



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

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

October 8, 2019

7:30 p.m.

Meeting No. 15-19

Organizational By-Law 300-19 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 September 24, 2019

REPORT ON EDUCATION

There is no Report on Education scheduled

HEARING OF DELEGATIONS

There are no delegations registered

COMMITTEE REPORTS

Finance/Facilities Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Fall 2019 Trustee PD & Meetings Registration Package

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA E-News Bulletin
 - b. Poster re: One Day Seminar Hosted by Manitoba Association of Parliamentarians 2019-20
 - c. Historic Supreme Court Visit an Important Reminder of School Board Roles
 - d. Memo re: Workplace Safety and Health Training
 - e. CSBA Statement re: Quebec Bill 40
 - f. Multicultural Tour Opportunity
 - g. Update from Alliance of Art Educators of Manitoba
 - h. Creative Convergence Conference - Message from Conference Chair
 - i. UCN Annual Truth & Reconciliation Gathering

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading - By-Law 301-19 Debenture By-Law
2. First Reading - By-Law 302-19 - Religious Instruction at Golden Gate Middle School

AGENDA-BASED QUESTIONS FROM THE PUBLIC

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

TRUSTEE PD SUMMARIES

There are no Trustee PD Summaries.

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 FINANCE/FACILITIES COMMITTEE No. 10-19

Meeting Held: Thursday, October 3, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Craig Glennie, Chair
Nicole Bowering, Trustee
Sandy Lethbridge, Trustee

Bruce Chegus, Trustee (Items 3 & 4)
Jennifer Lawson, Board Vice Chair
Cheryl Smukowich, Board Chair

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

Present for Item 3, PricewaterhouseCoopers LLP
Nicole Murray, CPA, CA, Audit and Assurance Group Engagement Leader

Regrets: Craig Johnson, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. PricewaterhouseCoopers LLP – 2018/2019 Audit Presentation

Nicole Murray, CPA, CA, Audit and Assurance Group Engagement Leader from PricewaterhouseCoopers LLP, presented the draft 2018/2019 Financial Statements in conjunction with their Supplementary Audit Report. Audit services were provided for the June 30, 2019 Financial Statements, Bill 57 compliance, St. James-Assiniboia School Division Retirement Fund for the year ended December 31, 2018 and the St. James-Assiniboia School Division Enrolment Report as at September 30, 2018.

PricewaterhouseCoopers advised that the audit went very well with total cooperation from the Division management and staff and no internal control recommendations were noted.

PricewaterhouseCoopers will issue an unqualified audit opinion on the 2018/2019 Consolidated Financial Statements. The unqualified opinion indicates that the consolidated financial statements present fairly, in all material respects, the financial position of the St. James-Assiniboia School Division as at June 30, 2019. The results of operations and cash flows for the 2018/2019 year are in accordance with Canadian Generally Accepted Accounting Principles (GAAP) and the Public Sector Accounting Standards (PSAS).

Administration reviewed the June 30, 2019 Operating Accumulated Surplus and outstanding commitments.

The Committee complimented Administration on the excellent audit report.

The Finance/Facilities Committee recommends:

That the 2018/2019 Audit Report presented by PricewaterhouseCoopers be received as information.

And further;

That the Draft 2018/2019 Financial Statements be approved.

And further;

That the 2018/2019 FRAME Statements be forwarded to the Public Schools Finance Branch.

And further;

That the Administration handout on Accumulated Surplus be received as information.

4. Budget Location Review

Doreen Cost, Assistant Superintendent, Student Services (K-12) and Potoula Locken, Administrator ESS, presented a detailed report on various budget locations.

The Finance/Facilities Committee recommends:

That the budget presentation on various locations be received as information.

5. Military Service Recognition Book Advertisement

The Committee reviewed a request for financial support from the Royal Canadian Legion.

The Finance/Facilities Committee recommends:

That a Veteran Support Ad in the Military Service Recognition book in the amount of \$625 be purchased.

**6. Indoor Signage Policy
– Policy DD Fundraising**

The Committee reviewed revisions to Policy DD Fundraising that addresses interior donor walls as a fundraising opportunity for significant projects.

The Finance/Facilities Committee recommends:

That the revisions to Policy DD Fundraising be approved (Appendix A).

7. Discussion and Planning re: Addition of Staff and Community Consultation Pre-Budget Survey

The Committee reviewed the draft pre-budget surveys for staff and parents.

The Finance/Facilities Committee recommends:

That the draft pre-budget surveys be approved with the revisions as discussed (Appendix B).

8. Green Action Centre – Active and Safe Routes to School

The Committee reviewed a delegation request from the Green Action Centre for the Board of Trustees to support reduced speeds on residential streets in order to improve safety and encourage students to spend more time in their communities, walking, cycling and playing.

The Finance/Facilities Committee recommends:

That correspondence be prepared for City Councillor's Scott Gillingham and Kevin Klein, over the signature of the chair, supporting a decrease in the speed limit on residential streets.

And further;

That the correspondence be copied to Mayor Brian Bowman.

9. Washroom Follow Up – Brooklands School and École Ness

The Committee reviewed feedback from parents, staff and administrators at Brooklands School and École Ness on inclusive washrooms that were installed at their respective schools.

The Finance/Facilities Committee recommends:

That the feedback from parents, staff and administrators at Brooklands School and École Ness on their inclusive washrooms be received as information.

And further;

That Senior Administration follow up on concerns raised by School Administration for design consideration for future inclusive washroom renovation projects.

Adjournment: 8:15 p.m.

Next Meeting: Finance/Facilities Audit Meeting
Tuesday, November 5, 2019, 6:30 p.m.

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

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

POLICY: DD

LL 486142

 DIA
 KMAB
 KMA-R

FUNDRAISING

The St. James-Assiniboia School Division recognizes that schools may wish to hold public fundraisers to supplement their budgets for school related activities or to support charitable organizations. Such efforts can promote a strong partnership between the home, the school and the community and provide a learning opportunity for students.

It is expected that all School and Parent Group fundraising shall adhere to the Fundraising policy.

1. Fundraising Requirements

- a) All fundraising activity and sponsorships must be appropriate and strive to avoid conflict of interests for members of the school community.
- b) The proceeds of fundraising activities shall be spent in accordance with the advertised purpose of the fundraiser. Proceeds generated by a fundraising activity shall never be made payable to students or parents for their personal efforts.
- c) Fundraising involving door-to-door activity should be discouraged, especially for elementary school students.
- d) The use of instructional time for fundraising activity should be minimal.
- e) Policy CGE – Nutrition should be observed when selecting a fundraising activity.
- f) The sale of alcohol is deemed to be inappropriate as a School Fundraiser. However, alcohol could be provided at a Parent Group organized fundraising function directed at adults, if it is on a cash bar basis with no financial benefit earned by the School, Students or Parent Group. In adherence to Policy JICHA Alcohol in School Buildings, these functions shall not be held on School Division property.

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		10-Jun-2014	1 of 4
17-06-12		11-06-14	

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Great Schools for Growing and Learning

POLICY: DD

- g) Fundraising efforts should strive to earn only what is needed for their intended purpose and should not be used to create a surplus. It is expected that funds generated will benefit the students during the same School Year.
- h) The School may hold only one school wide fundraising campaign in a school year. A student fee may be levied by the School in lieu of a fundraiser if approved by the Board of Trustees. School related groups may hold smaller fundraisers on an as needed basis.
- i) All fundraising is subject to review by the School Division's Internal Audit Department to ensure that funds are collected and disbursed in an acceptable manner.

2. PROCEDURES

- a) All fundraising activities shall receive prior approval from the Principal, including those held by a Parent Group. The Principal has definitive authority and responsibility for all aspects of fundraising activities.
- b) In the event that a student should seek corporate sponsorship under the auspices of a school team, club or activity in lieu of or in addition to other forms of fundraising to be used to offset participation fees, the following information must accompany/support sponsorship payments received:
 - Participant's Name
 - Name of team, club or activity
 - Sponsor Company Name
 - Sponsor Contact Name
 - Sponsorship Amount
 - Clear identification & description of service(s) provided (if any) in return for corporate sponsorship received
 - Intended purpose for which sponsorship was sought

Such sponsorship shall receive prior authorization of the Principal and shall adhere to Divisional Conflict of Interest policy GBEA. All payments must be made payable to the School.

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13-Nov-2012		10-Jun-2014	2 of 4
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POLICY: DD

- c) Schools may submit a request for permission to sell plaques for an interior donor wall that supports a significant project to the Secretary-Treasurer/CFO's Department for review. Submissions must observe Policy FFC Signage and include:
- detail of project requiring fundraising (project must have already been approved)
 - sale price
 - duration of fundraising period
 - location
 - size
 - material
 - plan for maintenance (if required)
 - minimum & maximum estimated length of time for donor wall to exist
- d) Any municipal, provincial or national licensing requirements for a specific fundraising activity shall be complied with. For example, all raffle, pool and 50/50 fundraisers are subject to the Manitoba Gaming Control Act and a license is required by law.
- (http://www.mgcc.mb.ca/charitable_raffle_faqs.html)
- e) The Principal is to communicate to the catchment area the purpose of the fund drive and the manner in which the funds will be expended.
- f) The contents of this policy shall be reviewed with the parents of students involved in fundraising by either the Principal or teacher designate.
- g) Within one month of the conclusion of a fundraising activity, a summary of revenues earned and an outline of the intended manner in which the funds will be expended shall be forwarded to the Secretary-Treasurer/Chief Financial Officer and made available for interested parties on request.

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		10-Jun-2014	3 of 4
17-06-12		11-06-14	

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Great Schools for Growing and Learning

POLICY: DD**3. PARENT COUNCIL FUNDRAISING**

Only Parent Groups organized according to Policy KMAB and KMA-R are permitted to participate in fundraising activities. Fundraisers may be held on an as needed basis to support school related activities.

Parent Councils are not permitted to charge fees in lieu of fundraising as outlined in Policy JQ.

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		10-Jun-2014	4 of 4
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Staff Survey

1 Which employment group are you:

MTS

CUPE / MANTE / OTHER

2 Please rank the following areas in the order of your priority, from first (1) to last (10):

Maintain Programs

Low Property Tax

Small Class Sizes

Transportation

Maintenance / Repair of Buildings

School Safety

Sustainable Development Initiatives

Inclusive / Diverse Learning Environments

Other, please specify _____

3 Please rate your satisfaction with the current year's budget.

<http://www.sjasd.ca/Governance/Budget/Documents/Final%20Budget%202019-2020.pdf>

Unsatisfactory 1 2 3 4 5 6 7 8 9 10 Excellent

Comments:

4 If the Board needs to consider reductions in expenditures, what means would you prefer?

Comments:

5 Are there any other suggestions you would like the Board to consider in the 2020/21 Budget?

Comments:

Parent Survey

- 1 Which level is your child enrolled in (please select all that apply):

Early Years (K-5)
 Middle Years (6-8)
 Senior Years (9-12)

- 2 Please rank the following areas in the order of your priority, from first (1) to last (10):

Maintain Programs
 Low Property Tax
 Small Class Sizes
 Transportation
 Maintenance / Repair of Buildings
 School Safety
 Sustainable Development Initiatives
 Inclusive / Diverse Learning Environments
 Other, please specify _____

- 3 Please rate your satisfaction with the current year's budget.

<http://www.sjasd.ca/Governance/Budget/Documents/Final%20Budget%202019-2020.pdf>

Unsatisfactory 1 2 3 4 5 6 7 8 9 10 Excellent

Comments:

- 4 If the Board needs to consider reductions in expenditures, what means would you prefer?

Comments:

- 5 Are there any other suggestions you would like the Board to consider in the 2020/21 Budget?

Comments:
