546— 2021 count with Kelsey adult learning center

- Number of Early Years Schools: 2
- Number of Middle Schools: 1
- Number of High Schools: 1
- Number of Alternate Education Schools: 1
- Number of Adult Education (gr. 10-12) programs: 1
- Senior Administrators: 3
- Student Services Co-Coordinator: *overseen by Superintendent*
- Principals (with Curriculum Development): 6
- Assistant Principals (with Behavior Intervention): 5
- Resource Teachers: 7.75
- Teachers: 95.95
- Counsellors: 4.5
- Educational Assistants: 47
- Support (Clerical): 11
- Support (Library): 4
- Custodial: 15.56
- Maintenance: 4
- Bus Drivers/ Transportation: 8
- French Coordinator (via grant from Feb – June): 0.50
- Division Social Worker: 1
- Division Information Technology: 1
- Division Office Support Staff: 5.64
- High School Apprenticeship Program: *none in 2021-22 due to Covid*  
Hairdresser course needed to be closed to students (Will be 0.40 in 2022-23)
- Speech/Language Pathologist: *contracted service*
- OT/ PT: *contracted service*
- Psychologist: *contracted service*

Selena Mell  
Superintendent of Schools/CEO  
and Student Support Services Coordinator



#### PREAMBLE

As the 8<sup>th</sup> Superintendent for the Kelsey School Division since 1966 I was quickly made aware of the rich history and efforts of long-standing service that has helped shape the Division into what it is today. The past two years have been unprecedented in education as we faced continual adjustment and changes due to the global pandemic.

I would like to thank the continued efforts of all staff, from school administrators, teachers, resource, counselors, IT, clerical staff, educational assistants, library assistants, maintenance, trades, bus drivers, and custodial staff for their continued efforts and commitment to the Division, our students & families. The resilience, innovation and collaborative efforts are what have allowed students to thrive in their academic, arts, athletic & leadership pursuits and general well-being. Additional thanks is extended to Division Office staff for their positive work ethic and ongoing support. We are fortunate to have such a dedicated team!

#### WORKING THROUGH COVID

Despite the continued pressures of the pandemic, the Kelsey School Division continued to maintain programs & support students in their educational pursuits. There were many areas, related to Covid-19 which had to be considered throughout the school year. These included planning the return to school, such as distancing, cohorts, masking, sanitizer, cleaning, collecting vaccination information, self-isolation protocols, provision of rapid test kits, bussing needs, cover/sub shortages, limitations to overnight travel and access to meetings or events. March began the transition back to a more familiar school day.

#### PROFESSIONAL DEVELOPMENT

Despite the inability to meet in person for most of the school year, the Division was able to organize several in-person and virtual sessions for personal & professional development on March 18. The themes were determined based on the 2021 staff PD feedback survey, as well as by looking into areas noted by school administration, reports, & discussion with staff. There were 176 staff who attended the Friday March 18 Division PD with 68 staff providing feedback on the response survey. Comparatively 122 feedback responses were received the previous year.

Training was organized to meet the varied needs of KSD employee groups. Sessions offered to KSD staff included the following:

- Challenging Behaviours in Youth — Strategies for Intervention
- Regulation Strategies for Children and Youth in Crisis
- Anxiety in Children and Youth — Practical Intervention Strategies
- Diversity and Culture — Strategies for Working with Differences
- Core Competencies in Sexual Orientation, Gender Identity & Gender Expression
- LGBTQ2+ Inclusive Schools & Workplaces
- Trauma Informed Care — Building a Culture of Strength
- Understanding the Medicine Wheel
- The Sweat Lodge Ceremony
- The Blanket Exercise
- Canadian Red Cross — Emergency First Aid Training
- Cyber Safety/Curating Your Digital Wellness & Protecting Your People
- Bullying – Responding for Prevention
- Stress Management — Part 1: An Introduction
- Stress Management Part 2: Tips for Coping with Stress
- Computer Dissection
- EAL Stakeholder Engagement Session (Resource, Admin)
- Roots of Empathy (Social Worker)
- PowerSchool (modules/ some live - Admin, Division Office, clerical)
- Atrieve (modules/some live - Division Office)

The Division worked on partnerships to create sustainable supports for staff. Establishing an agreement with the northern expansion for Manitoba Rural Learning Consortium (mRLC), KSD will benefit from professional learning networks for Literacy, Numeracy and Leadership offered in the new schoolyear.

The Bureau de l'éducation française (BEF) agreed to sponsor some French Immersion training, the Roots of Empathy national office provided funds for training sessions, and EAL Stakeholder Engagement training was sponsored for select staff by the Curriculum Development and Implementation Unit.

## SCHOOL FOCUS AREAS

Schools were engaged in creating welcoming environments and alternate learning experiences as the Division continued through Covid-19 restrictions. Despite limitations, mandates and new protocols, staff worked tirelessly to ensure safety, to support students and to find innovative ways to connect to students and the home. We know that some of the creative ideas & structures implemented during this 2+ year period will remain at some schools as they discovered new processes or events.

The Division direction was in ensuring adherence to Covid protocols and monitoring changes in the schools. The focus on attendance became a priority as we saw large numbers of students absent from classes for extended periods. Concerns about the impact of the COVID-19 pandemic on student mental well-being became a focal point of many schools, as they worked to return to daily routines and increase supports to students. Further discussion arose regarding ways to assist students with credit recovery, literacy skills and numeracy.

The Division provided direction for school review or development of their school vision & mission statements and determining key values. Data review and discussions led to key themes emerging as a focus for the upcoming schoolyear. The Annual Continuous Plan (school improvement plans) will focus on school needs as it relays to the five Division Strategic goals.

## PARTNERSHIPS

KSD relies on community partnerships to assist with programs and supports to schools, as will be outlined in school community reports. This past year, the Division worked to engage with:

- RCMP - Workshops and teaching in regards to Cyberbullying
- *The Pas Immigration* - Settlement Worker in Schools (SWIS) and Summer Camp from Mary Duncan to support newcomer students and their families to the schools & community.
- *Diversity Essentials Training Center* - The Division sponsored an LGBTQ facilitator from Winnipeg to speak with GSA students & counselors to determine how the Division & schools could improve. Two workshops were also provided to staff.
- OEA - We continued to enjoy partnerships with our Opaskwayak Educational Authority neighbors who once again invited classes to learn & enjoy the Pike Lake Feast. Additionally, our KSD students were invited to join in the first ever Special Needs Athletic Program (SNAP) Games, hosted over a 3-day period.
- mRLC - The Manitoba Rural Learning Consortium with work with KSD to establish learning networks for Literacy, Numeracy and Leadership in the upcoming year. They will also help support and train coaches in Literacy & Numeracy.
- *Children's Therapy Network of Manitoba- Northern* - Collaboration with this group has allowed the Division to locate resources and student supports.

## PROVINCIAL LEADERSHIP ENGAGEMENT

During the 2021-2022 school year our KSD leadership team offered their support as representatives to the following provincial committees. Some committees have begun, while others will begin in the fall 2022:

1. Indigenous Education - Marcia Novo
2. Inclusive & Caring Environments: Community Engagement - Kelly Wadelius
3. English as an Additional Language - Krista Moisan
4. Technology - Tara Manych
5. HSAP/ Vocational - Heather Marlow
6. French Network for Principals - Cam Nagle
7. Enhancing an Inclusive Culture network (co-chair) - Selena Mell
8. French language Principal Learning Network (co-lead) - Selena Mell
9. MASS Leadership Development Committee - Selena Mell
10. BEF Strategy for French Teacher Recruitment & Retention Committee - Selena Mell

## SAFETY

The Division maintains vigilance to ensure that safety protocols are in place at all times. Issues addressed during the school year pertained to speeding motorists by schools, FIPPA regulations, Covid protocols, cyberbullying, bus safety, and fire safety. Ongoing meeting with WPHS further ensures compliance to safety measures.

## PLANS MOVING FORWARD

As we look towards the new school year, there are several areas that have begun or that have been under development for the Division:

- *PowerSchool and Atrieve* - Integration and training provided for two new systems in the Division. PowerSchool is a data management system that has the capacity to help schools with tracking attendance, creating timetables, grade calculations, course, student & parent portals, report cards, demographics, transcripts, enrollment, etc. Atrieve is a financial management software including features for accounts payable and receivables, general ledger, purchasing and invoicing, vendor management & reporting which could help align Division Office efforts.
- *Staff training and development* - Focus will be established through School Improvement Plans and the Division Strategic Plans. Staff from Division Oversight Teams (DOT) will help determine specific focus areas and offer supports by use of a train the trainer model.
- *Technology Committee* - The Committee was re-instated and will continue to develop a K-12 plan for technology purchase and curriculum focus.

- *Clinicians* - Schools determine prioritized lists for assessments which are conducted within the Division's funding capacity. Psychologist & Speech and Language contracts are confirmed. OT/PT services are being sought.
- *Division Office* - With a reduction of 1.5 staff since 2019, and the retirement of 7 long standing staff members since 2020, there is a need to re-align positions at the Division Office. There will be an effort to streamline processes, to identify new structure, and engage in efforts to incorporate support from the new PowerSchool and Atrieve systems.
- *Academic Coaches* - Due to the partnership and funding from the mRLC, KSD will be able to hire academic coaches to support two strategic goal areas. A 0.5 FTE K-3 Literacy coach and 0.5 FTE Grade 6-9 Numeracy coach will be sought for the fall 2022 with training provided by the mRLC.
- *Financial Review* - Participating in the provincial financial review over the summer 2022.
- *Strategic Plan* - As per the Board's 5 focus areas. Schools will ensure that their SIP identified their areas of needs & development. Schools will begin to align itself to the areas as identified in the Division Strategic Plan 2022-2026 through their annual School Improvement Plans (SIP).
- *DOT* - A representative from each school will be part of the K-12 Division Oversight Team, led by one member from the School Leadership. DOT will ensure alignment of programs, determine the focus of funds & training and ensure that resources are aligned to the Division needs. Teams will meet 4x year. If further Division representatives are required, they will be selected from these teams. K-12 Division Oversight Team leaders (Fall 2022) are listed below:

- |  |   |
|--|---|
| 1) Literacy DOT                        | Cam Nagle (Chair)<br>Heather Marlow (Co-Chair)  |
| 2) Numeracy DOT                        | Trevor Lane (Chair)<br>Dori Hnidy (Co-Chair)    |
| 3) Health & Wellness DOT               | Dave Koshel (Chair)<br>Pat Barry (Co-Chair)     |
| 4) Indigenous Ways of Life DOT         | Marcia Novo (Chair)<br>Krista Moisan (Co-Chair) |
| 5) Inclusive & Caring Environments DOT | Kelly Wadelius (Chair)<br>Jay Marin (Co-Chair)  |



## STUDENT REPRESENTATIVE AT BOARD MEETINGS

- Josh Santoloja, Youth Member Representative (MBCI)

## RETIREMENTS 2021-2022

- Joan Johnson, Division Office (16 years)
- Bev Jackson, Teacher (13 years)
- Kim Needham, Support staff - Clerical (32 years)
- Don McKay, Teacher (32 years)
- Greg Shepherd, Division Office - Transportation & Maintenance Director (13 years)
- Sandy Cox, Division Office (28 years)
- Nancy Battock, Support staff - EA (14 years)
- Wendy Cull, Assistant Principal (24 years)
- Connie Lucian, Division Office (20 years)

## RETIREMENTS 2020-2021

- Kathi McConnell-Hore, Principal (16 years)
- Scott McConnell-Hore, Support staff - EA (16 years)
- Wayne Collins, Support staff - Custodial (19 years)
- Angelika Bate, Resource teacher (32 years)
- Debbie Leeper, Support staff - EA (31 years)
- Vince Ogrodnick, Teacher (29 years)
- Judy Alyea, Support staff - EA (15 years)
- Tracy Derlago Janz, Support staff - Clerical (20 years)
- Kristine Ogrodnick, Teacher (34 years)
- Joanne Fulford, Division Office (27 years)
- Louise Loewen, Principal (34 years)
- Rosemary Haggstrom, Support staff - Custodial (42 years)
- Iris Dozsa, Support staff - Clerical (16 years)
- Jeannette Freese, Secretary-Treasurer, Division Office (41 years)
- Julia McKay, Superintendent, Division Office (40+ years)



## Graham Kahler Secretary Treasurer



### PREAMBLE

Working during COVID has presented some unique challenges to the schools and Division Office. As a new member of the Division team, arriving in December 2021, there are many areas to review and learn. Along with the Superintendent, I have been part of the Board's Negotiations & Personnel Committee, Transportation Committee, Policy Committee, Finance Committee, Building & Maintenance Committee and bi-monthly Board Meetings.

Additionally, I represent the Division in local meetings as a CUPE Liaison, WPHS Meetings, Division Technology Committee, KTA PD Meetings, Grant & Funding Meetings. Regional participation includes meetings to deal with Labour Relations & Human Resource issues.

The Division has dedicated staff who work on varied areas under my supervision. Each person completes their work independently but fall under my line management. These are highlighted below.

### Transportation & Maintenance

Our newly appointed Transportation & Maintenance Director is a long-standing employee for KSD (23 years), who transitioned into role in late spring. This department oversees

- Transportation issues / Bus servicing/ Bus routes
- Maintenance needs
- Grounds maintenance & snow removal
- Capital Projects (as approved by government)
- Cleaning needs
- Health & Safety issues

### Financial

- There are two staff that oversee financial aspects of the Division. Their areas of focus include payroll & accounts payable, human resource, purchases, invoices, accounts, banking, general ledger, budget review, cash management, financial reports, and school in-house help desk.

### Technology

- The Division has one staff that oversees all aspects of Division Technology Support. They service the technology needs for our K-12 schools, bus garage and Division Office. This staff is also part of our Technology Committee.

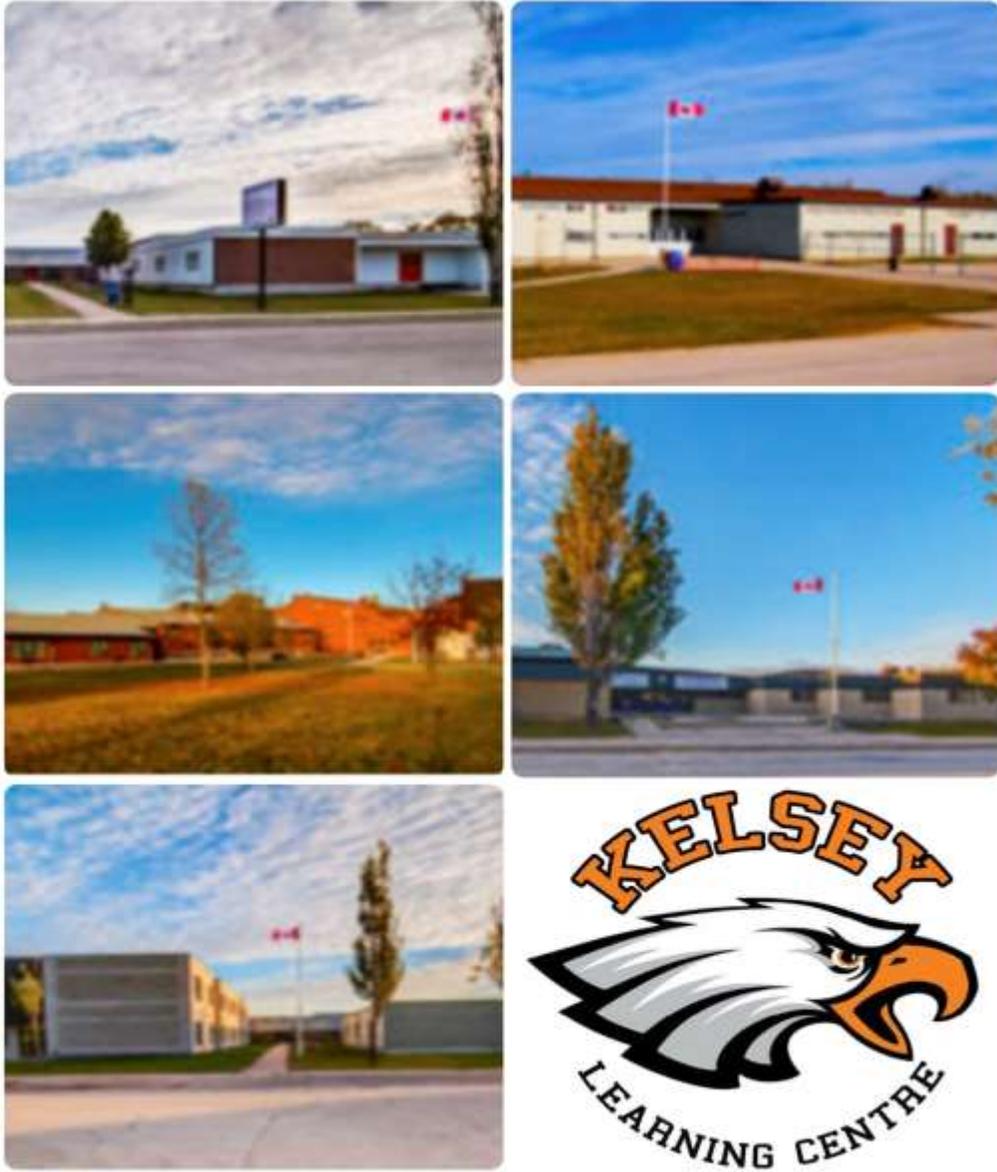
## Division Office

With several retirements, there have been many changes in the Division Office since 2020. Some of the responsibilities of staff at the Division office include: answering Division calls, registrations, immigrant family support, bus contact, transcripts, emergency contacts, billings, community use of facilities, division mail, weather messages, home contacts, answering bus driver calls, purchasing/orders, organizing meetings, receiving tenders, finalizing committee documents, finalizing capital plan documents, contacting media, submitting ads, overseeing the website, WPHS/ MSDS/ CUPE postings & documents, support staff vacation bookings, filing student services, human resources documents, leadership team communication, consultant & teacher contracts, bookings for PD plans, travel arrangements, meeting set up, document prep, personnel file maintenance, certifications, sub bookings, sub payroll info, orientation, morning bus needs, changes to bus drop off lists. An additional member of the Division Office provides direct services to the Superintendent Office.

## Other Areas of Focus

- Division Audit 2021-22
- FRAME reporting
- Financial reporting (Grant reporting, Funding Agreements, etc.)
- PowerSchool (SIS/EIS software solution) – setup & implementation, training, etc.
- Atrieve (Financial Reporting and Payroll software solution) - setup & implementation, training, etc.
- Insignia (Library Management software solution) - setup & implementation, training, etc.
- Financial review with SUPT (7 divisions, led by provincial govt from June-October)
- School Board Elections (August - October)
- EIS Provincial reporting (September 30<sup>th</sup>)
- Continuing development of the Technology Committee focus (areas of purchasing)
- Establishing leadership committee as oversight to Furniture & Supplies (purchasing)





Community Reports  
From KSD Schools  
2021-2022

PLEASE SEE LINKS TO INDIVIDUAL REPORTS