

Regular Meeting of the Board

Minutes

Thursday, June 25, 2020

1. ATTENDANCE

Trustees:

J. Glenat, S. Billinghamurst, J. Fisher, D. Johnson, T. Johnson, K. McMillan, G. Melnyk, C. Nachtigall, D. Zuk

Administration:

T. Fransen, Superintendent
L. Boles, Assistant Superintendent - Divisional Support Services
E. Egan, Assistant Superintendent - Human Resources
I. Riffel, Assistant Superintendent - Program
J. Tomy - Assistant Superintendent - Student Services
N. Wood - Secretary-Treasurer

Regrets: Nil

2. CALL TO ORDER

The meeting was called to order at 8:09 p.m.

3. AGENDA APPROVAL

Resolution # BD20200625.1001

Moved By T. Johnson

Seconded By K. McMillan

THAT the agenda be approved as amended.

Carried

4. BOARD MINUTES APPROVAL

Resolution # BD20200625.1002

Moved By D. Johnson

Seconded By C. Nachtigall

THAT the minutes of the Regular Meeting of the Board held on June 11, 2020, be approved as circulated.

Carried

5. STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS

Resolution # BD20200625.1003

Moved By K. McMillan

Seconded By C. Nachtigall

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 June 25, 2020 be ratified and,

THAT the Teacher Contract Alterations as listed in the Contract Alterations Report dated June 25, 2020, be approved and,

THAT the Substitute Teacher Contracts as listed in the 2019-20 Substitute Teacher Contracts Report dated June 25, 2020, be ratified and,

THAT the Board accept, with regret, the Resignations as listed in the Resignations Report dated June 25, 2020, and,

THAT the Disbursements List for the period May 1 through 31, 2020, in the amount of \$3,367,967.37 be approved.

Carried

9. BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE

9.1 Transfers to Capital Reserves

The Secretary-Treasurer reviewed the changes the Province has implemented with respect to transfers to Capital Reserves for this budget year.

Resolution # BD20200625.1004

Moved By J. Fisher

Seconded By T. Johnson

THAT the Secretary-Treasurer be authorized to make transfers to Capital Reserves as outlined in the scenarios out in the report dated June 25, 2020.

Carried

9.2 Accumulated Surplus Request: LIT and Hybrid Learning

The Assistant Superintendent, Divisional Support Services, reviewed the Accumulated Surplus request from the Learning and Information Technologies department with respect to hybrid learning.

Resolution # BD20200625.1005

Moved By J. Fisher

Seconded By T. Johnson

THAT the Board approve the Learning and Information Technologies request for funding from the Accumulated Surplus in the amount of \$300,000 for cameras for 800 teaching spaces in the Division to support hybrid learning due to COVID-19 in September 2020.

Carried

11. BY-LAWS AND/OR POLICIES

11.1 By-Law No. 142 (Promissory Note LTPS0394)

Resolution # BD20200625.1006

Moved By J. Fisher

Seconded By T. Johnson

WHEREAS it is deemed necessary and expedient to raise by loan the sum of Six Hundred Eighteen Thousand Five Hundred Dollars (\$618,500) on the credit of said school division for the purpose of payment for RHG Bonnycastle School Crawlspace Drainage Remediation.

THEREFORE BE IT RESOLVED THAT By-Law No. 142, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of \$618,500, and of issuing a Debenture and/or Promissory Note (Hereinafter called the Security) therefore be given second and third reading and passed.

Carried

13. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS

13.2 Communication and Community Relations Committee

13.2.1 Pembina Trails Annual Report

The Communications and Community Relations Committee provided a recommendation to the board asking that the annual report to the community be delayed this year due to COVID-19, cost, perception and out-datedness of the information.

J. Fisher asked if there was discussion around it occurring later on in the 2020-21 school year.

The Superintendent advised that we will be in a better position to make a decision around timing of the annual report, in the Fall.

The Superintendent spoke about the possibility of a smaller report documenting our unprecedented year due to the pandemic, while highlighting the resiliency of our staff and students.

Resolution # BD20200625.1007

Moved By D. Johnson

Seconded By C. Nachtigall

THAT the Board approve postponing the Pembina Trails 2019-20 Annual Report.

Carried

13.5 Human Resources and Policy Committee

13.5.1 Policy JICM - Student Threat Assessment

Resolution # BD20200625.1008

Moved By D. Zuk

Seconded By J. Fisher

THAT Policy JICM - Student Threat Assessment be given second and third reading and passed.

Carried

13.5.2 Retirement Dinner

D. Zuk shared that traditionally we have a board retirement dinner in June for our retirees. Unfortunately, due to the pandemic and the social distancing measures that are in place, we had to postpone the dinner to November.

She shared that the Human Resources & Policy Committee wanted to visit our retirees and thank them personally.

D. Zuk, J. Glenat and J. Fisher visited our retirees in their schools and presented them with cards thanking them for their hard work and dedication while wishing them health and happiness in their retirement. D. Zuk expressed appreciation to the trustees who were able to participate in this atypical event. She also paid tribute to Executive Assistant L. Chase

and Assistant Superintendent, Human Resources for their assistance in organizing.

14. ADMINISTRATIVE REPORTS

14.1 Capital Projects Update

The Assistant Superintendent, Divisional Support Services, provided a report on the Capital Projects in the Division as listed below:

PSFB Projects:

- AA Leach elevator addition, lift replacement with ramping system, new accessible washrooms and roof replacement (Gardon Construction – \$3.3M total – Division responsible for approx. \$550,000). The south end entrance work continues and is expected to be substantially completed by mid-July. Outside work will continue into late July.
- Fort Richmond Life Skills renovation and band room addition (Gardon Construction \$1.8M – PSFB support capped at \$1M) – interim occupancy was granted and the band program has moved into the new space. Work inside is nearing completion. Outside restoration has taken place. Substantial completion has been moved back to July 2020 due to the delivery of millwork.
- Waverley West K-8 (Prairie Architects) and Waverley West High School (LM Architecture) – design continues on the two new schools. Design is moving to 99% ready drawings. Tendering the project will commence once Qualico, the City of Winnipeg and the Province finalize plans regarding the land and infrastructure. Proactively, Pembina Trails was given authority to proceed with design on the future nine classroom addition at the High School site. The Division is working with LM to design this space with the vision of possibly incorporating PTEC into the new High School. The Division has also been asked to add a before/after daycare component within the K-8 school space. This would provide before/after spaces in the K-8 school independent of the daycare center opening.
- The Division was given design authority to proceed with the hot water boiler replacement at Ecole Charleswood. The project consultant is Epp Siepman Engineering.
- Ecole Bonnycastle School crawlspace drainage remediation project has been awarded to Parkwest Projects Ltd for \$618,162. (The project scope from 2018 was revised and re-tendered.) The project has started and will end in mid-October.

- The Division has been given design and tender authority to proceed with the Institut Collégial Vincent Massey Collegiate (ICVMC) lift project. The project consultant is Prairie Architects. Work on lift options has begun.
- The Division has been given authority to proceed with a structural assessment, project design, tender, contract administration and construction for new roof at Ecole Charleswood. This would encompass the (3) sections of roof to be replaced at the north end of the school, beginning at the main entrance and proceeding east down the hallway (east) which covers the library, foods lab, shops and art. The consultant for this project being Kowalchuk Consulting Engineers.

Division/School funded projects for now and through the summer:

- New classroom conversions at Whyte Ridge & Ryerson
- New VP office at Acadia
- VP office modifications at Chancellor
- Accessible entrances at OPH and Agassiz daycare building
- Accessible washroom at Laidlaw
- Last of (3) playground conversions to Fibar (PJ, Laidlaw, St Avila)
- Server room and classroom modification at Shaftesbury
- FRC cafeteria refresh project
- General Byng kindergarten new flooring and millwork
- VW large gymnasium refresh
- Various paint/flooring, lockers and concrete/asphalt throughout (including attempting a new bus loop at AA Leach Junior High)

Learning and Information Technologies:

Cabling and installing cameras at AA, BE, RM, SH, WD and OP

J. Fisher asked if there was an update with regard to Waverley West. The Assistant Superintendent-Divisional Support Services shared that she attended a meeting this week and stated that our application is somewhat dependent on the approval of the developer, Qualico. She is hopeful that things move forward more quickly now that we are into Phase 3 of the Covid Recovery Plan

There was general discussion around a daycare centre opening and the location of it. The Assistant Superintendent-Divisional Support Services advised that it will be located on City of Winnipeg property and will be included in their phase 1 planning.

There was general discussion around Technical Vocational programming and federal funding.

Resolution # BD20200625.1009

Moved By T. Johnson

Seconded By S. Billinghamurst

THAT the Capital Projects Update be received as information.

Carried

14.2 Kindergarten Enrolment Report

The Assistant Superintendent, Human Resources, reviewed the Kindergarten Enrolment Report and responded to questions.

The Assistant Superintendent, Human Resources shared that we are currently at 91% of our kindergarten enrolment projection.

There was general discussion around the enrolment numbers at Bairdmore School and Bonnycastle School.

Resolution # BD20200625.1010

Moved By G. Melnyk

Seconded By S. Billinghamurst

THAT the Kindergarten enrolment report be received as information.

Carried

14.3 Deferred Salary Leave Request

Resolution # BD20200625.1011

Moved By D. Zuk

Seconded By J. Fisher

THAT the request from employee #4748 for inclusion into the Deferred Salary Leave Plan, with leave to be taken from September 2023-June 2024, be approved.

Carried

14.4 Administration Appointments

Resolution # BD20200625.1012

Moved By D. Zuk

Seconded By S. Billinghamurst

THAT the Board of Trustees approve the appointment of Robin Stacey as Vice-Principal, General Byng School effective September 2020.

Carried

14.5 2020-21 School Calendar

The Superintendent shared the proposed 2020-21 school year calendar which incorporates the province's decision to have the first day of the school year on September 2, 2020 and have two admin days and one PD day occur within the first three days. This will effectively add three instructional days to the school year.

He shared that semester break changed to a week later than usual – on Feb. 8th - to accommodate the fact that the classes start on September 8, 2020.

D. Zuk asked about the cost for the three (3) additional days. The Superintendent advised that there is no additional cost to have our teachers in classrooms on those days. He advised that there will be an additional cost of \$124,000 per day to have our non-teaching staff working on those days. There are ongoing discussions involving MASS. MSBA, and MASBO with the province as to who will be covering these additional costs.

Resolution # BD20200625.1013

Moved By K. McMillan

Seconded By C. Nachtigall

THAT the 2020-21 School Calendar be approved.

Carried

14.6 K-12 Return to School Plan - September 2020

The Superintendent shared the province's K-12 Re-opening Plan with the board as information.

The Superintendent noticed a shift in the narrative from the province - away from fear to now "living with covid". As leaders, we have a responsibility to build more confidence with the public that our schools are safe.

There was general discussion around the Comeback Kid Plan and what scenario we would use from that plan in the Fall.

The Superintendent spoke to busing and stated that at the August 6, 2020 Committee of a Whole meeting, we will have a better understanding of what the province's and division's transportation plans will look like.

16. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

Resolution # BD20200625.1014

Moved By T. Johnson

Seconded By J. Fisher

THAT the Correspondence for Information Distribution List dated June 25, 2020, be received as information.

Carried

17. QUESTIONS FROM TRUSTEES

T. Johnson gave kudos to the staff of Institut collegial Vincent Massey Collegiate for their communication to the community with regard to the drive thru graduation ceremony and the implications to the amount of vehicles that will be involved.

The board was pleased with how well our high school grads were done this year considering the circumstances surrounding the pandemic.

J. Glenat shared her appreciation to Assistant Superintendent, Program, for all his hard work over the past six (6) years and stated that he will be missed at the board table. They wished him all the best in his leadership role at Vincent Massey.

The Superintendent and Senior Administration Team also thanked the Assistant Superintendent, Program, for his service.

J. Glenat shared her appreciation on behalf of the board to all of our Pembina Trails staff for their hard work, dedication and resilience in continuing to provide exceptional administration and education to our students during this unprecedented time.

20. ADJOURNMENT

Meeting adjourned at 9:15 p.m.

Chair of the Board

Secretary-Treasurer