

PEMBINA TRAILS SCHOOL DIVISION

Regular Meeting Of The Board January 9, 2014

Meeting Type : Board Meeting

Date : Thursday, January 09, 2014

Start time : 8:00 PM

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

MINUTES

ATTENDANCE

PRESENT:

Trustees:

T. Johnson (Vice-Chair), S. Clayton, J. Field, J. Fisher, L. Goodridge, G. Melnyk, G. Watson, D. Zuk

Administration:

T. Fransen - Superintendent of Education,
E. Egan - Assistant Superintendent, Human Resources & Policy,
J. Karras - Assistant Superintendent, Divisional Support Services,
S. Schmidt - Assistant Superintendent, Student Services,
P. Antoniak - Associate Secretary-Treasurer,
C. Stahlke - Secretary-Treasurer.

Regrets: D. Johnson, G. Bruce.

CALL TO ORDER

Meeting called to order at 8:05 p.m.

AGENDA APPROVAL

Resolution #BD20140109.1001

Moved By: Gerry Melnyk Second By: Sue Clayton

THAT the agenda be approved as amended

CARRIED

MINUTES APPROVAL (MINUTES APPROVAL)

Resolution #BD20140109.1002

Moved By: Gail Watson Second By: Laureen Goodridge

THAT the minutes of the Regular Meeting of the Board held on December 12, 2013, be approved as corrected.

CARRIED

Correction: Page One, Standing Committee Reports, Special Committee Reports - the resolution was corrected to reflect that T. Johnson made the motion to approve the reports.

STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS (STANDING COMMITTEE)

J. Field requested that the Pembina Trails School Division Education Fund minutes, and Bereavement Reports be referred for further discussion.

G. Watson requested that the Education Committee and Finance and Planning Committee minutes be referred for further discussion.

Resolution #BD20140109.1003

Moved By: Dianne Zuk Second By: Julie Fisher

THAT the Standing Committee Reports and Other Reports be received as information and,

THAT teacher contracts (Term) as listed in the Teacher Contracts Report dated January 9, 2014, be ratified and,

THAT teacher contract alterations as listed in the Contract Alterations Report dated January 9, 2014, be approved and,

THAT substitute teacher contracts as listed in the 2013-14 Substitute Teacher Contracts Report dated January 9, 2014, be ratified and,

THAT the Board accept, with regret, the resignations as listed in the Resignations Report dated January 9, 2014 and,

THAT the Disbursements List for the period November 1 to November 30, 2013, in the amount of \$5,013,938.93 be approved.

CARRIED

**CUPE 4588 STEP III
GRIEVANCE**

#09-10-13

(BUSINESS FROM PREVIOUS
COMMITTEE MEETING OF THE
WHOLE)

(Issue #20140113002)

Resolution #BD20140109.1004

Moved By: Dianne Zuk Second By: Gail Watson

THAT the Board reserve its decision with respect to CUPE Grievance #09-10-13, and that the matter be referred to the Labour Management Committee for further discussion with the Union and report back to the Board.

CARRIED

BY-LAW NO. 84

(BY-LAWS AND/OR POLICIES)
(Issue #20140102005)

Resolution #BD20140109.1005

Moved By: Gerry Melnyk Second By: Jacquie Field

WHEREAS, it is deemed necessary and expedient to raise by loan the sum of 1,493,800.00 dollars on the credit of the said school division for the purpose of: Viscount Alexander Roof, Dalhousie Roof, Bairdmore Phase 2 Envelope, Fort Richmond Science Classroom, Acadia Roof, Vincent Massey Science Classroom.

THEREFORE, BE IT RESOLVED THAT By-Law No. 84, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of 1,493,800.00 dollars and of issuing debentures therefor be given second and third reading and passed.

CARRIED

**MANITOBA SCHOOL
BOARDS
ASSOCIATION
EXECUTIVE
STRUCTURE**

The Secretary-Treasurer indicated that this correspondence was submitted from a Trustee from River East Transcona School Division who is making a case for a change in structure of the Manitoba School Boards Association Executive. The Manitoba School Boards Association is looking for feedback from all Boards.

(CORRESPONDENCE FOR
DISCUSSION)

(Issue #20131206003)

J. Fisher stated that this item will be brought forward at a Region 5 meeting. It was generally agreed that this correspondence be received as information at this time.

Resolution #BD20140109.1006

Moved By: Gerry Melnyk Second By: Jacquie Field

That the correspondence from the Manitoba School Boards Association Executive with respect to the Executive Structure be received as information.

CARRIED

**MANITOBA SCHOOL
BOARDS
ASSOCIATION
REGION 5 AND 6
MEETING**

(CORRESPONDENCE FOR
DISCUSSION)

(Issue #20140114002)

Resolution #BD20140109.1007

Moved By: Julie Fisher Second By: Jacquie Field

That the Manitoba School Boards Association Region 5 and 6 Agenda and Booklet be received as information.

CARRIED

**PRACTICAL ARTS
BELIEF STMT**

(EDUCATION COMMITTEE)

(Issue #20140109002)

Resolution #BD20140109.1008

Moved By: Gail Watson Second By: Gerry Melnyk

THAT the minutes from the Education Committee meeting held on December 16, 2013, be received as corrected.

CARRIED

Correction: Page 1, Attendance corrected to reflect J. Field's regrets at the meeting.

In response to a question from a Trustee, the Assistant Superintendent, Student Services, said that we have become more effective at applying for Level II and III funding. Students in the ABA program automatically receive Level III funding.

Resolution #BD20140109.1009

Moved By: Gail Watson Second By: Gerry Melnyk

THAT the Practical Arts Belief Statement and committee composition be referred back to the Education Committee for study and recommendation.

CARRIED

FINANCE MINUTES

(FINANCE AND PLANNING
COMMITTEE)

(Issue #20140109003)

G. Watson commented on the Budget Consultation process. She suggested that we could solicit the community for responses in the school newsletters. She also questioned the format of the questions being preferred. She made suggestions concerning rephrasing the questions.

Resolution #BD20140109.1010

Moved By: Gerry Melnyk Second By: Jacquie Field

THAT the minutes from the Finance and Planning Committee meeting held on December 16, 2013, be received as information.

**PUBLIC BUDGET
CONSULTATION**

(FINANCE AND PLANNING
COMMITTEE)

(Issue #20131218001)

The Secretary-Treasurer reported that the Finance and Planning Committee held a discussion with the consultant after which the Committee developed the focus group questions. He circulated a follow-up report based on a subsequent conversation with the consultant. The consultant felt that the questions were not focus group questions and suggested that we conduct an electronic survey for the community generally. He further suggested that these questions be broken down into more defined components, e.g. having the community rank Practical Arts programs in terms of priority, etc.. The same could be done with early childhood learning or any other area. He said that the focus groups would not be required and the survey results would be used for discussion at the broader community consultation in May.

The cost estimate for assisting us in this consultation was provided by email and Senior Administration was generally supportive of the approach suggested by the consultant. The Secretary-Treasurer stated that it is up to the Board as to how to proceed. If the Board was supportive of the survey approach, then Senior Administration would work with the consultant to develop an appropriate survey.

In response to a question from a Trustee, the Secretary-Treasurer said that with Focus Groups one would have members of the public physically present, whereas the online surveys do not provide for face to face meetings. he said he is not sure which would provide more valid results.

D. Zuk said that she can see a survey working with a larger group. She agrees with the consultant about the type of questions and thinks that they need to be very concrete. She referenced the Division's Three Expectations and 21st century learning.

J. Field said that after the National School Boards Association conference the Board had talked about other divisions using surveys to make challenging budget decisions. These divisions have continue to conduct these surveys and consistently refer people to their website to complete the survey to address Budget requirements. She said that should we pursue this method, it would have to be taken seriously and the process would need to be followed consistently.

G. Melnyk commented that the Fort Garry School Division used surveys prior to amalgamation. The Superintendent indicated that surveys were used even after amalgamation. G. Melnyk said that changing to this format might be successful but he feels that we would have to craft the questions carefully.

G. Watson said that if we go the survey route, she would like to build on

what foundation we already have (school based surveys). She said her only concern is the anonymity of surveys and the ages, etc. of the respondents is unknown.

Resolution #BD20140109.1011

Moved By: Jacquie Field Second By: Gerry Melnyk

THAT the Public Budget Consultation Process with respect to the 2015/16 Budget and beyond as set out in the report for the Secretary-Treasurer dated January 9, 2014, be referred back to the Finance and Planning Committee meeting, with a recommendation to be brought forward at the January 23, 2014, Board Meeting.

CARRIED

**POLICY JICM -
STUDENT THREAT
ASSESSMENT**

(HUMAN RESOURCES AND
POLICY COMMITTEE)
(Issue #20140102001)

Resolution #BD20140109.1012

Moved By: Dianne Zuk Second By: Gail Watson

THAT the proposed amendments, as presented and endorsed for Policy JICM - Student Threat Assessment, be given first reading.

CARRIED

The Assistant Superintendent, Human Resources and Policy, indicated that Policy JICM has been in place for some time and the changes clarify what to do with regards to FIPPA and PHIA.

**REGULATION JRA-R
PUPIL FILES**

(HUMAN RESOURCES AND
POLICY COMMITTEE)
(Issue #20140102002)

Resolution #BD20140109.1013

Moved By: Dianne Zuk Second By: Sue Clayton

THAT the proposed amendments, as presented and endorsed for Regulation JRA-R - Pupil Files, be given first reading.

CARRIED

The Assistant Superintendent, Divisional Support Services, indicated the Workplace Health and Safety requires that we have this policy and that it must be reviewed every 3 years. It has been reviewed and is compliant.

**POLICY GBG -
SAFETY AND
HEALTH**

(HUMAN RESOURCES AND
POLICY COMMITTEE)
(Issue #20140102003)

Resolution #BD20140109.1014

Moved By: Dianne Zuk Second By: Gail Watson

THAT Policy GBG - Safety and Health be presented to the Board and endorsed as having been formally reviewed.

CARRIED

The Assistant Superintendent, Divisional Support Services, referred to the report prepared for the Board. He said that the duties in the Job Description have been revised.

**HUMAN
RESOURCES
SUPPORT OFFICER
POSITION**

(HUMAN RESOURCES AND
POLICY COMMITTEE)
(Issue #20140102004)

Resolution #BD20140109.1015

Moved By: Dianne Zuk Second By: Sue Clayton

THAT the proposed amended job description for the Human Resources Support Officer position be approved, and an increase from 0.60 FTE to 1.0 FTE be included in the Draft Budget for 2014-15.

CARRIED

**MINUTES FROM
THE MEETING HELD
ON DECEMBER 12,
2013**

(PEMBINA TRAILS SCHOOL
DIVISION EDUCATIONAL
SUPPORT FUND INC.)
(Issue #20140109004)

Correction: Page 2, paragraph 1, line 4 corrected to read "J. Field will contact former Trustees N. Wheatley and K. Velthuys".

In response to questions from Trustees, J. Field said that the proposed equity fund would form part of the Pembina Trails School Division Charity. She said the Pembina Trails School Division Educational Support Fund (PTESF) would house the funds and the Committee members of the equity fund would establish the terms.

The Secretary-Treasurer said that it would not be a separate foundation, but rather a project within the PTESF.

In response to a question from the Trustees, the Secretary-Treasurer said that the funds within the proposed equity fund would be allocated to schools which have a lesser ability to raise funds. In response to a question from a Trustee, J. Field said that the vision could include schools raising funds on behalf of other schools.

Resolution #BD20140109.1016

Moved By: Jacquie Field Second By: Sue Clayton

That the minutes from the Pembina Trails School Division Educational Support Fund meeting held on December 12, 2013, be received as corrected.

CARRIED

BEREAVEMENT

(ADMINISTRATIVE REPORTS)
(Issue #20140109005)

In response to a question from a Trustee, the Secretary-Treasurer said that the donation amounts transferred to the Pembina Trails School Division Educational Support Fund are increased when a student, or an employee in service passes away. J. Field would like the amount donated to be reviewed.

Resolution #BD20140109.1017

Moved By: Jacquie Field Second By: Sue Clayton

THAT the Bereavement report dated January 9, 2014, be received as information.

CARRIED

**QUESTIONS FROM
MEMBERS OF THE
PUBLIC**

(QUESTIONS FROM MEMBERS
OF THE PUBLIC IN
ATTENDANCE)
(Issue #20140108003)

A member of the public expressed his appreciation that the Correspondence for Information is now posted with the Board Agenda on the Division's webpage.

In response to a question, the Secretary-Treasurer said that the Board minutes are only posted following Board approval.

In response to a question from a member of the public, the Superintendent said that no decisions have been made with reference to the Agenda for the meeting with the Minister of Education.

**CORRESPONDENCE
FOR INFORMATION**

(CORRESPONDENCE FOR
INFORMATION DISTRIBUTION
LIST)
(Issue #20131210006)

Resolution #BD20140109.1018

Moved By: Laureen Goodridge Second By: Julie Fisher

THAT the Correspondence for Information Distribution List dated January 3, 2014, be received as information.

CARRIED

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

Resolution #BD20140109.1019

Moved By: Gail Watson Second By: Sue Clayton

THAT the Board move into Committee of the Whole.

CARRIED

ADJOURNMENT

Meeting adjourned at 9:18 p.m.

Chair of the Board

Secretary-Treasurer