



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

January 23, 2018

7:30 p.m.

Meeting No. 02-18

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

ADOPTION OF MINUTES

Board Meeting of January 9, 2018

REPORT ON EDUCATION

Inclusive practice at École Assiniboine – A Family's perspective

HEARING OF DELEGATIONS

There is no delegations.

COMMITTEE REPORTS

Personnel Committee

Finance/Facilities Committee

Governance 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. H. Demetriooff, Director, Education & Communications re 2018 Convention registration memo
 - b. H. Demetriooff, Director, Education & Communications re 2018 Convention full program
 - c. H. Demetriooff, Director, Education & Communications re Registration Forms
 - d. National Policy Conference on Holocaust Education – Jan. 27-28, 2018
Toronto
 - e. E-Bulletin – January 10, 2018
 - f. Notice from Manitoba Education and Training re MERN funding
 - g. Webinar – Leading the Strategic Planning Process – Jan. 30, 2018
 - h. Machine Shop Safety Guidelines
 - i. Tadd Youth Conference – May 10-13, 2018
 - j. GSA Conference – April 10, 2018

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading – Debenture By-Law 283-17

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 PERSONNEL COMMITTEE 01-18**

January 23, 2018

Meeting Held: Tuesday, January 16, 2018, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair
Jennifer Lawson, Trustee
John Mulligan, Trustee (Arrived at 5:10 p.m.)
Cheryl Smukowich, Trustee

Craig McGregor, Board Chair
Ed Hume, Trustee

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 5:03 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. CPI Update

Administration provided the Committee with the CPI Update as referred from the Board meeting held November 28, 2017.

The Personnel Committee recommends:

That the CPI Update as referred from the Board meeting held November 28, 2017 be received as information.

4. MSBA Memo re: session with Minister of Education and Training

The Committee discussed the request from MSBA to submit a question for the Minister during the annual meeting between the Minister of Education and Training and all board chairs.

The Personnel Committee recommends:

That the Board consider submitting the following question to MSBA by March 1, 2018:

“How will local school boards be involved in the consultative process with the Department of Education review?”

5. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to January 12, 2018.

The Personnel Committee recommends:

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

The meeting adjourned at 5:55 p.m.

Next Committee Meeting: Tuesday, February 20, 2018, 5:00 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. 01-18

Meeting Held: Tuesday, January 16, 2018, Aidan Conklin Building, 5:35 p.m.

Present: Craig Johnson, Chair
Bruce Chegus, Trustee
John Mulligan, Trustee (5:55 p.m., Item 9)
Peter Woods, Trustee

Craig McGregor, Board Chair (5:55 p.m., Item 9)

Present: Brett Lough, Chief Superintendent (5:55 p.m., Item 9)
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Mike Wake, Assistant Superintendent, Education (6-12) and Administration
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer
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 Inc. Leasehold Improvement Request - Window Replacement

The Committee reviewed a request from Discovery Children's Centre to install a new window in room #8 of their leased space at the Britannia building.

The Finance/Facilities Committee recommends:

That the request from Discovery Children's Centre to install a new window in room #8 at the Britannia building be approved.

And further;

That the final project be subject to the inspection and satisfaction of the Manager, Facilities & Maintenance.

And further;

That there is no cost to the School Division.

**4. Request for Financial Support
- Winnipeg Music Festival**

The Committee reviewed a request for financial assistance from the Winnipeg Music Festival.

The Finance/Facilities Committee recommends:

That a grant in the amount of \$1,500 be awarded to the Winnipeg Music Festival in support of the costs of the 2018 event.

5. Building Capacity Report

The Committee reviewed the results of the biannual Building Capacity Report – December 2017. This report provides the Board and Administration with building information that reflects the various renovations that take place at each school site as a result of changes in programming and lease agreements.

The Division student capacity increased from 13,729 in 2015 to 13,841 in 2017. The change from the 2015 report stems from changes to the K-3 class size cap requirement and from additional rooms being opened at Hedges Middle School.

The School Division utilizes 84% of the total available space. Approximately 12% is leased space and 4.4% is storage space. Based on Provincial guidelines, our schools are at approximately 61% capacity.

The Finance/Facilities Committee recommends:

That the December 2017 Building Capacity Report be received as information.

**6. Renaming of Facilities
(École Ness, Golden Gate Middle School)**

The Committee reviewed requests from the Principals at Ness Middle School and École Golden Gate Middle Schools to change the names of the Schools to École Ness and Golden Gate Middle School, respectively, in order to recognize the programming changes resulting from the Middle Years Reorganization.

The Finance/Facilities Committee recommends:

That the request to rename Ness Middle School to École Ness be approved.

And further;

That the request to rename École Golden Gate Middle School to Golden Gate Middle School be approved.

**7. Financial Statement
- November 2017**

The Committee reviewed the Financial Statement for the period ended November 30, 2017.

The Finance/Facilities Committee recommends:

That the Financial Statement for the period ending November 30, 2017 be received as information.

8. City of Winnipeg – Portioned Assessment

- a) **As at December 14, 2017**
- b) **As at January 1, 2018**
- c) **Portioned Assessments Under Appeal as at January 1, 2018**
- d) **Residential Units – January 1, 2018**

The Committee reviewed the City of Winnipeg Portioned Assessments as at December 14, 2017 and January 1, 2018, portioned assessments under appeal, and Residential Unit Statistics.

The Finance/Facilities Committee recommends:

That the City of Winnipeg Portioned Assessments as at December 14, 2017 and January 1, 2018 portioned assessments under appeal, and Residential Unit Statistics be received as information.

9. Internal Audit Summary – 2016/2017

The Committee reviewed a summary of the 2016/2017 School Internal Audit Results and Recommendations. Schools are presented with the recommendations resulting from audits and support is provided for correcting deficiencies.

The Finance/Facilities Committee recommends:

That the 2016/2017 Internal School Audit Summary and Recommendations be received as information.

10. Energy Consumption Report – 2016/2017

The Committee reviewed a comprehensive Energy Consumption Report for the fiscal year 2016/2017.

The Finance/Facilities Committee recommends:

That the 2016/2017 Energy Consumption Report be received as information.

11. Capital Betterment

- a) Proposed Phoenix School Bus Loop Site Plan**
- b) Preliminary Cost Estimate – December 28, 2017**

The Committee reviewed a concept drawing and estimate for a parking lot reconfiguration and expansion at Phoenix School that would address a request from the school for tarmac play space as well as safety concerns related to the bus loop, which is currently not separate from the parking lot.

The Finance/Facilities Committee recommends:

That the parking lot reconfiguration and expansion at Phoenix School, with an estimated cost of \$169,055, be approved.

And further;

That the project be funded through the Undesignated Capital Reserve (\$155,094) and the remaining cost to be funded from the Operating Reserve.

And further;

That correspondence be forwarded to PSFB requesting permission for approval to spend the Undesignated Capital Reserve on the Phoenix School bus loop and parking lot.

12. St. James Bus Loop Update

The Committee was advised that the Maintenance Department is experiencing delays in receiving feedback from the City of Winnipeg regarding a permit for the St. James Bus Loop project.

The Finance/Facilities Committee recommends:

That the discussion on the St. James Bus Loop be received as information.

And further;

That correspondence over the signature of the Chair of the Board be forwarded Scott Gillingham, City Councillor for St. James-Brooklands-Weston, requesting assistance in addressing the delays.

13. Bruce Wood Shop Renovation Update

The Committee was advised that the Bruce Wood Shop renovation project, which was previously approved in principle, was revised in order to address a request from the school to have an existing theatre, with tiered seating, renovated to a multi-purpose room.

The Administration advised that alternate pricing for the previously approved projects, as well as the new multi-purpose room would be requested during the tender process, for the review of the Finance/Facilities Committee.

The Finance/Facilities Committee recommends:

That the renovation of the theatre to a multi-purpose room at Bruce Middle School be approved in principle.

**14. Memo – Revised Process for 2018
- “Bear-pit Session” with Minister of Education and Training**

The Committee discussed the requirement for advance submission of questions to MSBA for the “Bear-pit Session” with the Minister of Education and Training.

The Finance/Facilities Committee recommends:

That the discussion on the Bear-pit Session” with the Minister of Education and Training be received as information.

15. Purchased Bus Seat Fees

The Committee reviewed the purchased bus seat rates for School Divisions in metro Winnipeg and noted that the current fee of \$44 for St. James-Assiniboia was among the lowest of the rates, with the average rate being \$52.

The Finance/Facilities Committee recommends:

That the purchased bus seat rate for the 2018/2019 school year be increased to \$52 per month for the first child in a family and \$26 for all additional riders.

16. Brainstorming

No brainstorming items were discussed.

Adjournment: 6:35 p.m.

Next Meeting: Finance/Facilities Meeting
Tuesday, February 6, 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

REPORT OF THE GOVERNANCE COMMITTEE No. 01-18

Meeting Held: Wednesday, January 18, 2018, Aidan Conklin Building, 5:00 p.m.

Present: Bruce Chegus, Chair
Ed Hume, Trustee
Peter Woods, Trustee

Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Nora Wood, Accounting Manager

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

Agenda approved as submitted.

3. Trustee Professional Development

Policies: BIBA, BIBA-E, BIB

The Committee reviewed current policies regarding Trustee professional development requirements and discussed both the individual and collective importance and merits of ongoing learning. The possibility for further PD reporting requirements were discussed. It was noted that the merits of many locally offered PD events can be of high value and should not be overlooked. For reference, Administration will begin the practice of including a copy of policy BIBA along with the list of Trustee conferences and events distributed annually in August.

The Governance Committee recommends:

That revisions to Policy BIBA – School Board Conferences, Conventions and Workshops, be approved.

4. Email Correspondence: By-Law 280-17 Re: Section #15 Public Participation at Meeting #10

The Committee discussed requirements for proper etiquette, expectations and protocols regarding Division and Trustee responses to e-mail correspondence. Administration duly acknowledged concerns and comments raised by Trustees. It was noted that without the inclusion of the street address in the e-mail, residency of the correspondent can be difficult to determine. Ascertaining the identity and ensuring privacy of the correspondent can also be challenging in e-mail correspondence and should be considered when contemplating a response. No changes to the By-law are required at this time.

5. Next Meeting

At the call of the chair

6. Adjournment

6:10 PM

Report submitted by Bruce Chegus, Chair, Governance Committee
Minutes recorded by Nora Wood, Accounting Manager