

PEMBINA TRAILS SCHOOL DIVISION

Regular Meeting of the Board - February 11, 2016

Meeting Type : Board Meeting

Date : Thursday, February 11, 2016

Start time : 8:00 PM

Location : Administration Office, 181 Henlow Bay, Winnipeg, Manitoba

Minutes

Attendance

PRESENT:

Trustees:

T. Johnson (Chair), J. Fisher, L. Goodridge, K. McMillan, G. Melnyk, D. Johnson.

Administration:

T. Fransen - Superintendent of Education,
I. Riffel - Assistant Superintendent, Program,
J. Karras - Assistant Superintendent, Divisional Support Services,
C. Stahlke - Secretary-Treasurer.

Regrets: S. Billingham, J. Glenat, D. Zuk, S. Schmidt, E. Egan

CALL TO ORDER

Meeting called to order at 8:00 p.m.

AGENDA APPROVAL

Resolution #BD20160211.1001

Moved By: Kathleen McMillan Second By: Julie Fisher
THAT the agenda be approved as amended.

Carried

Minutes Approval

Correction:

Administrative Reports, Welcome to Kindergarten - add sentence: "It was noted that the information for Pembina Trails Voices would be included in next year's Welcome to Kindergarten package."

Resolution #BD20160211.1002

Moved By: David Johnson Second By: Kathleen McMillan
THAT the minutes of the Regular Meeting of the Board held on January 28, 2016, be approved as corrected.

Carried

Standing Committee Reports, Special Committee Reports and Other Reports

(STANDING COMMITTEE
REPORTS, SPECIAL

G. Melnyk asked that the minutes from the Buildings, Property and Transportation Committee Meeting be pulled for review.

Resolution #BD20160211.1003

Moved By: Julie Fisher Second By: Kathleen McMillan
THAT the Standing Committee Reports, Special Committee Report and Other Reports be received as information and,
THAT the Teacher Contracts (Permanent and Term) as listed in the

Teacher Contracts Report dated February 11, 2016, be ratified and,
THAT the Teacher Contract Alterations as listed in the Contract Alterations
Report dated February 11, 2016, be approved and,
THAT the Substitute Teacher Contracts as listed in the 2015-16 Substitute
Teacher Contracts Report dated February 11, 2016, be ratified and,
THAT the Board accept, with regret, the Resignations as listed in the
Resignations Report dated February 11, 2016.

Carried

**Mental Health
Curriculum**

(EDUCATIONAL
PRESENTATIONS)
(Issue #20160128014)

G. Brewster, Consultant, Physical Education and Health, made a presentation to the Board with respect to the Mental Health Curriculum. He noted that the need for a Mental Health Curriculum was due to the frequency of mental health issues in the schools. He said that the outcomes provided in the Physical Education Curriculum have been adjusted to address the mental health issues. He explained that a document was developed and lesson plans prepared for all grade levels. He said that there are eight Pembina Trails schools currently piloting the Mental Health Curriculum. He said that he will receive feedback as to the results of the pilot next summer, and he will amend the document accordingly for full implementation in September 2016.

In answering a question G. Brewster said that the Mental Health Curriculum is classroom based and it is not the Physical Education teacher who is normally charged with carrying out this curriculum but rather the classroom teacher or guidance counsellor could be responsible. He said that True North sponsors a Project 11 which is also being used in the Division and will be considered as to its suitability for use in the Division on an ongoing basis.

The Chair thanked G. Brewster for his presentation and the team for the work. The Assistant Superintendent, Program, said that this curriculum is unique to Pembina Trails and other school divisions may well be seeking to access this resource.

**Division Share of
Capital and Start
Up Costs for
Ecole South
Pointe School
and Funding
Plan**

(BUSINESS FROM
PREVIOUS FINANCE
COMMITTEE OF THE
WHOLE)
(Issue #20160201001)

Resolution #BD20160211.1004

Moved By: Laureen Goodridge Second By: Kathleen McMillan

THAT the Board approve the Secretary-Treasurer to apply to the Schools Finance Branch to increase the maximum allowable for the Capital Reserve for South Pointe School to \$7,965,000.

Carried

**By-Law No. 105 -
Promissary Note
LTPS0009**

(BY-LAWS AND/OR
POLICIES)

Resolution #BD20160211.1005

Moved By: Laureen Goodridge Second By: Kathleen McMillan

WHEREAS it is deemed necessary and expedient to raise by loan the sum of 1,825,000 dollars on the credit of the said School Division for the

purpose of payment for: AA Leach Modular Classrooms, Beaumont East Wing Wall, Dieppe Elevator and Roofing, Fort Richmond Multipurpose and Phys. Ed Addition, Laidlaw Steam Heating and Ventilation, South Pointe New Construction, St. Avila Roof Replacement, Vincent Massey Elevator and Roof Replacement as authorized on Schedule "B" attached.

THEREFORE, BE IT RESOLVED THAT By-Law No. 105, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of 1,825,000 dollars and of issuing a Debenture and/or Promissary Note (hereinafter called the Security) therefor be given first reading.

Carried

**Manitoba School
Boards
Association -
Voting Ballots**

(CORRESPONDENCE
FOR DISCUSSION)

(Issue #20160128016)

The Trustees discussed which Trustees would be responsible for the ballots at the 2016 Manitoba School Boards Association convention.

Resolution #BD20160211.1006

Moved By: Julie Fisher Second By: Gerry Melnyk

THAT Trustees D. Zuk and J. Fisher be authorized to receive the designated Pembina Trails School Division voting ballots at the Manitoba School Boards Association 2016 Convention.

Carried

**Correspondence
re, Ecole South
Pointe School
Childcare**

(CORRESPONDENCE
FOR DISCUSSION)

(Issue #20160203002)

The Superintendent reviewed the two letters received from G. Juliano, a parent residing in the South Pointe catchment. He said that the author is asking the Division to advocate with the Government on behalf of the families who need day care in the South Pointe School. He noted that the author acknowledges that the Division is not responsible for day care.

The Superintendent said that there will be a meeting held on March 1, 2016, with the day care operators.

Resolution #BD20160211.1007

Moved By: Julie Fisher Second By: Kathleen McMillan

THAT the correspondence from G. Juliano, dated February 2, 2016, be received as information.

Carried

**Letter from the
Manitoba School
Boards
Association re,
Leaders Debate
Questions**

(CORRESPONDENCE
FOR DISCUSSION)

(Issue #20160203015)

The Superintendent informed the Board that MSBA is holding a political party leaders debate and is asking that school boards provide a question to be posed to the leaders. D. Johnson suggested that school closure, Funding of Schools Program and funding of new construction could be areas where questions could be developed. The Superintendent said that the draft questions will be brought back to the Board Meeting of February 25.

**Buildings,
Property and
Transportation
Committee**

G. Melnyk said that he wanted it clear that the Board had not consented to the Public Address System renewal project not being extended into the daycare centres. He said that his concerns in the report attached to the minutes of the Buildings, Property and Transportation Committee Meeting

**Meeting Minutes
- February 1,
2016**

(Issue #20160211013)

held on February 1, 2016, were not yet addressed and asked that the minutes be corrected to reflect that matter. He asked that this be referred to Committee Meeting of the Whole.

Resolution #BD20160211.1008

Moved By: Gerry Melnyk Second By: Kathleen McMillan

THAT the Buildings, Property and Transportation Committee minutes and report on the Public Address System renewal project be referred to Committee Meeting of the Whole.

Carried

Resolution #BD20160211.1009

Moved By: David Johnson Second By: Julie Fisher

THAT the Buildings, Property and Transportation Committee Meeting minutes from February 1, 2016, be received as information.

Carried

**Draft 2016-17
Budget**

(FINANCE AND
PLANNING COMMITTEE)
(Issue #20160122009)

The Chair of the Finance and Planning Committee provided the following comments with respect to the 2016-17 Budget as follows:

The 2016/17 Draft Budget Summary information disclosed this evening includes information with respect to Expenditures, Explanation of Expenditure Increases, Revenue and Impact on Property Taxes. The Draft Budget is not the Final Budget. Over the next few weeks the Board of Trustees will be studying the Draft Budget in depth and making decisions regarding any changes to it. Trustees will be weighing the Division's need for increased resources in order to provide the necessary programs and services against the burden that increased taxation imposes on the local taxpayers. The Board will focus on directing resources to achieve the Expectations for Student Learning in the areas of graduation, numeracy, literacy and engagement as well as to a variety of capital projects including École South Pointe School. The Board will determine that appropriate balance between the needs of the Division and the impact on the taxpayer before a Final Budget is set.

The increase in Combined Operating and Capital Expenditures of \$4,799,719 or 3.0% in the Draft Budget addresses many increased resource needs. The increase in Total School Taxes on the typical home with a Market Value of \$398,444 would be \$100 or 4.8%. Set out below are some of the major areas of Expenditure change in the Draft Budget:

- Increased Teaching Staff to address the projected growth of 344 students next year, progression towards achieving the required cap of 20 students per class in grades Kindergarten to 3, Indigenous Student Success and Middle Years/Senior Years Consultant;
- Increased Teaching and Support Staff and related costs for the new École South Pointe School;
- Increased Teaching and Support Staff and related costs for the Alternate High School programming initiative;
- Increased Information Technology Staff and expenditures to meet the growing needs in the Division;

- Increased Educational Assistant Staff due to enrolment growth;
- Increased Transportation Staff and expenses due to increased bus routes;
- Changes in staff estimates (staff mix, rate estimates, increments, leave implications and employee benefit costs);
- Increased Facilities and Operations expenses related to various improvement initiatives with a continued emphasis on fire safety enhancement;
- The one-time expenditures for major facilities projects included in the 2015/16 Budget is not renewed for the 2016/17 Budget.

The largest source of financial support apart from Property Tax comes from the Provincial Funding of Schools Program which is projected to provide no increase for 2016/17. Total Revenue increases from all sources (including the Province of Manitoba) except Property Tax is \$38,670 or 0.1%. Consequently, nearly all increases in Expenditures will need to be funded by increased Property Tax.

The Board is inviting feedback on the 2016/17 Draft Budget. Feedback may be made by letter directed to the Board of Trustees, by e-mail at budget@pembinatrails.ca or by appearing as a Delegation, in person, at the Regular Board meeting to be held on Thursday, February 25, 2016. Parties interested in appearing as a Delegation are required to e-mail their notice to appear and written presentation to Emily Vickers at evickers@pembinatrails.ca by THURSDAY, FEBRUARY 18, 2016.

Resolution #BD20160211.1010

Moved By: Laureen Goodridge Second By: Kathleen McMillan

THAT the Draft 2016-17 Budget be approved for public disclosure.

Carried

Policy KFB and Regulation KFB-R Community Use of Schools

(HUMAN RESOURCES AND POLICY COMMITTEE)
(Issue #20160202014)

The Assistant Superintendent, Divisional Support Services, reported that Policy KFB directs Division staff when Divisional facilities are being made available to the public. He said that the Policy has been in place for some time. He said that this Policy requires a significant effort on the part of Facilities and Operations. He said that feedback received after first reading is incorporated into the amendments.

Resolution #BD20160211.1011

Moved By: Gerry Melnyk Second By: David Johnson

THAT Policy KFB and Regulation KFB-R Community Use of Schools be given second and third reading and passed.

Carried

Policy JKD - Suspension of Students

(HUMAN RESOURCES AND POLICY COMMITTEE)
(Issue #20160203010)

The Superintendent said that changes were made to update the language of the Policy as well as to correct an error.

Resolution #BD20160211.1012

Moved By: Gerry Melnyk Second By: David Johnson

THAT Policy JKD - Suspension of Students, as revised, be given second and third reading and passed.

Carried

**Addendum to
Applicable
Senior
Administration
Personal
Contracts**

(ADMINISTRATIVE
REPORTS)
(Issue #20160129001)

Resolution #BD20160211.1013

Moved By: Gerry Melnyk Second By: David Johnson

THAT the Addendum to applicable Senior Administration Contracts dated February 11, 2016, be approved.

Carried

**School
Administration
Appointment -
Whyte Ridge
School**

(ADMINISTRATIVE
REPORTS)
(Issue #20160203011)

Resolution #BD20160211.1014

Moved By: Gerry Melnyk Second By: David Johnson

THAT the Board of Trustees approve the appointment of Valerie Wood as Principal of Whyte Ridge School effective September 2016.

Carried

**School
Administration
Appointment -
Shaftesbury High
School**

(ADMINISTRATIVE
REPORTS)
(Issue #20160203012)

Resolution #BD20160211.1015

Moved By: Gerry Melnyk Second By: David Johnson

THAT the Board of Trustees approve the appointment of Catherine Birch as Principal of Shaftesbury High School effective the 2016/17 School Year.

Carried

**School
Administration
Appointment -
Royal School**

(ADMINISTRATIVE
REPORTS)
(Issue #20160208001)

Resolution #BD20160211.1016

Moved By: Gerry Melnyk Second By: David Johnson

THAT the Board of Trustees approve the appointment of Lorraine de Monye as Principal of Royal School effective the 2016/17 school year.

Carried

**Capital Projects
Update**

(ADMINISTRATIVE
REPORTS)
(Issue #20160211012)

The Assistant Superintendent, Divisional Support Services, presented a slide show with respect to the Capital upgrading projects at the following schools:

- Ecole South Pointe School;
- Beaumont Schhol;
- Ecole Dieppe;
- Shaftesbury High School;
- Vincent Massey Collegiate;
- Arthur A. Leach;
- Fort Richmond Collegiate.

He explained that all of the projects are funded by the Public Schools Finance Board (PSFB) although the Shaftesbury High School office relocation is partially funded out of school funds. He said that other funded projects are primarily funded by the PSFB and that the Division funds various percentages of the cost.

Resolution #BD20160211.1017

Moved By: David Johnson Second By: Julie Fisher

THAT the Capital Projects report from the Assistant Superintendent, Divisional Support Services, be received as information.

Carried

**Correspondence
for Information
Distribution List -
February 11,
2016**

(CORRESPONDENCE
FOR INFORMATION
DISTRIBUTION LIST)

(Issue #20160122007)

Resolution #BD20160211.1018

Moved By: Gerry Melnyk Second By: David Johnson

THAT the Correspondence for Information Distribution List dated February 5, 2016, be received as information.

Carried

**Questions from
Members of the
Public**

(QUESTIONS FROM
MEMBERS OF THE
PUBLIC IN ATTENDANCE)

(Issue #20160209013)

A member of the public thanked the Board for the office space in a school used by the Educational Assistants Pembina Trails.

A member of the public asked about International Student Program funds being used for school projects. The Assistant Superintendent, Divisional Support Services, said that the decision to fund projects out of school funds is a local school decision.

**REQUIREMENT
FOR A
COMMITTEE
MEETING OF
THE WHOLE**

Resolution #BD20160211.1019

Moved By: Gerry Melnyk Second By: Julie Fisher

THAT the Board move into Committee of the Whole.

Carried

ADJOURNMENT

Meeting adjourned at 9:20 p.m.

Chair of the Board

Secretary-Treasurer