



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **MISSION STATEMENT**

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.*

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## **AGENDA**

### **Regular Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**February 12, 2019**

**7:30 p.m.**

**Meeting No. 03-19**

Organizational By-Law 290-18 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

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### **CALL TO ORDER/ATTENDANCE**

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### **RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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### **RETURN TO REGULAR MEETING**

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**THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION ACKNOWLEDGES THAT WE ARE ON TREATY ONE LAND, THE TRADITIONAL TERRITORY OF THE ANISHINAABE, ININIW, AND DAKOTA, AND THE HOMELAND OF THE MÉTIS NATION.**

### **ADOPTION OF MINUTES**

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Board Meeting of January 22, 2019

### **REPORT ON EDUCATION**

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Continuous Improvement – Linwood School and Sansome School

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## **HEARING OF DELEGATIONS**

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1. Tracey Drexler, Community Resident
2. Jim Jones, Community Resident

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## **COMMITTEE REPORTS**

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Finance/Facilities Committee  
Marketing Committee  
Governance Committee

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## **REPORT OF THE CHIEF SUPERINTENDENT**

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## **REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER**

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## **CORRESPONDENCE**

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### **Action Correspondence**

1. Manitoba School Board Association (MSBA)
  - a. H. Demetriooff, Director, Education & Communication re Distribution of Board Ballots
  - b. Process for 2019 “Bear-pit Session” with Minister of Education and Training

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. H. Demetriooff, Education & Communication re 2019 Convention Program and Registration Material
  - b. A. Campbell, President re News Release – Manitoba school boards welcome public education review
  - c. J. Watt, Executive Director re Local Voices, Local Choices webpage
  - d. J. Watt, Executive Director re MSBA 2019 Nominations Updates
  - e. MTS PD Opportunity for Teachers and Non-Teachers: Renowned Author Paul Gorski on “Authentic Equity”. For more info please visit <http://www.mbteach.org/mtscms/2019/01/08/authentic-equity-workshop/>
  - f. Job Posting – River East Transcona SD – Assistant Superintendent – Human Resources

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## **UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

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Second Reading, By-Law 291-18  
Third/Final Reading, By-Law 291-18

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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(This time is allocated to hearing questions from the public regarding items on this agenda.)

**TRUSTEE PD SUMMARIES**

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There are no Trustee PD Summaries

**NEW BUSINESS**

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There is no New Business

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

**REPORT OF THE COMMITTEE OF THE WHOLE**

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**ADJOURNMENT**

## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 02-19**

Meeting Held: Wednesday, February 6, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair  
Nicole Bowering, Trustee (6:15 p.m.)  
Craig Glennie, Trustee  
Craig Johnson, Trustee

Bruce Chegus, Trustee  
Holly Hunter, Trustee  
Jennifer Lawson, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Board Chair

Present: Brett Lough, Chief Superintendent  
Michael Friesen, Secretary-Treasurer/Chief Financial Officer  
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Randy Calvert, Manager, Facilities & Maintenance  
Carrie Melville, Assistant Secretary-Treasurer  
James Dunlop, Accounting Supervisor (Items 3 and 4)

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

#### **2. Approval of the Agenda**

The agenda was approved as circulated.

#### **3. Parent Council E-Transfer and Online Payment Option**

The Committee discussed challenges related to Parent Council collecting fundraising monies through e-transfer and School Cash Online. It was determined that School Cash Online may be an option but would require an amendment to policy DIA School Funds. Policy DIA currently requires Parent Organizations to have their own bank account. A deviation from policy in order to pilot the use of School Cash Online for two Parent Councils was discussed. The pilot project would be assessed at the end of June 2019.

**The Finance/Facilities Committee recommends:**

**That a deviation from policy DIA to allow a Parent Council clearing account through the School's funds be approved for two pilot locations.**

**And further;**

**That Administration provide a report on the Parent Council School Cash Online pilot to the Finance/Facilities Committee at a subsequent meeting.**

**4. Bright Beginnings Educare Request**

The Committee reviewed a request from Bright Beginnings Educare at Phoenix School to use the gym in order to expand their before and after school program by 30 children.

**The Finance/Facilities Committee recommends:**

**That the request from Bright Beginnings Educare for temporary use of the gym at Phoenix School for a Before and After School expansion be approved until August 31, 2020.**

**And further;**

**That Administration prepare a letter of understanding for Bright Beginnings Educare specifying the terms and conditions for the temporary use of the gym at Phoenix School.**

**5. Policy EEAD – Bus Service Purchase Plan**

The Committee discussed revisions to Policy EEAD – Bus Service Purchase Plan.

**The Finance/Facilities Committee recommends:**

**That the revisions to policy EEAD – Bus Service Purchase Plan (Appendix 1) be approved.**

**6. PSFB Correspondence**

- a) École Assiniboine – Roof Replacement – Project Support**
- b) George Waters Middle School – Roof Replacement – Project Authorization**

The Committee reviewed correspondence from the Public Schools Finance Board.

**The Finance/Facilities Committee recommends:**

**That the PSFB correspondence listed above be received as information.**

**7. City of Winnipeg**

**a) 2019 Assessments as at January 11, 2019**

**b) Residential Units Statistics Report to December 31, 2018**

The Committee reviewed the City of Winnipeg Portioned Assessments as at January 11, 2019 and the Residential Units Statistics Report to December 31, 2018. Administration advised that the assessment will continue to change until March 2019.

**The Finance/Facilities Committee recommends:**

**That the City of Winnipeg Portioned Assessments as at January 11, 2019 and the Residential Units Statistics Report to December 31, 2018 be received as information.**

**8. December Financial Statement**

The Committee reviewed the Financial Statement for the period ended December 31, 2018.

**The Finance/Facilities Committee recommends:**

**That the Financial Statement for the period ending December 31, 2018 be received as information.**

**9. 130 Allard**

The Committee reviewed the status of 130 Allard and the actions taken to date.

The Allard school was built in 1967, closed in 1986, and became vacant in February, 2016. The site became vacant when the City of Winnipeg Police Academy relocated.

Initial ongoing operating costs were high due to significant property taxes being incurred.

<b>Year</b>	<b>Assessment</b>	<b>Property Taxes</b>
2016	\$5,534,000	\$129,751
2017	\$5,534,000	\$131,870

After meeting with the City of Winnipeg, site visits, and independent appraisals, the Division was successful in having the site reassessed.

<b>Year</b>	<b>Assessment</b>	<b>Property Taxes</b>
2018	\$833,000	\$25,594

Current annual operating costs are also being incurred for utilities and maintenance (\$25,000).

Over several years, the Division has been active in meeting with the Minister of Education, MLA's, MP Dr. Doug Eyolfson, the local city councillor, and the public to identify a viable funded alternate use for the site.

Unfortunately, the Allard building is in poor condition and an estimated \$3,849,842 (2017) is required to restore the site back to the condition of a school.

The Division applied to the Provincial Family Choices Building Fund to provide funding for a shared use facility that included child care. The application was not approved.

The Division reviewed Federal Grant opportunities with MP Dr. Doug Eyolfson and identified an option through anticipated Innovate Grants to be announced in April 2018. No options were subsequently identified.

The extensive building repairs does not provide a viable option for relocation of other educational or administrative services to the site. The Division's enrolment projections indicate that the site is not required to meet future enrolment or capacity requirements.

The City of Winnipeg library, hockey arena, and adjacent Community Centre long-term plan has not been modified to include the Allard site.

It was noted that prior to authorizing the Division to proceed with the disposition process, the Public Schools Finance Board would canvas the City of Winnipeg and Provincial Government departments to see if there is any interest in the site.

The Allard site is combined with Sansome School on the same roll number. Any sale would need to be conditional on the subdivision of the property. The majority of the green space would be maintained for school and community use.

**The Finance/Facilities Committee recommends:**

**That correspondence be forwarded to the Public Schools Finance Board requesting authorization to sell the 130 Allard site (Appendix 2).**

**And further;**

**That 100% of the sale proceeds be retained by the School Division in an Undesignated Capital Reserve for future use.**

**10. Pilot Roll Away Program**

The Committee discussed a proposal for a pilot roll away program in select early years schools.

**The Finance/Facilities Committee recommends:**

**That Administration be authorized to approach five Childrens Centres to discuss a pilot roll away program.**

Adjournment: 6:40 p.m.

Next Meeting: Finance/Facilities Meeting (Budget)  
Wednesday, February 13, 2019, 5:30 p.m.

Report submitted by Bryan Metcalfe, Chair, Finance/Facilities Committee  
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

## Appendix 1

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
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<b>POLICY: EEAD</b>
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# 57997v5

EEAA  
EEAD-E

### BUS SERVICE PURCHASE PLAN

#### Individual Purchase Plan

- a) Parents (or students if age 18 or over) may make application at any time to the Transportation Supervisor for purchase of bus service. Application shall be through the school Principal, using **the school registration form standard** ~~Transportation Department Application for Student Transportation form EEAD-E~~, annotated to indicate it is a request for purchase.
- i) ~~Applications received before April 30 will be included in initial bus route planning for the following school year, with the option, at the discretion of the Transportation Supervisor, to deny the application in cases where there will be undue negative impact on bus route efficiency. Persons applying before April 30 whose requests cannot be met will be notified by May 30, and fees refunded.~~
- i) **Applications received by April 30 will be processed beginning October 1 when bus routes and passenger lists have stabilized.**
- ii) Applications received **by** ~~after~~ April 30 will be eligible only for vacant seats that are regularly available on existing bus routes. For these applications:
- bus routes will be modified to admit purchase plan students only where, at the discretion of the Transportation Supervisor, it is possible to do so without negative impact on bus route efficiency, timing and costs;
  - if during the year a new pupil eligible for transportation under Policy EEAA requires transportation, then students purchasing service ~~who applied after April 30,~~ will be displaced, and money refunded;
  - Applications will be processed on a first-come, first-served basis **based on route by route availability.**

ADOPTED	REVIEWED	REVISED	PAGE
28/Oct/97		10/Feb/09	1 of 2
Motion 18-11-97		Motion 03-07-09	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**POLICY: EEAD**

- b) Fees for the Bus Service Purchase Plan will be determined each year by the Board. The fee will take into consideration the annual contract costs and the number of students transported on our contract buses. The fee will be included in the correspondence sent out to families when they are registering for the upcoming school year.

If a family has two or more family members purchasing bus seats, the Family Purchase Rates may be applicable.

- c) Payment to be made upon application, either in full, OR by provision of monthly post-dated cheques (dated the first of each month) to cover costs from the starting month of transportation to the end of the school year.
- d) Should transportation no longer be required after a certain month, the onus is on the Guardian/Parent to request termination of the service and to notify the Division Administration. Cheques for the months in which transportation was not required will be returned. No partial refund of any monthly cheque will be made.

**Family Purchase Plan**

The Family Purchase Plan is intended to provide financial assistance for those families who purchase bus seats for two or more family members.

The Family Purchase Plan rates are only applicable if the application is received before April 30 and additional seat(s) being purchased is for a student that is in Kindergarten to Grade 12. The Family Purchase Plan rates are as follows:

**Full Service:**

First Seat: as determined annually by the Board.  
Bus Service Purchase Plan - ~~\$400.00~~ **\$52.00 per month**

Second or more: ~~\$200.00~~ **\$26.00 per month**  
(one-half the current annual rate)

**One-Way Only:** Available at one-half the current annual rate.

ADOPTED	REVIEWED	REVISED	PAGE
28/Oct/97		10/Feb/09	2 of 2
Motion 18-11-97		Motion 03-07-09	

## **Appendix 2**



**St. James-Assiniboia School Division**

**MARKETING COMMITTEE REPORT - NO. 1-19**

**January 24, 2019**

MEETING HELD: Thursday, January 24, 2019 at 6:30 p.m. in the Board Room

**DISCUSSIONS AND RECOMMENDATIONS**

Trustee Nicole Bowering called the meeting to order at 6:30 p.m.

**1. Attendance**

**PRESENT:** Nicole Bowering, Chair  
Craig Glennie, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Board Chair  
Bruce Chegus, Trustee

Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Jen Cameron, Information Officer

**2. Approval of Agenda**

The agenda was approved as distributed and attendance as noted.

**3. Marketing Budget**

A discussion took place regarding the marketing budget and how the Division can market its brand at no cost.

**4. CONTACT and Divisional Calendar Cost Summary**

The Committee reviewed the 2018-2019 cost summary for CONTACT and the Divisional Calendar. The Divisional Calendar and two issues of CONTACT are available on the website. The Division will monitor this platform and request feedback throughout the year from the community.

**5. Report to the Community**

The committee reviewed the Report to the Community. The format of the report reflects the Divisional strategic plan outcomes.

**6. Non Resident Update 2018-2019**

The Committee reviewed the Non-Resident Report 2018-2019. The numbers are continuing to decrease slightly. This can be attributed to K3-20 initiative.

**The Marketing Committee recommends:**

**That the Non-Resident Report 2018-19 be received as information.**

## **7. Non-Resident Entrance and Exit Survey Results**

Results were shared with the Committee. The number one reason for families attending other school divisions is due to childcare and/or convenience.

**The Marketing Committee recommends:**

**That the Non-Resident Entrance and Exit Survey Results be received as information.**

## **8. MSBA Local Voices Local Choices**

The Committee viewed the video posted on the MSBA website and determined that a link will be shared on the Division website. A discussion of how Trustees can reach out to the community through leveraging digital and a personal 'shout out' was an idea proposed where school success stories are shared with a Trustee perspective offered.

## **9. Date of the Next Meeting**

The next meeting is at the call of the chair.

## **10. Adjournment**

The committee adjourned at 8:02 pm.

Next meeting: At the Call of the Chair

Minutes submitted by Nicole Bowering, Chair

Minutes recorded by Mike Wake, Assistant Superintendent, Education (6-12) and Administration

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE GOVERNANCE COMMITTEE No. 01-19**

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Meeting Held: Monday, January 28, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Bruce Chegus, Chair  
Holly Hunter, Trustee  
Craig Johnson, Trustee

Nicole Bowering, Trustee (6:05 p.m.)  
Jennifer Lawson, Board Vice Chair  
Sandy Lethbridge, Trustee  
Bryan Metcalfe, Trustee (6:50 p.m.)  
Cheryl Smukowich, Board Chair

Brett Lough, Chief Superintendent  
Michael Friesen, Secretary-Treasurer/Chief Financial Officer  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Carrie Melville, Assistant Secretary-Treasurer

**DISCUSSION AND RECOMMENDATIONS**

**1. Attendance**

As per above.

**2. Approval of the Agenda**

Item 10. Government Board Risk Management PowerPoint Presentations was added to the agenda and the agenda was approved.

**3. Code of Conduct and Policy BC School Board Member Conduct**

**- Motion 18-16-18**

*"That all new business items discussed by Trustee Bruce Chegus be referred to the Governance Committee for consideration:*

- *Code of Conduct*
- *Statement of Integrity*
- *Breaches of the Statement of Integrity/Code of Conduct*
- *Policy BC-R School Board Member Conduct"*

The Committee reviewed the above mentioned new business items. Revisions to Policy BC were carried forward to the following Governance Committee meeting. Changes to the Code of Conduct and Statement of Integrity would also be amended in the Organizational By-Law.

#### **4. Conflict of Interest**

The Committee briefly reviewed *Conflict of Interest/Full Disclosure, A guide for Manitoba School Trustees* as it relates to item 3: Code of Conduct and Policy BC School Board Member Conduct.

#### **5. Inaugural Meeting – Annual Reaffirmation – Motion 10-04-18**

*“That as part of the annual reaffirmation of the Organizational By-Law, that the Board also reaffirm the statement:*

*As a School Board we believe that the long term health of representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular.*

*To this end, as trustees of a School Board with integrity, we will:*

- 1. Understand that our first and greatest concern is the educational welfare of all students attending the public schools, and that all decisions must be based on this understanding.*
- 2. Work with other Board members in a spirit of respect, openness, cooperation, and proper decorum, in spite of differences of opinions that arise during debate.”*

The Committee discussed that with the pending revisions to policy BC as reviewed in item 3: Code of Conduct and Policy BC School Board Member Conduct, that the above stated Motion 10-04-18 will become redundant.

**The Governance Committee recommends:**

*“That the Organizational By-law be amended to delete the reaffirmation of the integrity and conduct statement listed above.”*

**6. Trustee PD Summary**

The Committee reviewed summary notes from the National School Board Association 2018 Annual Conference, with attention drawn to the guidebook *The Key Work of School Boards* and Board self-assessments. The Committee agreed that as a starting point, each Trustee would read the guidebook. Discussion occurred on how to proceed with a self-assessment and possible follow up PD sessions in April through June.

**7. Governance Model – E2G**

The Committee reviewed correspondence from Janis Arnold of the Manitoba School Board Association regarding policy manuals.

**8. Hourly Indemnity - Motion 18-19-18**

*“That the Qualifying Functions for hourly payment of Indemnity regarding the MSBA Fall General Meeting and New Trustee PD be referred to the Governance Committee for review and consideration”*

The Committee was advised that the Trustee Indemnity By-Law 263-15 would be amended to remove the hourly payment of indemnity and Trustee mileage in accordance with the Board approved motion 02-12-19. The amended By-Law 263-15 will be presented as a new business item at a subsequent Board Meeting.

**9. Organizational By-Law 290-18, Section 6, Board Meetings**

The Committee reviewed Organizational By-Law 290-18, Section 6, Board Meetings that requires a change in Board Meeting dates to “be advertised in the press.” The Committee agreed that By-Law 290-18 should be amended to read “be advertised on the Division website.”

**10. Government Board Risk Management PowerPoint Presentation**

Trustee Johnson provided a brief summary of three Government Board Risk Management Presentations. A summary of the presentations will be provided to the Committee at a subsequent Governance Meeting.

**11. Next Meeting**

At the call of the chair

**12. Adjournment**

7:00 p.m.

Report submitted by Bruce Chegus, Chair, Governance Committee  
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer