



## Sunrise School Division

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Box 1206 Beausejour, Manitoba R0E 0C0  
Telephone (204)268-6500 Fax (204)268-6545  
Web Site: [www.sunrisesd.ca](http://www.sunrisesd.ca) Toll Free: 1-866-444-5559

February 2, 2016

Honourable Minister of Education Allum  
168 Legislative Building - 450 Broadway Avenue  
Winnipeg, Manitoba R3C 0V8

Dear Minister Allum,

**RE: MNP EXTERNAL REVIEW – FINAL PROGRESS REPORT – JANUARY, 2016**

As requested in your August, 2015 letter, we are providing a *final, brief summary* regarding the *recommendations that had not been achieved* in the 2<sup>nd</sup> progress report submitted July 16, 2015:

- Work on the governance model
- Review of the policy manual
- Hiring of a Human Resources Director

See the attached summary report outlining the new information/initiatives in reference to the above stated 3 areas arising from the 16 MNP External Review's recommendations.

We look forward to meeting with you at your convenience to review the report, to discuss any queries you may have with respect to the progress report and future plans for our continued growth.

Yours truly,

Chairperson Champagne  
On Behalf of the Sunrise School Division  
Board of Trustees

cc: Gerald Farthing, Deputy Minister  
David Yeo, Director

Attachment



## **THE MNP EXTERNAL REVIEW – 16 RECOMMENDATIONS**

### **January 2016 Brief Summary UPDATE**

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#### **1. Work on the Governance Model**

The Board of School Trustees Leadership Retreat was held January 23, 2016. The full board was in attendance along with the Superintendent, Assistant Superintendents and Secretary-Treasurer. The following agenda items facilitated by Janis Arnold, MSBA Board Development Consultant were:

##### 1) Role of Trustee

- Role for trustees and administration that complement each other.
- Trustee's role – the role as part of a board.
- Trustee's role - serving your public and representing your board.

##### 2) Governance

- The MNP report – Sunrise School Division governance structure and policy manual requirement.

#### **2. Review of the Policy Manual**

- The policies prepared by the two consultants hired in summer 2014 are being reviewed by the Policy Committee team and presented to the Board for approval. Since the last report submitted, 25 additional policies have been approved along with recommended procedures.
- MSBA Board Development Consultant Janis Arnold presented an additional option on January 23, 2016 for a policy manual and the hiring of a policy consultant. It is being reviewed by the Board at the February board meetings.
- A timeline/proposal was received by MSBA Board Development Consultant, Janis Arnold to finalize a Board of Trustee strategic plan and policy manual.
- The new HR Director has begun the review of the HR policies and procedures. Two of the HR policies presented and passed by the Board: Policy GBJA/GBJA-E – Confidentiality Statement and Pledge of Confidentiality and Policy GBAA – Respectful Workplace.



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**3. Hiring of a Human Resources Director**

- The HR Director, Bryon de Vries was hired August 4, 2015.
  - The Workplace Health and Safety Department began reporting to the H.R. Director on October 1, 2015.
- The organizational chart is posted on the division website.

Date: February 2, 2016

  
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Chairperson Lynne Champagne