

PEMBINA TRAILS SCHOOL DIVISION

Regular Meeting Of The Board November 14, 2013

Meeting Type : Board Meeting

Date : Thursday, November 14, 2013

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:

L. Lussier - Superintendent of Education,
G. Bruce - Assistant Superintendent, Program, (arrived at 8:50 p.m.)
J. Karras - Assistant Superintendent, Divisional Support Services,
S. Schmidt - Assistant Superintendent, Student Services,
C. Stahlke - Secretary-Treasurer.

Regrets: D. Johnson, T. Fransen

CALL TO ORDER

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

AGENDA APPROVAL

Resolution #BD20131114.1001

Moved By: G. Melnyk Second By: G. Watson

THAT the agenda be approved as amended.

CARRIED

MINUTES APPROVAL

(MINUTES APPROVAL)
(Issue #20131021008)

Resolution #BD20131114.1002

Moved By: J. Field Second By: G. Watson

THAT the Minutes of the Regular Meeting of the Board held
on October 24, 2013, be approved as circulated.

CARRIED

STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS

(STANDING COMMITTEE
REPORTS, SPECIAL
COMMITTEE REPORTS AND
OTHER REPORTS)
(Issue #20131021009)

Resolution #BD20131114.1003

Moved By: J. Field Second By: J. Fisher

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

THAT teacher contracts (Term) as listed in the Teacher
Contracts Report dated November 14, 2013, be ratified,
and,

THAT teacher contract alterations as listed in the Contract
Alterations Report dated November 14, 2013, be approved,
and,

THAT substitute teacher contracts as listed in the 2013-14 Substitute Teacher Contracts Report dated November 14, 2013, be ratified.

CARRIED

**GRANT THORNTON
LLP AUDITORS
2012-13 FINANCIAL
STATEMENTS
(DELEGATIONS)
(Issue #20131021010)**

P. Prenovault, the Division's Auditor from Grant Thornton LLP, appeared.

P. Prenovault reviewed the Auditors Certificate and stated that the opinion is a clear, non-qualified opinion. He said the EIS File Verification Report is a clean, non qualified opinion. He reviewed the Financial Statements. He said that there was a clear opinion on the school enrolment audit. No problems with the enrolment recording.

P. Prenovault reviewed the following reports:

a) Consolidated Statement of Financial Position. He identified and explained specific elements.

b) Analysis of Consolidated Accumulated Surplus

c) Note 10 of the Notes to the Financial Statements. He pointed out that the surpluses of related entities are co-mingled with the Division's surplus. The undesignated operating Accumulated Surplus amount is \$3,972,254 less Non-Vested Sick leaves an Accumulated Surplus of \$3,191,243 which is available to the Board, which is relatively modest.

d) Consolidated Statement of Revenue Expenses and Accumulated Surplus. He pointed out that the Consolidated deficit for the year is \$440,172 which is a combination of the various funds current year deficits and surpluses.

e) Operating fund Schedule of Revenue, Expenses and Accumulated Surplus. The Operating Surplus for the year after Transfers to the Capital Fund was \$312,631. He reviewed the changes from the prior years results to the current year's results. He said that there were strong controls exerted on expenditures including on salaries and benefits. From an Operating Fund perspective the Division budgeted to break even but generated a small surplus for the year. There was significant capital activity this year which is expected to continue for a number of years. 82.6% of total expenditures relate to salaries and benefits. (In the prior year, this amount was 83.1%). Capital Expenditures totaled \$7.2 million in 2012/13 relating primarily to buildings but including buses, etc. He said that assets under construction are assets not currently in use. There are a number of projects including gymnasium additions, classroom additions, etc included in assets under construction.

He reviewed the Report to the Board of Trustees relating to the results of the Audit. He said that no mis-statements were found and there was only one past adjusting entry which was non material and did not require a change to statements. He said that although Public Sector Accounting Board requires budget numbers on all

consolidated summaries this is not required by the Schools Finance Board so they are not included.

P. Prenovault said that he found no material deficiencies or areas where recommendations were needed to be made.

Resolution #BD20131114.1004

Moved By: G. Melnyk Second By: J. Field

THAT the Division approve the statements and reports and receive the same for information.

CARRIED

**SPANISH
IMMERSION
BILINGUAL
PROGRAM**

(DELEGATIONS)

(Issue #20131029006)

E. Lehmann, K. Heppner, and G. Bento-Teves appeared.

They said that their group started in December 2012, and were interested in promoting a Spanish Language bilingual program in school divisions in greater Winnipeg. She said that they established a Spanish playgroup to help students expand the language skills of children. They see value in learning other languages, in this case Spanish, and outlined the benefits which would be derived. They have a broad network of supporters in Winnipeg.

They said that they developed a database of interested parents. They said that most parents would be willing to transport their students to the program but location is an important element. They said a multi-age program may be worth consideration. There are many Spanish speakers in Winnipeg who could benefit by such a program. They believe that this program is feasible. There have been over 100 interested families identified. There are already in existence other language immersion and bilingual programs in Winnipeg. Alberta has many language programs including Spanish and their curriculum could be adopted in Manitoba. They said that the Government of Spain may be supportive to school divisions which would be willing to enter into such a program. They can bring in Spanish teachers as support but there are already many Spanish teachers in Manitoba who are supportive of this proposal. Many school divisions have underutilized buildings and could attract students. Location is key as it has to be practical for parents to transport. They would like an entry program that includes but is not restricted to kindergarten. Their interested families are scattered throughout the City. This would be a bi-lingual program but not an immersion program. There are 42 children in their list of families that exist in Pembina Trails but believe that there are more which have not been identified. If adopted they would establish a parent advisory steering committee to collaborate with the Division. They believe that native Spanish speakers in the same classroom as English speaking students is beneficial. They see this program as attractive to immigrants from Spanish speaking countries.

In response to a question from a Trustee, The Assistant Superintendent, Program, said that all high schools have basic Spanish classes which include reading, writing and cultural education.

The Chair thanked the Delegation for the presentation.

There were no resolutions to be considered at this point.

**MANITOBA SCHOOL
BOARDS
ASSOCIATION 2014
CONVENTION - CALL
FOR RESOLUTIONS**

(BUSINESS FROM PREVIOUS
BOARD MEETINGS)
(Issue #20131021011)

**SPACE
AVAILABILITY AT
ECOLE DIEPPE**

(BUSINESS FROM PREVIOUS
COMMITTEE MEETING OF THE
WHOLE)
(Issue #20131118001)

Resolution #BD20131114.1005

Moved By: G. Watson Second By: J. Field

That, in anticipation of the Board needing to make some determinations with respect to the provision of classroom space for the Kindergarten to Grade 6 French Immersion Program within the Dieppe School community catchment end of the Division, the Board establish an Advisory Committee to provide input to the Board by May 31, 2014, with terms of reference and composition of the Committee to be developed by Senior Administration for Board Approval.

CARRIED

**BY-LAW NO. 83
(DEBENTURE 3922)**

(BY-LAWS AND/OR POLICIES)
(Issue #20131021012)

Resolution #BD20131114.1006

Moved By: G. Melnyk Second By: J. Field

WHEREAS, it is deemed necessary and expedient to raise by loan the sum of 1,091,600.00 dollars on the credit of the said school division for the purpose of: Dalhousie School Emergency Roof Replacement, Fort Richmond Collegiate Science Classroom Renovation, Bairdmore School Envelope Replacement Phase 2.

THEREFORE, BE IT RESOLVED THAT By-Law No. 83, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of 1,091,600.00 dollars and of issuing debentures therefor be given second and third reading and passed.

CARRIED

**MANITOBA SCHOOL
BOARDS
ASSOCIATION -
CALL FOR
WORKSHOP
PROPOSALS**

(CORRESPONDENCE FOR
DISCUSSION)
(Issue #20131107001)

The Superintendent said that the request for workshop proposals could be referred to Administration for study.

G. Watson said that there are Westgrove School initiatives which raise the aspiration levels of their students for success. Addressing poverty and equity may be a possibility as the basis for a workshop proposal. J. Field said some initiatives at Dalhousie may also tie into this proposal.

Resolution #BD20131114.1007

Moved By: S. Clayton Second By: G. Watson

THAT the Manitoba School Boards Association Call for Workshop Proposals be referred to Administration for study and recommendation.

CARRIED

**MANITOBA SCHOOL
BOARDS
ASSOCIATION -
REQUEST FOR
DONATION**

(CORRESPONDENCE FOR
DISCUSSION)

(Issue #20131107002)

Resolution #BD20131114.1008

Moved By: J. Fisher Second By: D. Zuk

THAT the Manitoba School Board Association Request for Donations for the 2014 Convention Charity Raffle be referred to Administration.

CARRIED

**PROMOTIONAL
BUDGET (BUDGET
STUDY TOPIC)**

(COMMUNICATION AND
COMMUNITY RELATIONS
COMMITTEE)

(Issue #20131029003)

The Secretary-Treasurer reviewed the proposed Promotional Budget which was a Budget Study Topic. There was a discussion of various aspects of the proposed Budget for 2014/15.

Resolution #BD20131114.1009

Moved By: L. Goodridge Second By: S. Clayton

THAT the Board approve the Public Relations and Community Consultation Budget (SU05) for inclusion in the 2014-15 Draft Budget in the amount of \$91,000 as presented.

CARRIED

**BANKING
PROPOSAL
EXTENSION**

(FINANCE AND PLANNING
COMMITTEE)

(Issue #20131029001)

The Secretary-Treasurer reviewed the report with reference to the banking proposal extension.

Resolution #BD20131114.1010

Moved By: G. Melnyk Second By: J. Field

THAT the Board approve the extension of the current banking arrangements with TD Canada Trust though October 31, 2018.

CARRIED

**AUDIT
ENGAGEMENT
EXTENSION**

(FINANCE AND PLANNING
COMMITTEE)

(Issue #20131029002)

Resolution #BD20131114.1011

Moved By: G. Melnyk Second By: J. Field

THAT the Board approve the extension of the Audit Services Agreement with Grant Thornton, LLP, as proposed, through the audit for the year ended June 30, 2016.

CARRIED

**HIGH SCHOOL
DIVISOR (BUDGET
STUDY TOPIC)**

(HUMAN RESOURCES AND
POLICY COMMITTEE)

(Issue #20131028004)

D. Zuk said that there was considerable discussion at the Committee meeting. It was estimated that four additional teachers at a cost between \$350,000 and \$400,000 would result from the change. G. Watson said that this would allow schools to increase the number of options available to students and could impact the large class sizes.

The Superintendent said that the main topic would be scheduling the students more fully and not necessarily reducing class size. The impact will largely depend on the choices made by school administrators.

Resolution #BD20131114.1012

Moved By: D. Zuk Second By: S. Clayton

THAT the 2014-15 Draft Budget reflect a change in the High School Divisor from 23.2 to 22.7.

CARRIED

**HUMAN RESOURCES
AND POLICY
COMMITTEE
MEETING MINUTES**

(HUMAN RESOURCES AND
POLICY COMMITTEE)
(Issue #20131118007)

The minutes from the Human Resources and Policy Committee Meeting held on October 22, 2013, were reviewed.

Correction: Page 1, Item 1, 1.1.2, second sentence corrected to read "Grant Mitchell" rather than "Grant Marshall".

Resolution #BD20131114.1013

Moved By: D. Zuk Second By: G. Watson

THAT the Human Resources and Policy Committee Meeting Minutes held on October 22, 2013 be received, as corrected, as information.

CARRIED

**CHECKERBERRY
HOUSE DAY CARE
LEASE AGREEMENT**

(ADMINISTRATIVE REPORTS)
(Issue #20131028005)

Resolution #BD20131114.1014

Moved By: J. Fisher Second By: D. Zuk

THAT the Lease Agreement between the Pembina Trails School Division and the Checkerberry House day care dated October 28, 2013 be ratified.

CARRIED

**TERM PRINCIPAL
APPOINTMENT**

(ADMINISTRATIVE REPORTS)
(Issue #20131101002)

Resolution #BD20131114.1015

Moved By: D. Zuk Second By: G. Watson

THAT the Board of Trustees approve the appointment of Valerie Wood as Term Principal of Royal School effective January 6, 2014 to June 27, 2014.

CARRIED

**TRUSTEE
REPRESENTATION
ON TERM
VICE-PRINCIPALSHIP
SELECTION
COMMITTEE**

(ADMINISTRATIVE REPORTS)
(Issue #20131101001)

Resolution #BD20131114.1016

Moved By: J. Field Second By: G. Watson

That Trustees J. Fisher and L. Goodridge serve on the Term Vice-Principalship Selection Committee for Chancellor School.

CARRIED

**TERM
VICE-PRINCIPAL
APPOINTMENT**

(ADMINISTRATIVE REPORTS)
(Issue #20131112001)

Resolution #BD20131114.1017

Moved By: D. Zuk Second By: S. Clayton

THAT the Board of Trustees approve the appointment of Marilyn Challis Cozzuol as Term Vice-Principal of Chancellor School effective January 6, 2014 to June 27, 2014.

REGION 5 MEETING

(QUESTIONS FROM TRUSTEES)
(Issue #20131118002)

T. Johnson said that he and the Assistant Superintendent, Human Resources and Policy, attended the Region 5 meeting. Mary Hall from Safe Schools, Joan Trubyk and Ron Weston were present to help develop a City-wide protocol on Threat Assessment to be ready in February 2014, for submission to the Manitoba School Boards Association.

**LETTER TO
MINISTER OF
EDUCATION, N.
ALLAN**

(QUESTIONS FROM TRUSTEES)
(Issue #20131118003)

Resolution #BD20131114.1018

Moved By: J. Field Second By: G. Watson

THAT the Chair send a letter to former Minister of Education, Nancy Allan, thanking her for her support.

CARRIED

**LETTER TO NEWLY
APPOINTED
MINISTER OF
EDUCATION, J.
ALLUM**

(QUESTIONS FROM TRUSTEES)
(Issue #20131118004)

Resolution #BD20131114.1019

Moved By: J. Field Second By: D. Zuk

THAT the Chair send a letter of congratulations to the newly appointed Minister of Education, James Allum.

CARRIED

CAIRNS DAY CARE

(QUESTIONS FROM TRUSTEES)
(Issue #20131118005)

J. Fisher said the Cairns Children's Centre asked for an increase in the number of day care representatives on the Advisory Committee for Bonnycastle School. She said their perspective is that the Division has a responsibility to the parents of these students and the composition of the Advisory Committee is more heavily weighted to other groups. There was a general discussion on the composition of the Advisory Group. It was generally agreed that the Committee should not be too big and Trustees were comfortable with the composition as it is. J. Fisher will respond to the Cairns Children's Centre.

**HIGH SCHOOL
DIVISOR**

(QUESTIONS FROM MEMBERS
OF THE PUBLIC IN
ATTENDANCE)
(Issue #20131118006)

In response to a question from a member of the public, the Trustees explained that the committee work undertaken was to review the divisor.

**CORRESPONDENCE
FOR INFORMATION
DISTRIBUTION LIST
DATED NOVEMBER
8, 2013**

(CORRESPONDENCE FOR
INFORMATION DISTRIBUTION
LIST)
(Issue #20131021013)

Resolution #BD20131114.1020

Moved By: S. Clayton Second By: J. Field

THAT the Correspondence for Information Distribution List dated November 8, 2013, be received as information as amended.

CARRIED

S. Clayton drew the Board's attention to the e-news from Manitoba School Boards Association.

It was generally agreed to add the Support Staff Appreciation Recognition to the Divisional website.

Resolution #BD20131114.1021

Moved By: G. Watson Second By: J. Fisher

THAT the letter from C. Silva be referred to Administration to prepare a response.

CARRIED

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

Resolution #BD20131114.1022

Moved By: J. Field Second By: S. Clayton

THAT the Board move into Committee of the Whole.

CARRIED

ADJOURNMENT

Meeting adjourned at 10:05 p.m.

Chair of the Board

Secretary-Treasurer