

## **MINI MINUTES** **August 27, 2012**

At its Regular Board meeting of Monday, August 27, 2012 the Seven Oaks School Division Board of Trustees:

- Received as information:
  - Personnel Matters.
  - MSBA MUST Fund Assessment July 1, 2012.
  - Manitoba Schools Insurance program July 1, 2012 Renewal Comparison.
  - New tractor in the playground at O.V. Jewitt School.
  - Conference Reports.
  - Brian O'Leary, guest on Richard Cloutier's show, August 30<sup>th</sup>, 9:00 a.m. to noon.
  - Richard Cloutier, live broadcast at Garden City Collegiate – September 6<sup>th</sup>, 9:00 a.m. to noon.
  - Portables Update.
- Approved:
  - That the Board write to the Mayor and Council of the City of Winnipeg lauding their initiative to reintroduce school zone speed limits and encourage them to couple their initiatives with signage and enforcement.
  - That the Board write to the Mayor and Council of West St. Paul encouraging them to take measures to reduce traffic speed in the area around West St. Paul School.
  - That the development of a Seven Oaks School Division Trustee Code of Conduct be referred to the Policy Committee.
  - That the Board schedule a meeting with MSBA representatives as suggested in Carolyn Duhamel's August 7<sup>th</sup>, 2012 letter.
  - That By-Law No. 4-2012 for the purpose of borrowing the sum of \$1,214,400.00 for the purpose of Portable Classrooms 2011 at Belmont, Leila North, A.E. Wright and O.V. Jewitt schools be given first reading.
  - That the Board submit its Five Year Capital Plan Update 2013-14 to 2017-18 to The Public Schools Finance Board.
  - That the request to hold religious exercises at West St. Paul School be received.
  - That the Board acknowledge the request received from the Croatian Pavilion Zagreb and approve the use of West Kildonan Collegiate for the 2013 Folklorama Festival.
  - That the Board direct administration to sign a Location Agreement with Berta Productions Inc. for the use of West Kildonan Collegiate over two weekends in September 2012 for the filming of American Girl: Alberta.
  - That as requested in a letter dated June 6, 2012 from Rick Dedi, Executive Director of The Public Schools Finance Board, in lieu of payment to the contractor, the school division send a cheque payable in the amount of \$730,517.00 to The Public Schools Finance Board for the bulk-build new

portable classrooms for the 2011-12 year (2 at A.E. Wright, 2 at Belmont and 1 at Leila North).

- That as requested in a letter dated June 6, 2012 from Rick Dedi, Executive Director of The Public Schools Finance Board, in lieu of payment to the contractor, the school division send a cheque payable in the amount of \$420,692.00 to The Public Schools Finance Board for portable classroom relocations for the 2011-12 year (3 at O.V. Jewitt).
- That the Board accept the recommendation of the Chair of Teacher Negotiations with respect to Senior Administrative contracts.
- Approved for payment:
  - Cheques #2123327-#2123694 and #446-#490, US\$ cheques #212128-#212147, direct deposits #20126168-#20126933 and pre-authorized debits #201112-#201125 in the amount of \$5,346,462.59.
  - Cheques #2130000-#2130252 and #491-#506, US\$ cheques #213000-#213006, direct deposits #20130000-#20130551 and pre-authorized debits #201126-#201130 in the amount of \$3,075,707.67.
  - Invoice No. 1205-4 for the Maples Roof Phase 2 project in the amount of \$630.00 be paid to Affinity Firestop Consultants.
  - Invoice No. 8554 for the Constable Finney Roof project in the amount of \$173.25 be paid to Agassiz Consulting Group.
  - Invoice No. 8613 for the Constable Finney Roof project in the amount of \$173.25 be paid to Agassiz Consulting Group.
  - Invoice No. 8679 for the Maples Roof Phase 2 project in the amount of \$2,066.87 be paid to Agassiz Consulting Group.
  - Invoice No. 642212 for the Maples Roof Phase 1 project in the amount of \$2,100.00 be paid to D.K. Bennett & Associates.
  - Statutory Holdback in the amount of \$76,027.02 plus GST and interest accrued in relation to the Seven Oaks Middle School Ventilation Phase 2 project be paid to East Side Ventilation, subject to the approval of the Board's solicitor.
  - Certificate of Payment No. 7 for the West St. Paul Elevator project in the amount of \$58,656.73 be paid to Gardon Construction.
  - Invoice No. 740 for the Maples Geothermal project in the amount of \$4,950.40 be paid to Geo-Xergy Systems Inc.
  - Invoice No. 2378 for the new Amber Trails School project in the amount of \$2,913.75 be paid to Integrated Designs Inc.
  - Holdback Payment Certificate HB-2 for the West St. Paul Grooming Room project in the amount of \$151.67 be paid to J&J Penner Construction Ltd.
  - Invoice No. N-656-01-001 for the Maples Commons Addition project in the amount of \$1,575.00 be paid to J.R. Cousin Consultants.
  - Invoice No. 761-12 for the Swinford Park Soccer Field - Swinford Way project in the amount of \$2,117.37 be paid to Lombard North Group.
  - Invoice No. 5271 for the Multiple Portable Relocation project in the amount of \$4,712.40 be paid to MCM Architects.
  - Invoice No. 35020 for the Maples Roof - Drainage project in the amount of \$1,890.00 be paid to MCW/AGE Consulting.

- Invoice No. 36129 for the Maples Roof - Drainage project in the amount of \$1,128.75 be paid to MCW/AGE Consulting.
- Invoice No. 6911 for the new Amber Trails School project in the amount of \$11,445.00 be paid to National Testing Lab.
- Certificate of Payment No. 3 for the Constable Finney Roof project in the amount of \$16,762.80 be paid to Norwin Roofing Ltd.
- 7-1/2% Statutory Holdback on Certificate of Payment No. 3 for the Constable Finney Roof project in the amount of \$1,294.43 be paid to the SOSD/Norwin Roofing 437 Finney Roof account.
- Statutory Holdback in the amount of \$7,242.31 plus GST and interest accrued in relation to the Constable Edward Finney School Roof Replacement project be paid to Norwin Roofing Ltd., subject to the approval of the Board's solicitor.
- Invoice No. 10906 for the Garden City Collegiate Science Lab project in the amount of \$25,975.45 be paid to Number Ten Architectural Group.
- Invoice No. 11018 for the Maples Commons Addition project in the amount of \$23,055.94 be paid to Number Ten Architectural Group.
- Statutory Holdback in the amount of \$115,602.38 plus GST in relation to the Maples Collegiate Roof Replacement Phase 2 project, as approved by The Public Schools Finance Board, be paid to Oakwood Roofing & Sheet Metal Co. Ltd., subject to the approval of the Board's solicitor.
- Invoice No. 200894 for the Maples Roof Phase 2 project in the amount of \$72,337.65 be paid to Pinchin Environmental.
- Invoice No. 200987 for the Garden City Collegiate Science Lab project in the amount of \$2,572.50 be paid to Pinchin Environmental.
- Invoice No. 3886 for the new Amber Trails School project in the amount of \$40,996.33 be paid to Prairie Architects.
- Invoice No. 3887 for the Victory Site Day Care project in the amount of \$2,275.88 be paid to Prairie Architects.
- Invoice 3725 for the Victory Site Day Care project in the amount of \$4,551.75 be paid to Prairie Architects.
- Certificate of Payment No. 4 for the Swinford Park Soccer Field - Swinford Way project in the amount of \$13,822.04 be paid to Shelmerdine Ltd.
- 7-1/2% Statutory Holdback on Certificate of Payment No. 4 for the Swinford Park Soccer Field - Swinford Way project in the amount of \$1,462.65 be paid to the SOSD/Shelmerdine 436 Swinford Soccer account.
- Certificate of Payment No. 5 for the Swinford Park Soccer Field - Swinford Way project in the amount of \$4,037.51 be paid to Shelmerdine Ltd.
- 7-1/2% Statutory Holdback on Certificate of Payment No. 5 for the Swinford Park Soccer Field - Swinford Way project in the amount of \$427.25 be paid to the SOSD/Shelmerdine 436 Swinford Soccer account.
- Statutory Holdback in the amount of \$23,968.10 plus GST in relation to the Swinford Park Soccer Field – Swinford Way project be paid to Shelmerdine Ltd., subject to the approval of the Board's solicitor.
- Invoice No. 48207 for the Maples Geothermal project in the amount of \$191.63 be paid to SMS Engineering Ltd.

- Invoice No. 659336 for the FY12 Portables 45, 46, and 47 project in the amount of \$21,112.53 be paid to Stantec Consulting.
- Invoice No. 668206 for the FY12 Portables 45, 46 and 47 project in the amount of \$971.85 be paid to Stantec Consulting.
- Invoice No. 677986 for the FY12 Portables 45, 46 and 47 project in the amount of \$3,826.20 be paid to Stantec Consulting.
- Invoice No. 686897 for the FY12 Portables 45, 46 and 47 project in the amount of \$956.55 be paid to Stantec Consulting.
- Conference Reports received from:
  - Karen Hartikainen, Principal, Forest Park School: Canadian Association of Principals 2012: Leadership Under Construction, May 24 to 26, 2012 - Montreal, Quebec.
  - Marlene Meaden, Teacher, École Riverbend Community School: International Reading Conference, April 29 to May 2, 2012 - Chicago, Illinois.
  - Robin Dow, Teacher, Maples Collegiate: National Dance Institute, February 6 to 10, 2012, New York, New York.
  - Roni Piro, Teacher, École Riverbend Community School: International Reading Conference, April 29 to May 2, 2012 - Chicago, Illinois.
  - Serina Shewchuk, Teacher, West St. Paul School: FETC 2012 Conference, January 23 to 26, 2012 - Orlando, Florida.
  - Terry Bobynchuk, Teacher, Maples Collegiate: Gold Medal Squared Volleyball Conference, May 11 to 13, 2012 - Malibu, California.
  - Trish Volk, Teacher, H.C. Avery School: PHE Canada 2012 National Conference, "A Harbour of Hope: Health and Physical Literacy", May 10 to 12, 2012 - Halifax, Nova Scotia.
  - Britt Stromberg, Teacher, H.C. Avery School: NMSA Conference, November 10 to 12, 2011 - Louisville, Kentucky.
  - Bohdan Waplak, Teacher, Maples Collegiate: International Technology and Engineering Educators Association Conference, March 15 to 17, 2012 - Long Beach, California.
  - Curtis Walker, Teacher, Maples Collegiate: Emerging Perspectives (National Art Education Association), March 1 to 4, 2012 - New York, New York.
  - Daniel Camaclang, Teacher, École Leila North Community School: International Reading Association Conference, April 29 to May 2, 2012 - Chicago, Illinois.
  - Elma Arthurson, Teacher, Edmund Partridge Community School: NCTM, April 25 to 28, 2012 - Philadelphia, Pennsylvania.
  - Greg Wazney, Divisional Phys Ed Coordinator, H.C. Avery School: PHE Canada 2012 National Conference, "A Harbour of Hope: Health and Physical Literacy", May 10 to 12, 2012 - Halifax, Nova Scotia.
  - Jeff Regan, Teacher, Edmund Partridge Community School: PHE Canada 2012 National Conference, "A Harbour of Hope: Health and Physical Literacy", May 10 to 12, 2012 - Halifax, Nova Scotia.
  - Kristya Matwichyna, Teacher, R.F. Morrison School: PHE Canada 2012 National Conference, "A Harbour of Hope: Health and Physical Literacy", May 10 to 12, 2012 - Halifax, Nova Scotia.

- Kristjanna Oleson, Teacher, Elwick Community School: Take A Stand Conference, January 30 to February 1, 2012 - Los Angeles, California.
- Laurie Tait, École Leila North Community / Diane Sigvaldason, Edmund Partridge School (Teachers): PHE Canada 2012 National Conference, "A Harbour of Hope: Health and Physical Literacy", May 10 to 12, 2012 - Halifax, Nova Scotia.
- George Budoloski & Marshall Mays, Teachers, Maples Collegiate: National Association of Broadcasters Conference, April 14 to 19, 2012 - Las Vegas, Nevada.
- Correspondence received from:
  - City of Winnipeg Planning, Property & Development Department: Proposed subdivision and rezoning on land located on south side of Ridgecrest between Main Street and Red River.
  - David Yeo, Director, Education Administration Services, Manitoba Education: Amendments to the Public Schools Act: Community Use of Schools and Code of Conduct for School Trustees.
  - Nancy Allan, Minister of Education: New School - Amber Trails - Ministerial Award.
  - Michele Slipec's Grade 6 Class - A.E. Wright School: Letters from students regarding their experience and appreciation for dance classes at Maples Collegiate with Ms. Dow.
  - MPTEA and Dairy Farmers of Manitoba: MPETA 2012 TOBA Award for Quality in Physical Education and New / Innovative Programs to Benefit All awarded to Edmund Partridge Community School and O.V. Jewitt Community School.
  - Ralph Ramore, Disability Claims & Rehabilitation Administrator: Notice of Premium Rate Decrease for the next school year.
  - Barbara Haddow, President, Manitoba Association of Resource Teachers: Alison Wells, Journal Editor and Marianna Kiva, PD Co-Chairperson, 2011-2012 MART Executive.
  - Material Safety Data Sheet - MDG Low Fog Fluid: MSDS sheet for fog used at West St. Paul School fire drill.
  - Farm to School: Farm to School Manitoba Healthy Choice Fundraiser.
  - Paul Anderson, Director of Operations, Seven Oaks School Division: HVAC options for new Amber Trails School.
  - Heather Demetriooff, Associate Director, MSBA: Changes to Nomination Procedures for 2014 School Board Elections.
  - Creating a Positive School Climate: Safe Schools for All - January 25, 2013.
  - Nancy Allan, Minister of Education: Community Use of School Facilities during Holiday and Seasonal Breaks.
  - Carolyn Duhamel, Executive Director, MSBA: Sample School Trustee Code of Conduct.
  - Sandi Urban-Hall, President, CSBA: Resignation of Catherine Fife from the Canadian School Boards Association Board of Directors.
  - Dave Tate, CFO, The Manitoba Teachers' Society: Changes to The Manitoba Teachers' Society for substitute costs and 2012-13 Membership fees.

- Educational Assistants of Seven Oaks 2012-13 Executive: Educational Assistants of Seven Oaks - Executive Committee for the 2012-2013 School Year.
- Keith Thomas, Risk Manager, Manitoba School Boards Association: 2012-2013 Voluntary Student Accident Insurance.
- WCB Client Profile Summary Report: Client Profile Summary Report to June 30, 2012.
- Jan Sanderson, CEO, Healthy Child Manitoba: Annual operating grant in support of Seven Oaks Early Years Coalition has been approved in principle for 2012/13.
- Jan Sanderson, Deputy Minister of Children and Youth Opportunities: Annual operating grant in support of Victory Lighthouse has been approved in principle for 2012/13.
- Jan Sanderson, Deputy Minister of Children and Youth Opportunities: Annual operating grant in support of Kildonan Youth Activity Centre (KYAC) has been approved in principle for 2012/13.
- Xerox Canada Sponsorship: Cheque received from Xerox Canada, Sponsor of the 2012 MSBA Premier Award for School Board Innovation - awarded to SOSD for "Channel 7 Oaks".
- Linda Godin-Sorin, Director, Agency Relations & Allocations, United Way Winnipeg: 2% one-time grant for 2012 to Kildonan Youth Activity Centre.
- Mary-Anne Slegers, Coordinator, Schools' Finance Branch: 2011/2012 Funding of Schools Program Support File Up-date.
- Wendy Shaw, Coordinator, Accounting & Consolidations, Schools' Finance Branch: FRAME Reports based on the 2010/2011 school division financial statements. Reports are available on the internet at: [http://www.edu.gov.mb.ca/k12/finance/frame\\_report/](http://www.edu.gov.mb.ca/k12/finance/frame_report/) .
- Rick Dedi, Executive Director, Public Schools Finance Board: Project support for new portable classrooms for the 2011-12 year at A.E. Wright, Belmont and Leila North Community Schools.
- R. John Weselake, Deputy Executive Director, PSFB: Project support for additional costs for the site work construction on the 2012 portable classrooms at A.E. Wright, O.V. Jewitt and James Nisbet Community Schools.
- Rick Dedi, Executive Director, PSFB: Maples Collegiate - Chiller and Cooling Tower Replacement, Geothermal Heat Pump Incentive.
- Wayne Shimizu, Secretary-Treasurer, SOSD: Letter to Rick Dedi, PSFB, accepting the Geothermal Heat Pump Incentive for the Maples Collegiate Chiller and Cooling Tower Replacement.
- R. John Weselake, A/Executive Director, PSFB: Garden City Collegiate - Physics and Chemistry-Science Room Upgrade.
- Rick Dedi, Executive Director, PSFB: Andrews Early Learning Centre - Victory School Stand-alone Childcare - Approval to Tender.
- Selkirk and District Planning Area Board: Notice of Hearing - RM of West St. Paul - Proposed subdivision S12-2415, 3669 Main Street.

- Mrs. A. Savage, Subdivision Officer, City of Winnipeg: Proposed subdivision and rezoning to facilitate the continuation of the Rosser North Kildonan and Inkster Garden Neighbourhood Plans.
- Lou Gervino, Superintendent, Winnipeg Transit: New Winnipeg Transit fare collection system.
- Colin Bidzinski, Building Plan Examiner, City of Winnipeg: Response to John Melo, Stantec Architecture regarding Building Permit Application for portable classroom at Belmont School.
- John Melo, Stantec Architecture Ltd.: Proposed Change Notice Numbers 1, 2 & 3 - Modular Classrooms for PSFB Phase 2 Site Development - Von Ast Construction.
- Jordan Lanoway, Project Manager, Green Building Designs, Enermodal Engineering: Maples Collegiate Commons - LEED Scorecard.
- Wayne Shimizu, Secretary-Treasurer, SOSD: Distribution of Compensation Audit for the year ended December 31, 2011.
- Manitoba School Boards Association, Labour Relations: CPI, Unemployment Rate and Regional Trends Update - July 2012.
- Wayne Shimizu, Secretary-Treasurer, SOSD: Letter to Minister of Education regarding changes to Seven Oaks School Division Ward Boundaries.
- Long Service / Retirement Dinner Thank You Cards Received from: Wendy Moglove, Joanne Johnson, Linda Swack, Cindy Burkett, Cliff Meder, Irene Wallis.
- Manitoba Ombudsman, 2011 Annual Report.
- 2012 Active Healthy Kids Canada Report Card on Physical Activity for Children and Youth.
- Helen Robinson-Settee, Aboriginal Education Directorate: Making Education Work (MEW) Implementation Report.
- Manitoba News Release: Manitoba Strengthens Sustainable Development Education.
- Appointed the following to Teacher-General (Permanent) contracts effective September 4, 2012: Stacey Abramson (1.00), Karen Warner (.50), Becky Walter (1.00).
- Appointed the following to Limited Teacher-General (Term) contracts effective September 4, 2012 to June 28, 2013: Cheryl Bain (.50), Stephen Barkman (1.00), Nancy Bileski (1.00), Toni Brown (1.00), Vanessa Cabral (1.00), Dana Clayton (.50), Graham Forsyth (1.00), Mike Galenda (1.00), Andrew Gamby (1.00), Arielle Gaudet (1.00), Jennifer Gillespie (1.00), Anthony Greco (1.00), Larisa Kaiser (1.00), Daniel Kammerlock (1.00), Karly Korsunsky (1.00), Chenelle Labossiere (.50), Alison Lynch (1.00), Elliot MacDonald (.50), Denise Maynard (1.00), Katherine Nault (1.00), Shelby Primmitt (1.00), Debra Rarog (.40), Eddie Revilla (1.00), Jason Robillard (1.00), Mary Oscarson (1.00), Sandra Smith (1.00), Kelly Stokotelny (.67), Aaron Story (1.00), Kinsey Toews (1.00), Breanne Treyturik (1.00), Derek Tuba (1.00), Lindsay Turbett (.50), Dustin Unrau (1.00), Barbara Warbanski (.50), Karen Warner (.50), Gavin Winchar (1.00).

- Appointed the following to indefinite full-time (1.00) Limited Teacher-General (Term) contracts effective September 4, 2012: Michael Dueck, Mike Peterson, Maurice Williams.
- Appointed the following to Limited Teacher-General (Term) contracts: John Fleischaker (1.00), September 4, 2012 to February 1, 2013; Carmelle Kozak (.50), effective September 4, 2012 to December 21, 2012; Ciara Ziegler (1.00), effective April 16, 2012 to June 29, 2012.
- Appointed the following to Limited Teacher-General (Term) contracts (Clinicians), effective September 4, 2012 to June 28, 2013: Annette Alix Roussin (.80), Andrea Macdonald (.50), Angela Rajfur (.90), Heather Shpak (.50).
- Granted the following leaves of absence, without pay: Cristina Almedia (1.00), effective September 4, 2012 to June 28, 2013; Jasmin Cavanaugh (1.00), effective June 2, 2012 to June 29, 2012; Jasmine Cavanaugh (.50) September 4, 2012 to June 28, 2013; Nancy Cosby (.25), effective February 5, 2013 to June 28, 2013; Maria Cullum (.50), effective September 4, 2012 to June 28, 2013; Sylvia Furtado (1.00), effective September 4, 2012 to December 21, 2012; Patricia Isaak (1.00), effective September 4, 2012 to June 28, 2013; Jennine Scott (.10), effective September 4, 2012 to June 28, 2013; Benson Shapiro (1.00), effective September 4, 2012 to June 28, 2013; Rod Warkentin (1.00), effective September 4, 2012 to February 1, 2013; Cindy Yusim (.10), effective September 4, 2012 to June 28, 2013.
- Received notice of intent to resign from Francyn Martini, Educational Assistant, effective September 1, 2012; Jodi-Lee Stuart, Educational Assistant, effective June 29, 2012.
- Appointed the following to Library Technician positions: Heather Mathis (1.00), effective August 20, 2012; Sara Sodja (.50), effective July 9, 2012.
- Rescinded the following Personnel Report motions:
  - # 11-082–Notice of intent to resign from Francyn Martini effective June 29, 2012.
  - # 11-088- Appointment of Lynnette Navarro to a Limited Teacher-General (Term) contract effective September 4, 2012 to June 28, 2013.
  - # 11-148- Appointment of Daniel Vicente to a Limited Teacher-General (Term) contract effective September 4, 2012 to February 1, 2013.
  - # 11-148- Appointment of Jenna Ouellette to a Limited Teacher-General (Term) contract effective September 4, 2012 to June 28, 2013.
  - # 11-137- Appointment of Patricia Isaak to the position of Vice-Principal O.V. Jewitt Community School, full-time (1.00) effective September 4, 2012.