

**MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF THE SEVEN OAKS SCHOOL DIVISION HELD ON MONDAY, DECEMBER 16, 2013 AT 6:00 P.M., AT THE BOARD OFFICES, 830 POWERS STREET, WINNIPEG, MANITOBA, R2V 4E7.**

<b>PRESENT</b>	Edward P. Ploszay	Chairperson
	Claudia Sarbit	Vice-Chairperson
	Derek Dabee	Trustee
	Ric Dela Cruz	Trustee
	Teresa Jaworski	Trustee
	Cory Juan	Trustee
	Bill McGowan	Trustee
	Evelyn Myskiw	Trustee
	Richard Sawka	Trustee
<b>IN ATTENDANCE</b>	Brian O'Leary	Superintendent
	Gwen Birse	Assistant Superintendent
	Lydia Hedrich	Assistant Superintendent
	Edie Wilde	Assistant Superintendent
	Wayne Shimizu	Secretary-Treasurer
	Donna Herold	Administrative Assistant

Trustee Ploszay in the Chair.

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The meeting was called to order at 6:05 p.m.

**MINUTES**

Approved the minutes of the Regular Board Meeting of Monday, November 25, 2013.

**13B-053 Approval of the Agenda**

McGowan / Dela Cruz

That the agenda for this meeting be approved as amended.

**Carried**

**13B-054 Moved to Committee of the Whole at 6:06 p.m.**

Sawka / Dela Cruz  
That the Board move into Committee of the Whole.

**Carried**

Trustee Sarbit in the Chair.

**OFFICER'S REPORTS**

- Trustee Dela Cruz reported on developments arising from collective bargaining.
- Trustee Juan reported on the recent MSBA Regional meeting.

**13B-055 Manitoba School Boards Association Provincial Executive**

McGowan / Dabee  
Approved that the Board endorse the nomination of Trustee Cory Juan for the position of Vice-President (Boards with 6,000 students or more) on the Manitoba School Boards Association Provincial Executive 2014-2015.

**Carried****SUPERINTENDENTS' PERSONNEL REPORT****13B-056 Superintendents' Personnel Report**

Jaworski / McGowan  
That the Superintendents' Personnel Report be ratified.

**Carried****ADMINISTRATIVE APPOINTMENTS**

Karen Hiscott was appointed to the position of Principal, Governor Semple School, effective January 6, 2014.

Catherine Paul-Sawatzky was appointed to the position of acting Vice-Principal, École Constable Edward Finney School, effective January 6, 2014 to June 27, 2014 (term).

**TEACHER APPOINTMENTS**

Jonathan Dueck was appointed to a full-time (1.00) Limited Teacher-General (Term) contract effective February 4, 2014 to June 27, 2014.

Alexa Klein was appointed to a full-time (1.00) Limited Teacher-General (Term) contract effective December 2, 2013 to June 27, 2014.

## **SUPERINTENDENTS' PERSONNEL REPORT**

Gail Kress was appointed to a part-time (.50) Limited Teacher-General (Term) contract effective November 6, 2013 to June 27, 2014.

Joel Lessard was appointed to a full-time (1.00) Limited Teacher-General (Term) contract effective November 12, 2013 (indefinite).

Jay MacDonald was appointed to a full-time (1.00) Limited Teacher-General (Term) contract effective January 6, 2014 (indefinite).

Roberta Matheson was appointed to a full-time (1.00) Limited Teacher-General (Term) contract effective January 6, 2014 to June 27, 2014.

### **TEACHER LEAVE OF ABSENCES**

Natalie Kuypers was granted a leave of absence, full-time (1.00), without pay, effective April 17, 2014 to September 1, 2014.

Robert Page was granted a leave of absence, full-time (1.00), without pay, effective September 2, 2014 to June 30, 2015.

### **TEACHER MATERNITY AND PARENTAL LEAVES**

Stacey Abramson was granted maternity and parental leave effective February 3, 2014 to January 30, 2015.

Crystal Gibb was granted maternity and parental leave effective December 28, 2013 to April 17, 2014.

Alyssa Rajotte was granted maternity and parental leave effective January 6, 2014 to January 4, 2015.

### **SUBSTITUTE TEACHER APPOINTMENTS**

The following teachers were appointed to Substitute Teacher contracts effective the 2013-2014 school year:

Jonathan Dueck  
Andrew Gamby

Robert Holmes  
Jordan Laidlaw

## **SUPERINTENDENTS' PERSONNEL REPORT**

### EDUCATIONAL ASSISTANTS LEAVES OF ABSENCE

Cory Ash was granted a part-time (3.25 hours per day) leave of absence, without pay, effective November 25, 2013 to March 31, 2014.

John McLean was granted a full-time (6.5 hours per day) leave of absence, without pay, effective January 6, 2014 to August 31, 2014.

### CUSTODIAN APPOINTMENT

Chantal Labonte was appointed to the position of Custodian, full-time (8 hours per day), effective December 16, 2013.

### CUSTODIAN RETIREMENT

Joginder Dharni gave notice of intent to retire from the position of Custodian effective December 31, 2013.

### INSTRUCTOR APPOINTMENT

Nadiya Topalo was appointed to a full-time (1.00) term Instructor position effective November 19, 2013 to January 24, 2014.

## **SUPERINTENDENTS' REPORT**

The following matters were received as information:

- Early Retirement Incentive.
- Boston Negotiations Conference.
- Assistant Superintendent, Student Services Bulletin.
- Red River School Public Information Night.

Trustee Ploszay in the Chair.

## **SPECIAL ORDERS**

**7:47 p.m. Manitoba / Canadian Student Leadership Conference**  
Dawn Wilson, Julieta De Paula, Adam Hilderbrandt, Verland Force and students from Maples Collegiate.

**13B-057 2013-2014 Board Calendar**

Juan / Dabee

Approved that a Regular Board meeting be added to the 2013-2014 Board Calendar on Monday, March 17, 2014.

**Carried**

**13B-058 By-Law No. 6-2013**

Sarbit / Jaworski

Approved that By-Law No. 6-2013 for the purpose of borrowing the sum of \$5,720,900.00 Dollars for the purpose of the new dual K-8 Amber Trails School (\$5,533,200.00) and the 2012-13 Portable Classrooms at Arthur E. Wright, O.V. Jewitt and James Nisbet Community Schools (\$187,700.00) be given first reading.

**Carried**

**CONSENT AGENDA****13B-059 Consent Agenda**

Dela Cruz / Dabee

That the Consent Agenda be approved.

**Carried**

**Consultant for Garden City Collegiate 3 Storey East Wing Exterior Wall Replacement**

That Stantec be hired as the Consultant for the Garden City Collegiate East Wing Building Envelope.

**November 2013 Expenditure Listing**

That cheques #2141025-#2141414 and #779-#788, US\$ cheques #214043-#214071, direct deposits #20141727-#20142496 and pre-authorized debits #2014068-#2014076 in the amount of \$2,033,186.12 be approved.

**Bockstael Construction Limited Certificate of Payment No. 7**

That Certificate of Payment No. 7 for the Amber Trails School project in the amount of \$1,240,698.81 be paid to Bockstael Construction Limited.

**Statutory Holdback on Bockstael Construction Limited Certificate of Payment No. 7**

That the Statutory Holdback on Certificate of Payment No. 7 for the Amber Trails School project in the amount of \$95,806.86 be paid to the SOSD/Bockstael Construction account.

## **CONSENT AGENDA**

### Gardon Construction Ltd. Certificate of Payment No. 4

That Certificate of Payment No. 4 for the FY14 Portables at Belmont and West St. Paul schools in the amount of \$81,987.11 be paid to Gardon Construction Ltd.

### Statutory Holdback on Gardon Construction Ltd. Certificate of Payment No. 4

That the Statutory Holdback on Certificate of Payment No. 4 for the FY14 Portables at Belmont and West St. Paul schools in the amount of \$6,331.05 be paid to the SOSD/Gardon-452-Portable 2013 account.

### Loewen Mechanical Ltd. Certificate of Payment No. 6

That Certificate of Payment No. 6 for the Maples Collegiate Geothermal project in the amount of \$29,175.32 be paid to Loewen Mechanical Ltd.

### Statutory Holdback on Loewen Mechanical Ltd. Certificate of Payment No. 6

That the Statutory Holdback on Certificate of Payment No. 6 for the Maples Collegiate Geothermal project in the amount of \$2,112.11 be paid to the SOSD/Loewen Mechanical - 448 Maples Geothermal account.

### Mayer's Contract Interior Ltd. Certificate of Payment No. 9

That Certificate of Payment No. 9 for the Garden City Collegiate Science Lab project in the amount of \$20,280.89 be paid to Mayer's Contract Interior Ltd.

### Number Ten Architectural Group Invoice No. 12276

That Invoice No. 12276 for the Elwick Elevator and Grooming Room project in the amount of \$2,557.36 be paid to Number Ten Architectural Group.

### M. Block & Associates Invoice No. W-2013-268

That Invoice No. W-2013-268 for the Amber Trails School project in the amount of \$152.25 be paid to M. Block & Associates.

### Number Ten Architectural Group Invoice No. 12315

That Invoice No. 12315 for the Elwick Elevator and Grooming Room project in the amount of \$5,409.01 be paid to Number Ten Architectural Group.

**CONSENT AGENDA**Number Ten Architectural Group Invoice No. 12316

That Invoice No. 12316 for the Edmund Partridge Elevator and Grooming Room project in the amount of \$4,807.97 be paid to Number Ten Architectural Group.

Number Ten Architectural Group Invoice No. 12508

That Invoice No. 12508 for the Elwick Elevator and Grooming Room project in the amount of \$152.62 be paid to Number Ten Architectural Group.

Number Ten Architectural Group Invoice No. 12509

That Invoice No. 12509 for the Edmund Partridge Elevator and Grooming Room project in the amount of \$152.62 be paid to Number Ten Architectural Group.

Number Ten Architectural Group Invoice No. 12623

That Invoice No. 12623 for the Elwick Elevator and Grooming Room project in the amount of \$7,592.54 be paid to Number Ten Architectural Group.

Number Ten Architectural Group Invoice No. 12624

That Invoice No. 12624 for the Edmund Partridge Elevator and Grooming Room project in the amount of \$11,276.19 be paid to Number Ten Architectural Group.

Number Ten Architectural Group Invoice No. 12627

That Invoice No. 12627 for the Maples Collegiate Commons Addition project in the amount of \$9,512.52 be paid to Number Ten Architectural Group.

PSA Studio Inc. Invoice No. 14047

That Invoice No. 14047 for the FY14 Portable Classrooms at Belmont and West St. Paul schools in the amount of \$1,312.49 be paid to PSA Studio Inc.

PSA Studio Inc. Invoice No. 14065

That Invoice No. 14065 for the FY14 Portable Classrooms at Belmont and West St. Paul schools in the amount of \$288.74 be paid to PSA Studio Inc.

QCA Building Envelope Ltd. Invoice No. 311

That Invoice No. 311 for the Amber Trails School project in the amount of \$1,627.50 be paid to QCA Building Envelope Ltd.

## CONSENT AGENDA

### Stantec Consulting Invoice No. 773275

That Invoice No. 773275 for the FY12 Portable Classrooms at A.E. Wright, O.V. Jewitt and James Nisbet schools in the amount of \$264.70 be paid to Stantec Consulting.

## POLICY COMMITTEE

### 13B-060 Policy GCBAT – Human Resources Clerk

Jaworski / Dabee

Approved that revised Policy GCBAT – Human Resources Clerk be approved for inclusion in the Policy Manual. Carried

### 13B-061 Policy GABAC-R1 – Scheduled Inspections of Building Systems

Dabee / Jaworski

Approved that revised Policy GABAC-R1 - Scheduled Inspections of Building Systems be approved for inclusion in the Policy Manual. Carried

## CORRESPONDENCE

- Edward Ploszay, Chair, Seven Oaks School Division: Letter to Mayor Sam Katz supporting concerns expressed by Pembina Trails School Division with respect to changes to snow clearing.
- Modes of Transportation To and From School in Seven Oaks School Division.
- MSBA e-bulletin - December 11, 2013.
- Notes From CSBA - December 2013.
- MERN Winter Forum 2014.
- River East Transcona School Division: Job Bulletin - Assistant Superintendent.
- Seven Oaks School Division: September 30, 2013 Enrolment Report.
- Brandon School Division: Job bulletin - Assistant Secretary-Treasurer.
- Gail Anderson, Director, Consumer Protection Office: Legislation to repeal *The Charities Endorsement Act* effective December 31, 2013 is under consideration in the Legislature in Bill 46, The Statutes Correction and Minor Amendments Act, 2013.
- Labour Relations, Manitoba School Boards Association: CPI, Unemployment Rate and Regional Trends Update November 2013.
- Vickie Mundle, Pupil Transportation Unit, MB Education and Advanced Learning: Manitoba Infrastructure and Transportation Guidelines for



## CORRESPONDENCE

- Establishing Reduced-Speed School Zones.
- John Weselake, A/Executive Director, Public Schools Finance Board: Retail Sales Tax Rate Change - note transition rules in Manitoba Finance, Taxation Division Notice RST 13-05, revised July 2013.
- Chris Hagen, Senior Field Officer, Pupil Transportation Unit: Propane-Powered School Bus Purchase for 2014-15 School Year.
- Wayne Shimizu, Secretary-Treasurer, Seven Oaks School Division: Letter to Chris Hagen, Senior Field Officer, Pupil Transportation Unit, regarding Propane-Powered School Bus Purchase for 2014-15 School Year.
- Floyd Martens, President, Manitoba School Boards Association: Letter of support for an integrated system of early learning and childcare as outlined in Manitoba Child Care Association and Child Care Coalition of Manitoba's letter recently forwarded to the Minister of Family Services and Minister of Children and Youth Opportunities.
- Bob Craddock, Director, Assessment Services Department, Workers Compensation Board of Manitoba: 2014 WCB assessment rate.
- Manitoba News Release: December 2, 2013 - Province Announces New Position at U of W to Strengthen Teacher Training in Math. New Interdepartmental Professor, Stronger Math Requirements for Teacher Candidates Will help Strengthen Student Performance: Minister Allum.
- Manitoba News Release: December 3, 2013 - Province's Smaller Classes Initiative Results in 130 New Teachers in Schools This Year. More One-on-One with Teachers, Better Support for Students Learning 'Back-to-basics' Math, Language Arts Curriculum: Minister Allum.
- Manitoba News Release: December 9, 2013 - Government Begins Pre-Budget Consultations. Province Using New Ways to Engage Manitobans on their Priorities: Minister Howard.
- Amanda Lefley, The Selkirk Journal: Article from Thursday, December 5, 2013 issue of The Selkirk Journal: "Weighing in on local school division board's upcoming budget".
- Andrea Lawson, Project Leader, The Public Schools Finance Board: Proposed Red River School - Design Authority.
- Liane Wychreschuk, Architect, Prairie Architects Inc.: Amber Trails Community School Site Observation Report No. 10.
- MCM Architects Inc.: Change Order No. 3 Victory School Daycare (Andrews Early Learning Centre).
- MCM Architects Inc.: Change Order No. 4 Victory School Daycare (Andrews Early Learning Centre).
- Craig Bachynski, Number TEN Architectural Group: Change Orders No. 2 & No. 3 - West St. Paul Grooming Room and Lifts.
- John Wassenaar, Number TEN Architectural Group: Change Order No. 13 - Maples Collegiate Student Commons Addition.
- Andrea Lawson, A/Manager of Architectural Services, The Public Schools

## CORRESPONDENCE

Finance Board: West St. Paul School - Elevator Lift, support for additional costs.

- Tania Liba, Office of the Mayor: Confirmation of receipt of letter regarding concerns of snow clearing service in Winnipeg.
- Dr. Donna Michaels, Superintendent/CEO, Brandon School Division: Annual Education Results Report for the 2012/2013 school year.
- Manitoba Children and Youth Opportunities: Premier's Volunteer Service Award 2014.

### 13-062 Moved to Committee of the Whole at 8:22 p.m.

McGowan / Dabee

That the Board move into Committee of the Whole.

Carried

Trustee Sartbit in the Chair.

### 13-063 Red River School Architect Selection

Dela Cruz / Jaworski

That the Board request approval of The Public Schools Finance Board to appoint Prairie Architects Inc. as the lead consultant for the new Red River School.

Carried

## SUPERINTENDENTS' REPORT

The following matters were received as information:

- 20K3 – Public Schools Finance Branch.
- Meeting with Minister Allum.
- E-mail Upgrade.
- Expansion of BEEP program.
- Policy: Life Saving Medication.
- PISA Report.

### 13-064 General Supplies Tender

Dela Cruz / McGowan

Approved that the 2014 General Supplies Tender be awarded to Supreme.

Carried

## CORRESPONDENCE

- MSBA Trustee Indemnity Survey 2013-14.
- Kathlyn McNabb, Secretary-Treasurer, Rolling River School Division: Nomination of Trustee Ken Cameron for Vice-President - Boards under

## CORRESPONDENCE

6,000 students.

- Wayne Shimizu, Secretary-Treasurer, Seven Oaks School Division: Letter to Andrea Lawson, Public Schools Finance Board, with Phase 1 Environmental Site Assessment Report for Part Public Reserve "A" Adjacent to Leila North Community School (for land swap with City of Winnipeg).
- Justin Rempel, Labour Relations Consultant, MSBA: Preliminary MUST Fund Assessment July 1, 2014 notice.

The meeting adjourned at 8:58 p.m.

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Chairperson

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Secretary-Treasurer