



## **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**

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**November 12, 2019**

**7:30 p.m.**

**Meeting No. 17-19**

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."

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### **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 October 22, 2019

### **REPORT ON EDUCATION**

There is no Report on Education scheduled

### **HEARING OF DELEGATIONS**

There are no delegations registered

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**COMMITTEE REPORTS**

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Finance/Facilities 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**

There are no items for action.

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. E-Bulletin October 16, 2019
  - b. E-Bulletin October 30, 2019
  - c. School Patrol Moose Game Background Information Package
  - d. Safe Grad Seminar Information
  - e. MSBA Provincial Executive Meeting Highlights for October
  - f. Evergreen School Division Transportation Manager Career Opportunity
  - g. MSBA 2019 Fall PD Day and General Meeting Program
  - h. Call for Workshop Proposals
  - i. Memo re School Vandalism and Rock Gardens
  - j. Sunrise School Division Human Resources Director Career Opportunity
  - k. Greening Canada School Grounds
  - l. Final Administration Agreement in Respect of the Manitoba School Insurance Program
  - m. MSBA 2020 Convention Donations
2. Healthy Child Manitoba Office – 2018/2019 Early Development Instrument (EDI) Reports
3. Manitoba Education – Appointment of a Local Marking Coordinator for the January 2020 Grade 12 Français langue seconde immersion 40S Standards Test

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

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There are no Unfinished Business items.

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**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.)

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**TRUSTEE PD SUMMARIES**

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There are no Trustee PD Summaries.

**NEW BUSINESS**

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1. Student Council Liaison Report – Trustee Nicole Bowering

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

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**REPORT OF THE COMMITTEE OF THE WHOLE**

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**ADJOURNMENT**

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

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 11-19**

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

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

Bruce Chegus, Trustee  
Holly Hunter, Trustee (left 8:00 p.m.)  
Jennifer Lawson, Board Vice Chair (left 8:00 p.m.)  
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  
Julie Cordova, Assessment & Evaluation (Item 4)  
Tom Tarrant, Principal, InformNet (Item 4, left 6:40 p.m.)  
Jackie Gagne, Arts Coordinator (Item 4, left 6:20 p.m.)  
JJ Ross, Physical Education Coordinator (Item 4, left 6:20 p.m.)

#### **DISCUSSION AND RECOMMENDATIONS**

##### **1. Attendance**

As per above.

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

Item 10, Hedges Middle School Fundraising was added and the Agenda was approved.

##### **3. Budget Location Review**

Mike Wake, Assistant Superintendent, and his team presented a comprehensive report on budget locations for Phys Ed, the Arts, InformNet and various curriculum budgets.

**The Finance/Facilities Committee recommends:**

**That the budget presentation on Phys Ed, the Arts, InformNet and various curriculum locations be received as information.**

##### **4. Updated Multi Year Plan**

Mike Friesen, Secretary-Treasurer/CFO presented a detailed update on the multi year plan relating to the Board's strategic focus for utilizing revenues to achieve positive student outcomes. The update included information on the operating and capital reserves, balanced budget, provincial funding, challenges, multi-year financial planning model and reasonable taxation.

**The Finance/Facilities Committee recommends:**

**That the Update on the Multi Year Plan be received as information.**

**5. Grant's Old Mill Donation Request**

The Committee reviewed a request from the St. James-Assiniboia Pioneer Association / Grant's Old Mill for financial assistance.

**The Finance/Facilities Committee recommends:**

**That a grant in the amount of \$1000 be approved for Grant's Old Mill.**

**6. Westwood Collegiate 60<sup>th</sup> Anniversary**

The Committee reviewed a request from Westwood Collegiate for a grant in the amount of \$950 to support the schools 60<sup>th</sup> anniversary, in accordance with Regulation INDAA-R School Anniversary Celebration Guidelines.

**The Finance/Facilities Committee recommends:**

**That the request from Westwood Collegiate for a grant in the amount of \$950 to support the schools 60<sup>th</sup> anniversary be approved.**

**7. Bruce Middle School Anniversary Budget**

The Committee reviewed a budget from Bruce Middle School for their 50<sup>th</sup> anniversary celebration.

**The Finance/Facilities Committee recommends:**

**That the 50<sup>th</sup> anniversary celebration budget submitted by Bruce Middle School be received as information.**

**8. Draft 2020/2021 Budget Timeline**

The Committee reviewed the draft Division Budget Timeline for the 2020/2021 Budget. Two alternative timelines were provided, in order to address the unknown timing of the provincial funding announcement.

**The Finance/Facilities Committee recommends:**

**That the draft Division Budget Timeline – 2020/2021 be adopted (Appendix 1).**

**9. Voyageur School Change of Name**

The Committee discussed changing the name of Voyageur School to École Voyageur, effective September 2020, in order to reflect its French Immersion programming.

**The Finance/Facilities Committee recommends:**

**That changing the name of Voyageur School to École Voyageur, effective September 2020, be approved.**

**9. Horizons Children's Centre Gazebo Request**

The Committee reviewed a request from Horizons Children's Centre to install a gazebo on the field at the Britannia building. Discussion focused on the leasehold improvement approval process as well as types of projects that have typically been approved for tenants.

**The Finance/Facilities Committee recommends:**

**That the request from Horizons Children's Centre to install a gazebo on the Britannia field be referred back to Administration for further review.**

**10. Hedges Middle School Fundraising**

The Committee briefly discussed fundraising at Hedges Middle School.

**The Finance/Facilities Committee recommends:**

**That the discussion on fundraising at Hedges Middle School be received as information.**

Adjournment: 8:30 p.m.

Next Meeting: Finance/Facilities Audit Meeting  
Tuesday, December 3, 2019, 6:30 p.m.

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

**DRAFT**  
**Division Budget Timeline**  
**2020/2021**

**Appendix 1**

Two timelines are provided based on a January or February Provincial Funding Announcement.

The timing of the Provincial Funding Announcement is unknown and varies from year to year.

	<b>January Provincial Announcement 2020/2021 Budget Timeline</b>	<b>February Provincial Announcement 2020/2021 Budget Timeline</b>
Division Budget Committee Meeting	Sept. 24	Sept. 24
Budget Package Forwarded to Schools	Oct. 31	Oct. 31
Multi Year Plan Update (Finance/Facilities)	Nov. 5	Nov. 5
Parent/Staff Budget Survey Response	Nov. 8	Nov. 8
Strategic Planning Trustee Additional Funding Requests	Nov. 16	Nov. 16
Parent Trustee Forum	N/A	N/A
Submission of School Budgets to Board Office	Dec. 6	Dec. 6
Education Committee – Preliminary Discussion	Dec. 17	Dec. 17
Submission of Maintenance Budgets to Board Office	Dec. 20	Dec. 20
Collection of Central Capital D Requirements and Compilation of 5-year Capital D	Dec. 20	Dec. 20
Development of Salary, Benefits, and Central Office Budgets	Jan. 10	Jan. 10
Submission of 5-year Capital Projects, Vehicle, and Equipment Schedules	Jan. 10	Jan. 10
Submission of Capital, Central, Lease	Jan. 10	Jan. 10
Committee of the Whole Pre-Budget Meeting re Educational Programming (Wed. 5:30 pm)	Jan. 22	Jan. 22
Input of Budgets Finalized	Jan. 24	Jan. 24
Provincial Funding Announcement	Jan. 30	Feb. 6
Provincial Revenue Input into Budget	Jan. 30	Feb. 6
Provincial Funding Memo Forwarded to Trustees	Jan. 31	Feb. 7
Trustee Budget Working Papers	Feb. 7	Feb. 14
Finance/Facilities Meeting	Feb. 12	Feb. 19
- Review Announcement	(Wed. 5:30 pm)	(Wed. 5:30 pm)
- 5-year Projections		
- Draft Budget Scenarios		
Finance/Facilities Meeting	Feb. 19	Feb. 24
- Review Draft Budget #2	(Wed. 5:30 pm)	(Mon. 5:30 pm)
- Review Website Budget Presentation		
- Review Parent/Public Slide Presentation		
Draft Budget Posted to Website	Feb. 24	Feb. 26
Division Meeting with Parent Council Reps/Public	Feb. 27	Feb. 27
Revised Budget Reviewed by Finance/Facilities	Mar. 3	Mar. 3
Board Recommends Approval of Budget at Board Meeting	Mar. 10	Mar. 10
City of Winnipeg and RM of Headingley Advised of Tax Requirements	Mar. 15	Mar. 15
Provincial Schedules and Final Budget Submitted to PSFB	Mar. 30	Mar. 30