



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

May 14, 2019

7:30 p.m.

Meeting No. 08-19

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."

CALL TO ORDER/ATTENDANCE

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

RETURN TO REGULAR MEETING

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 April 23, 2019

REPORT ON EDUCATION

Learning Sprints - École Robert Browning

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Finance/Facilities Committee
Retirement Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

No Action Correspondence

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Memo re: K-12 Review Commission Workshops
 - b. Memo re: K-12 Review Commission General Information and Updates
 - c. Announcement re: new Chief Financial Officer at MSBA
 - d. Memo re: Emamawi Partners Field Trip PD Opportunity for Trustees
 - e. Special Announcement Secretary-Treasurer Designate Frontier School Division
 - f. Talking About K-12 Education Review Fact Sheet
 - g. Memo re: Designated Bills
 - h. Invitation to MSBA Webinar May 22, 2019
 - i. CSBA Full Program Details 2019 Congress and National Trustee Gathering on Indigenous Education
 - j. CSBA News Release: Federal Advocacy Days
 - k. TRCM Invitation - Treaty Learning Day - May 15, 2019 The Pas
2. Turtle Mountain School Division Memo re: Federal Carbon Tax
3. Minister of Education and Training Office Letter, Response to letter dated April 12, 2019.

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There is no unfinished business.

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 Craig Glennie - NSBA 2019 Conference Report - March 30 - April 1, 2019

NEW BUSINESS

There is no New Business

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 07-19

Meeting Held: Tuesday, May 7, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee (left 6:30 p.m.)

Holly Hunter, Trustee (left 6:40 p.m.)
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 (left 6:30 p.m.)
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer

Regrets: Craig Johnson, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Donation Request – The Historical Museum Association of St. James-Assiniboia

The Committee reviewed a request for financial assistance from the Historical Museum Association of St. James-Assiniboia.

The Finance/Facilities Committee recommends:

That a grant in the amount of \$1,100 be awarded to the Historical Museum Association of St. James-Assiniboia.

4. PSFB Correspondence

- a) Phoenix School – Steam Unit Ventilator Replacement – Project Support
- b) École Assiniboine – Foundation Renewal – Tender Authorization
- c) Former Allard School – 130 Allard Avenue – Disposition of Surplus Land
- d) École Assiniboine – Foundation Renewal – Project Support
- e) John Taylor Collegiate – Elevator, Link and Building Envelope Update – Tender Authorization

The Committee reviewed correspondence from the Public Schools Finance Board.

Discussion focused on the approval to begin the disposition process of the Allard building in accordance with the PSFB Policy for Disposal of Surplus Properties. The School Division is required to provide information on the

property size, legal title description, street address and site photographs to PSFB for distribution to Provincial Crown Lands and Property Agency. PSFB will provide notice of the proposed disposition to determine if the surplus property is required by other departments.

The Finance/Facilities Committee recommends:

That the PSFB correspondence listed above be received as information.

5. City of Winnipeg
– 2019 Mill Rates
– By-Law 31/2019
– By-Law 32/2019

The Committee reviewed documents provided by the City of Winnipeg, including: the 2019 Mill Rates and By-Law's 31/2019 and 32/2019, that support the collection of the 2019 Mill Rates for the Education Support Levy and Special Levy.

The Finance/Facilities Committee recommends:

That the 2019 Mill Rates, By-Law 31/2019 and By-Law 32/2019 provided by the City of Winnipeg be received as information.

6. Financial Statement
– February 2019
– March 2019

The Committee reviewed the Financial Statement for the periods ended February 2019 and March 2019.

The Finance/Facilities Committee recommends:

That the Financial Statement for the periods ended February 28, 2019 and March 31, 2019 be received as information.

7. Pilot Roll Away Program / Shared Space

The Committee reviewed the attached detail related to proposed roll away before and after school day care programs at Sansome, Robert Browning, Crestview and Buchanan for the 2019/20 school year.

The Finance/Facilities Committee recommends:

That the roll away before and after school day care at Sansome, Robert Browning, Crestview and Buchanan, as detailed in Exhibit A (attached) be approved for the 2019/20 school year.

8. Request for Snow Fence at École Bannatyne

The Committee reviewed a request from a Community Resident for a snow fence at École Bannatyne in order to reduce the accumulation of drifting snow on their driveway and city sidewalk.

The Maintenance Department advised that approximately 8 – 10 years ago, a safety barrier was installed around the newly installed berm in order to allow grass to grow. However, the School Division does not have any installations of snow fences and a safety concern was expressed about steel posts in the field area.

The Finance/Facilities Committee recommends:

That the request for a snow fence at École Bannatyne be declined.

9. École Assiniboine Project Update

The Committee was advised that several significant projects would occur at Ecole Assiniboine, starting in May that will cause concerns to the School, Day Care and local community. Projects include: Roof replacement of the newer wing, foundation renewal, parking lot repaving and the construction of a new infant/toddler stand alone day care building. Administration reviewed site plans to mitigate the disruptions.

The Finance/Facilities Committee recommends:

That the update on the École Assiniboine projects be received as information.

10. Proposal to Open a Classroom at École Assiniboine

The Committee reviewed correspondence from the Principal at École Assiniboine indicating that some class sizes at the school would be at maximum capacity for the 2019/20 school year. A proposal was reviewed that changed the “blue room” (currently dedicated Day Care space) to shared use as a music room and before and after school care. The proposal would allow the current music room to become an additional classroom. The use of the gym or library were alternatives for the provision of lunch time care.

The Administration reviewed the past practice of providing twelve months notice for reclaiming leased space, to allow a lessee enough time to plan and make alternate arrangements. Division Lease contracts only require three months notice.

The Assiniboine Children's Centre provided a letter of support, indicating that it would work with the School in order to address the enrolment issues for 2019/20.

The Finance/Facilities Committee recommends:

That the “blue room” at École Assiniboine be designated as a shared space between the School and Assiniboine' Children's Centre in order to relocate the music room for the 2019/20 school year.

And further;

That an appropriate accommodation be made in order for the Assiniboine Day Care to offer lunch time care.

And further;

That costs associated with the shared space agreement be covered by the School Division.

11. Bright Beginnings Educare – Request to use Music Room at Phoenix School

The Committee reviewed a request from Bright Beginnings Educare for the use of the Phoenix School music room for the 2019/20 school year in order to provide after school care.

The Finance/Facilities Committee recommends:

That the request for Bright Beginnings Educare for the temporary use of the Phoenix School music room be approved for the 2019/20 school year.

12. Bright Beginnings Educare Request Update

The Committee reviewed a request from Bright Beginnings Educare at Phoenix School to remove or significantly reduce the rent fees for all leased space at Phoenix School in order for the program to increase the amount of before and after school day care spaces and remain financially viable. The

program is currently operating ten spaces without a provincial operating grant and the amount would increase to 40 in the 2019/20 school year.

Significant discussion occurred regarding the lease of gym space for child care expansion. The Phoenix School gym is too small for many activities and is currently available for use by Bright Beginnings Educare. The Principal at Phoenix supports the alternative gym use.

The Division Permit Policy allows day cares the use of gym space free of charge and provides priority to these groups before community, but after schools needs are met. Gymnasiums within the City of Winnipeg are fully utilized for program requirements and are not available for lease. Daycares utilize school gyms on an ad hoc basis during the school year and in the summer when schools are closed at no cost.

The Committee also considered the local issue experienced in Headingley where the lack of before and after school day care impacts the ability of children to attend Phoenix School. As a result, many students enrol in alternate schools. In order to assist the Day Care with the expansion and financial situation, the RM of Headingley has waived some of the fees for Bright Beginnings Educare at its central location. The value of the waived fees exceeds the initial proposed lease fee for the Phoenix gym space.

The Finance/Facilities Committee recommends:

That lease fees for the Bright Beginnings Educare use of the gym at Phoenix School be waived for the 2019/20 school year.

And further;

That a letter of understanding detailing the contributions of the RM of Headingley and the St. James-Assiniboia School Division be included as part of the lease for the gymnasium.

And further;

That the classroom lease fees assessed to Bright Beginnings Educare be maintained.

And further;

That the lease fees received from Bright Beginnings Educare for the use of shared spaces be directed to Phoenix School as a line item in their budget.

And further;

That the matter be reviewed in one year's time.

Adjournment: 7:00 p.m.

Next Meeting: Finance/Facilities Meeting
Tuesday, June 4, 2019, 5:30 p.m.

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

Shared Space Agreement Detail
2019/20

School	Sansome	Crestview	Robert Browning	Buchanan
Service Provider	Westwood Community Child Care	Crestview School Children's Centre	YMCA	Downs Children's Centre
Current Provider / New Tenant	Current provider	Current provider	New tenant	New tenant
Child Care Expansion	20	12	30	25
Shared Space	Room 4 (teacher office space)	Parent Child Coalition room	Kindergarten room (two room equivalent)	Room 8 (pull out for OT/PT) and Science room
Funded / Unfunded	Unfunded	Unfunded	Funded (transfer from old location)	Unfunded
Provision of Care	School days plus inservice	Full Year Day Care Solution, including inservice and holidays	School days plus drop off and pick up times on inservice days (Children would be taken offsite on inservice days)	Full Year Day Care Solution, including inservice and holidays
Expectations for Space	Pilot year / interest in ongoing with funded spaces	Pilot / annual renewal, not likely to go past two years without Provincial funding	Expectation for a longer term lease, as they are closing an old location in a Church that provided service to Sansome / Robert Browning	Pilot plus one year extension (until new site opens)
Restrictions	None identified	None identified	No Day Care staff parking available at school	No Day Care staff parking available at school
Annual Lease Amount	\$1,435.50	\$1,914.00	\$2,871.00	\$3,828.00
Lease Revenue Distribution	Allocated to school budget	Allocated to Parent Child Coalition, as needed	Allocated to school budget	Allocated to school budget
Notes		Day Care has proposed to use the PCC room for infant/toddler space and use exiting space for before and after school, noting that the PCC room set up is more conducive to the preschool age group.	YMCA will bring in fridge, rollaway cart, metal garbage cans, tackboard and supervisor desk. Remote access system required.	Access to kitchen for simple snacks and tackboard, store cart & filing cabinet in Room 8. Controlled remote access required.