



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

December 11, 2018

7:30 p.m.

Meeting No. 18-18

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 November 6, 2018

REAFFIRMATION

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 Board 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.

REPORT ON EDUCATION

Buchanan Grade 1-5 Choir

HEARING OF DELEGATIONS

There are no delegations

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. J. Watt, Executive Director – Follow-up from the MSBA General Meeting on Friday, November 30, 2018

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. J. Watt, Executive Director - CSBA 2019 Congress Call for Speakers
 - b. Manitoba Ombudsman Privacy Breach Resources
 - c. Survey on behalf of Manitoba Ombudsman re PIDA Designated Officers
2. Minister of Education & Training – Continue to offer the renewed Respect In School (RIS) on-line curriculum training program
3. Turtle Mountain S.D. Letter to Minister of Education & Training – Pre-Budget Survey

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

There are no Trustee PD Summaries

NEW BUSINESS

1. Notice of Motion By-Law 292-18
2. Trustee Bruce Chegus - Code of Conduct
3. Trustee Bruce Chegus - Statement of Integrity
4. Trustee Bruce Chegus - Breaches of the Statement of Integrity/Code of Conduct
5. Trustee Craig Glennie – Sending Congratulations

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. 12-18

Meeting Held: Tuesday, December 4, 2018, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair
 Nicole Bowering, Trustee
 Craig Glennie, Trustee
 Craig Johnson, Trustee

 Bruce Chegus, Trustee (Item 3 & 4)
 Holly Hunter, Trustee (Item 3 & 4)
 Jennifer Lawson, Trustee (Item 3 & 4)
 Cheryl Smukowich, Board Chair

Present: 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

Regrets: Brett Lough, Chief Superintendent

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The agenda was approved as circulated.

3. Trustee Indemnity

The Trustee Indemnity is currently 1/3 non-taxable. Effective January 2019, the Trustee Indemnity will be fully taxable.

Administration provided a detailed analysis of the Trustee Indemnity, which included the MSBA Indemnity Survey, alternatives, administrative costs, net pay considerations, the Sustainability Act, and an update on recent changes by other Metro School Divisions.

The Finance/Facilities Committee recommends:

That effective January , 2019, the Trustee Indemnity be restructured in accordance with the revised Regulation BID-R (Appendix 1).

4. PowerSchool Report Customization

The Committee discussed alternatives to include additional data in suspension reports.

The Finance/Facilities Committee recommends:

That Administration include the number of suspensions and CFS involvement in suspension reports for the 2018/2019 school year.

5. Draft Budget Timeline – 2019/2020

The Committee reviewed the draft Division Budget Timeline for the 2019/2020 Budget. Two alternatives 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 – 2019/2020 be adopted (Appendix 2).

6. City of Winnipeg 2019 Assessments

- As at November 9, 2019

The Committee reviewed the City of Winnipeg Portioned Assessment as at November 9, 2018.

The Finance/Facilities Committee recommends:

That the City of Winnipeg Portioned Assessment as at November 9, 2018 be received as information.

7. Stevenson-Britannia Adult Learning Centre Audit

The Committee reviewed the Stevenson-Britannia Adult Learning Centre Financial Statements and Audit Report for the period ending June 30, 2018 as prepared by PricewaterhouseCoopers.

The Finance/Facilities Committee recommends:

That the Stevenson-Britannia Adult Learning Centre Financial Statement and Audit Report for the period ending June 30, 2018 be received as information.

8. Voyageur School Swing Set Request

The Committee reviewed a request from the Voyageur School Parent Council to install a swing set on the property at Voyageur School.

The Finance/Facilities Committee recommends:

That the request from Voyageur School Parent Council to install a swing set be approved.

And further;

That there be no cost to the School Division.

And further;

That future replacement of components and protective surface material be the responsibility of the Voyageur School Parent Council in accordance with Policy ECBCB Creative Playground Structures.

9. Discovery Children's Centre

- a) Tree Planting and Berm Request**
- b) Request to develop south end of field**
- c) Playground Equipment Inspection Comprehensive Report**

The Committee reviewed the above stated requests from Discovery Children's Centre as well as a Playground Equipment Inspection Report that was prepared in October 2017 following a review of the outdoor development at the Britannia Annex.

The Finance/Facilities Committee recommends:

That this matter be referred to Administration to confirm that a commitment to the vendor has been made by Discovery Children's Centre for the installation of safety guard rails;

And further,

That the Discovery Children's Centre's requests be carried as a pending item.

10. Financial Statement

- October 2018

The Committee reviewed the Financial Statements for the period ending October 31, 2018.

The Finance/Facilities Committee recommends:

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

11. St. James Public Library

The Committee discussed a preliminary proposal that would see a reciprocal exchange of land between the School Division and the City of Winnipeg. The exchange includes School Division

property where the St. James Public Library is located and City of Winnipeg property where a portion of the St. James Collegiate track is built.

The Finance/Facilities Committee recommends:

That the St. James Public Library update be received as information;

And further,

That Administration provide a draft agreement for review and consideration by the Finance/Facilities Committee.

Adjournment: 7:00 p.m.

Next Meeting: Finance/Facilities Meeting
Tuesday, January 15, 2018, 5:30 p.m.

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

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

REGULATION BID-R

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LL 129256

By-Law 263-15

BID-E-1

BOARD MEMBER COMPENSATION AND EXPENSES

TRUSTEE INDEMNITIES

By-Law 263-15 provides for the payment of annual indemnities to members of the Board of Trustees.

In accordance with By-Law 240-13 and subsequent amendments trustees of the division are paid an annual indemnity which is adjusted according to the rate of increase in the Consumer Price Index for the Winnipeg Region for the 12-month period ending in the month of December immediately proceeding January 1st in any year.

(2019 Rates)

Chair of the Board	\$23,000.00
Vice Chair of the Board	\$20,000.00
Standing Committee Chairs (Personnel, Education, Finance/Facilities)	\$19,000.00
All Other Trustees.....	\$18,000.00

ADOPTED	REVIEWED	REVISED	PAGE
21-Aug-84	18-Oct-18	TBD	1 of 1
Motion	As per By-Law (CPI)	TBD	

DRAFT
Division Budget Timeline
2019/2020

	January Provincial Announcement 2019/2020 Budget Timeline	February Provincial Announcement 2019/2020 Budget Timeline
Division Budget Committee Meeting	Sept. 25	Sept. 25
Budget Package Forwarded to Schools	Oct. 31	Oct. 31
Strategic Planning Session	Nov. 3	Nov. 3
Financial Update and Trustee Additional Funding Requests		
Parent Trustee Forum	Nov. 17	Nov. 17
Submission of School Budgets to Board Office	Dec. 7	Dec. 7
Education Committee – Preliminary Discussion	Dec. 17	Dec. 17
Submission of Maintenance Budgets to Board Office	Dec. 21	Dec. 21
Collection of Central Capital D Requirements and Compilation of 5-year Capital D	Dec. 21	Dec. 21
Development of Salary, Benefits, and Central Office Budgets	Jan. 11	Jan. 11
Submission of 5-year Capital Projects, Vehicle, and Equipment Schedules	Jan. 11	Jan. 11
Submission of Capital, Central, Lease	Jan. 11	Jan. 11
Committee of the Whole Pre-Budget Meeting re Educational Programming (Wed. 5:30 pm)	Jan. 16	Jan. 16
Input of Budgets Finalized	Jan. 25	Jan. 25
Provincial Funding Announcement	Jan. 31	Feb. 7
Provincial Revenue Input into Budget	Jan. 31	Feb. 7
Provincial Funding Memo Forwarded to Trustees	Feb. 1	Feb. 8
Trustee Budget Working Papers	Feb. 8	Feb. 13
Finance/Facilities Meeting (Wed. 5:30 pm)	Feb. 13	Feb. 20
- Review Announcement		
- 5-year Projections		
- Draft Budget Scenarios		
Finance/Facilities Meeting	Feb. 20	Feb. 25
- 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. 22	Feb. 27
Division Meeting with Parent Council Reps/Public	Feb. 28	Feb. 28
Revised Budget Reviewed by Finance/Facilities (Tues. 5:30 pm)	Mar. 5	Mar. 5
Board Recommends Approval of Budget at Board Meeting	Mar. 12	Mar. 12
City of Winnipeg and RM of Headingley Advised of Tax Requirements	Mar. 15	Mar. 15
Provincial Schedules and Final Budget Submitted to PSFB	Mar. 29	Mar. 29