



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.

AGENDA

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

April 10, 2018

7:30 p.m.

Meeting No. 06-18

Organizational By-Law 280-17 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."

CALL TO ORDER/ATTENDANCE

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

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

Board Meeting of March 13, 2018

REPORT ON EDUCATION

Deep Learning at Crestview

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Personnel Committee
Finance/Facilities Committee
Retirement Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There is no action correspondence.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. G. Coupland Director, Labour Relations re Bill 25: The Non-Smokers Health Protection Amendment Act
 - b. Frontier S.D. Job Posting – Area 5 Superintendent, Norway House, MB
 - c. Prairie Rose S.D. Posting – Assistant Secretary-Treasurer
 - d. Seven Oaks S.D. Correspondence re School Bus Safety
 - e. Garden Valley S.D. Job Posting – Assistant Superintendent, Student Services
 - f. Interlake S.D. Job Posting – Assistant Superintendent
 - g. 2018 Convention Record of Proceedings
 - h. Mark Dickof Memorial Scholarship Award
 - i. GSA Conference – April 10, 2018
 - j. E-Bulletin – April 4, 2018
 - k. Manitoba Institute for Patient Safety (MIPS) re developed materials as curricular supplements for the provincial grade 9 and 11 physical education & health teachers
2. J. Sodomlak, Region 5 Director – Region 5 Info and Request
3. G. Watanabe – Democracy and Transparency

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading – Debenture By-Law 284-17
2. Third/Final Reading – Debenture By-Law 284-17
3. First Reading – Borrowing By-Law 285-18

AGENDA-BASED QUESTIONS FROM THE PUBLIC

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

TRUSTEE PD SUMMARIES

1. Trustee John Mulligan – PD Review

NEW BUSINESS

There are no new business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 03-18**

April 10, 2018

Meeting Held: Tuesday, March 20, 2018, Board Room, 6:15 p.m.

Present: Sandy Lethbridge, Chair
Jennifer Lawson, Trustee
John Mulligan, Trustee
Cheryl Smukowich, Trustee

Craig McGregor, Board Chair

Brett Lough, Chief Superintendent
Carrol Harvey, Manager, Human Resources
Cindy Labaty, Manager, Human Resources

Regrets: Nil

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 6:15 p.m. following the Educational Leadership Group Meet and Greet at 5:00 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Policy Revisions

Administration presented revisions to policies and regulations related to professional staffing.

The Personnel Committee recommends:

That revisions to policies GCC Professional Staff Leaves and Absences and GCGD Flexible Teaching Assignments be approved;

And further,

That policy GCGC Job Sharing in Professional Staff positions and regulation GCGC-R Job Sharing Guidelines be archived;

And further,

That new exhibits related to flexible teaching assignments be adopted: GCGD-E-1 Application for a Flexible Teaching Assignment and GCGD-E-2 Annual Confirmation for Teachers on Flexible Assignments.

Administration also presented revisions to professional staff evaluation forms with the addition of a new form for new Student Services staff.

The Personnel Committee recommends:

That revisions to the following exhibits be approved:

- **GCNA-E-1 New Teacher New to the Division Report No. 1**
- **GCNA-E-2 New Teacher New to the Division Report No. 2**
- **GCNA-E-3 New Student Services Staff New to the Division Report 2**
- **GCNA-E-4 Experienced Teachers New to the Division**
- **GCNA-E-5 Experienced Student Services Staff New to the Division**
- **GCNA-E-6 Teachers with One of More Years in the Division**
- **GCNA-E-7 Student Services Staff with One or More Years in the Division;**

And further,

That exhibit GCNA-E-13 Student Services Staff New to the Division Report No. 1 be adopted.

4. CPI Update

Administration provided the Committee with the CPI Update as referred from the Board meeting held March 13, 2018.

The Personnel Committee recommends:

That the CPI Update as referred from the Board meeting held March 13, 2018 be received as information.

5. Annual Re-Affirmation of the Organizational By-Law

The Committee reviewed the Organizational By-Law as presented.

The Personnel Committee recommends:

That the Annual Organizational By-Law Review be referred to the next Personnel meeting to allow further time for consideration.

6. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to March 16, 2018.

The Personnel Committee recommends:

That the Personnel Report to the Board be received as information.

The meeting adjourned at 6:45 p.m.

Next Committee Meeting: Tuesday, April 17, 2018, 6:00 p.m. (following the Division Years of Service Celebration at 4:00 p.m.)

Report presented by Sandy Lethbridge, Chair, Personnel Committee
Minutes recorded by Carrol Harvey, Manager, Human Resources

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 06-18

Meeting Held: Tuesday, April 3, 2018, Aidan Conklin Building, 5:30 p.m.

Present: Craig Johnson, Chair
Bruce Chegus, Trustee
John Mulligan, Trustee
Peter Woods, Trustee

Craig McGregor, Board Chair

Present: Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Mike Wake, Assistant Superintendent, Education (6-12) and Administration (5:35 p.m.)
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer

Regrets: Nora Wood, Manager, Accounting

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The agenda was approved as circulated.

3. Discovery Children's Centre

- Correspondence from D. Ramey regarding previous Committee recommendations

The Committee was advised that Mr. Ron Blatz, Executive Director, Discovery Children's Centre, would be making a presentation regarding the proposed outdoor development at the Britannia site directly to the Finance/Facilities Committee at the May 1, 2018 regular scheduled meeting.

The Committee also discussed the history of the development at the site.

The Finance/Facilities Committee recommends:

That the correspondence from D. Ramey be received as information.

4. PSFB Correspondence

- a) Lakewood School – Roof Replacement – Additional Support**
- b) St. James Collegiate – Roof Replacement Areas E2, F2, B2 – Additional Support**

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.

5. City of Winnipeg

- Letter regarding St. James Bus Loop

The Committee reviewed return correspondence from the City of Winnipeg regarding the School Divisions request for clarification on the private approach application for the bus loop at St. James Collegiate. The response included several new City of Winnipeg requirements that add time and cost to the bus loop design, however, none addressed the School Divisions original request for clarification for why the new road approach had been deemed non-conforming to the City By-Laws.

An outline for a secondary alternative that would not require City of Winnipeg approval for a new road approach was distributed for information.

The Finance/Facilities Committee recommends:

That the correspondence from the City of Winnipeg regarding the School Division's private approach application for the bus loop at St. James Collegiate be received as information.

And further;

That correspondence over the signature of the Chair of the Board be forwarded to Scott Gillingham, City Councillor for the St. James-Brooklands-Weston, clarifying the importance of the proposed private approach for the bus loop at St. James Collegiate.

6. Financial Statement

- January 2018

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

The Finance/Facilities Committee recommends:

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

7. Allard Amortized Renovation Cost Analysis

The Committee discussed the implications of taking a bank loan to repair the surplus Allard building for an unknown purpose, if no grants or funding are received for repurposing the building. A custom renovation would cost considerably more than the estimate to bring the building to operating school condition. Further, a request for proposal would be required in order to determine a tenant and their needs, prior to estimating a renovation cost.

The Committee discussed issues encountered by a Metro School Division in developing land for purposes unrelated to education in the past.

Discussion also focused on Federal Grant opportunities and the City of Winnipeg's long-term plan for Kirkfield Westwood Community Club.

The Finance/Facilities Committee recommends:

That the discussion on the Allard building be received as information.

And further;

That the item be referred to Administration for updates on Federal Grant opportunities available for the Allard building, as well as the City of Winnipeg's long term plan for Kirkfield Westwood Community Club.

8. Annual Re-Affirmation of the Organizational By-Law

The Committee reviewed the Annual Re-Affirmation of the Organizational By-Law.

The Finance/Facilities Committee recommends:

That the Annual Re-Affirmation of the Organizational By-Law be received as information.

9. Mobile Comprehensive Vision Exam Service

The Administration provided information on the mobile comprehensive vision exam service that was provided at Heritage School in the fall of 2017. The service was sponsored by the Opticians Association of Canada. 180 students were offered screening and received sunglasses free of charge, 61 students were provided with additional exams and 49 students received fitted glasses free of charge. The feedback from parents was positive and families had the option of opting out of the service.

The Finance/Facilities Committee recommends:

That the update on the Mobile Comprehensive Vision Exam Service be received as information.

Adjournment: 6:50 p.m.

Next Meeting: Finance/Facilities Meeting
Tuesday, May 1, 2018, 5:30 p.m.

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

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

RETIREMENT PLAN COMMITTEE MEETING

MINUTES

No. 03-17/18

Meeting Held: March 22, 2018
5:00 p.m. – Board Room

Present: Bruce Chegus, School Board Trustee
John Mulligan, School Board Trustee

Joan McEachern, Committee Chair, M.A.N.T.E. Representative
Randy Palmer, C.U.P.E. Representative

Mike Friesen, Secretary-Treasurer
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group

Absent with Regrets: None

Absent: None

Presenters: Blaine Lennox & Chad Van Norman, Jarislowsky Fraser 5:09-5:55

TOPICS, DISCUSSIONS AND RECOMMENDATIONS

I. Call to Order/Attendance

The regular meeting was called to order at 5:02 p.m. Attendance is as recorded above.

II. Approval of Agenda

MOTION: Palmer/Friesen

"That the agenda be approved as written."

CARRIED

III. Approval of Minutes – November 2, 2017 (02-17/18)

MOTION: Friesen/Palmer

"That the minutes for the Retirement Plan Committee meeting of November 2, 2017 be approved as written."

CARRIED

IV. Presentation – Jarislowsky Fraser

Representatives from JF provided an overview of market performance for 2017 and outlook moving forward. They are optimistic about the future since their agreement in principle to be acquired by Scotiabank.

V. Ellement Consulting Group (Consultant/Actuary)

a) Meeting Material – Ellement and Ellement

1. Summary of Benefit Payments and Expenses

A summary of payments processed from October 26, 2017 to March 15, 2018 was provided to the committee for approval.

MOTION: Friesen/Chegus

“That the list of benefit and expense payments in the amount of \$1,354,837.99 be approved”

CARRIED

2. Pensioner Data Verification Letters: Information Only

Mr. Dunlop reported on the status of pensioner verification letters. There are currently twenty seven pensioners that have not responded to their verification letters. Further attempts will be made to locate these pensioners. An update will be provided at the next meeting.

VI. Ellement Consulting Group

a,b) Risk Compliance and Investment Analytic Report and Investment Performance Summary – December 31, 2017

Ross Dunlop reviewed the Risk Compliance and Investment Analytic Report – December 31, 2017.

The Plan continues to perform well with a current balance of \$64 M and a rate of return for the quarter of 4.1% and YTD of 9.0%.

Calendar Rate of Return

2017	2016	2015	2014	2013
9.0%	9.2%	6.0%	10.7%	16.1%

MOTION: Palmer/Friesen

“That the review of market performance be received as information.”

CARRIED

c) Proposed CPP Enhancements

At the previous meeting, Ross Dunlop provided an overview of the proposed CPP Enhancements that will start in 2019 and have a 7 year phase in. Ellement will provide a further update on possible changes being considered by other Defined Benefit Pension Plans as they become known.

d) IFM Global Infrastructure Purchase – Indiana Toll Road Trustee Enquiry

Ross Dunlop explained the bankruptcy history of the Indiana Toll Road project and the subsequent acquisition by IFM.

e) Sale of JF to Scotiabank

Ross Dunlop indicated that the sale has not yet been finalized. If the sale does proceed, Ellement will be monitoring the changes at JF and the effect on Fund performance.

VII. Seminar Recap – Illiquid Investments

Trustee Mulligan provided a brief recap on the recent seminar he attended on Illiquid Investments. He will forward presentation slides directly to committee members.

VIII. Correspondence

MOTION: Friesen/Palmer

“That the correspondence be received as information.”

CARRIED

IX. Conference Information

Three members requested authorization to attend a conference/seminar.

MOTION: Mulligan/Palmer

“That Joan McEachern, Randy Palmer and Mike Friesen will attend the 51st Annual Canadian Employee Benefits Conference in Las Vegas from November 18-21, 2018.”

CARRIED

X. Date of Next Meeting

Thursday, May 17, 2018, 5:00 pm.

XI. Adjournment

6:41 p.m.