

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Minutes of the Regular Meeting of the St. James-Assiniboia School Division Board
Held in the Board Room of the
Aidan Conklin Building, 2574 Portage Avenue
Tuesday, June 12, 2012

Meeting No. 10-12

PRESENT:

Chair: Bruce Chegus
Vice Chair: Craig McGregor

Trustees:

Ed Hume
Craig Johnson
Scott Johnston
Jennifer Lawson
Sandy Lethbridge
Bryan Metcalfe (arr. At 7:50 p.m.)
Cheryl Smukowich

Ron Weston, Chief Superintendent
Mike Friesen, Assistant Secretary-Treasurer
Tanis Pshebniski, Assistant Superintendent Program and Curriculum
Brett Lough, Assistant Superintendent Administration, Planning and Research
Randy Calvert, Manager Facilities and Maintenance
Mari-Jean Nachtigall, Senior Executive Assistant

CALL TO ORDER / ATTENDANCE – 7:30 p.m.

Attendance - recorded above.

ADOPTION OF MINUTES

10-01-12 MOVED: Trustee Craig McGregor:
"That the minutes of the Board Meeting of May 22, 2012 be adopted."

CARRIED

REPORT ON EDUCATION

Brooklands School – Building a Reading Circle at Brooklands School

HEARING OF DELEGATIONS

There were no delegations scheduled.

COMMITTEE REPORTS**FINANCE/FACILITIES COMMITTEE**

Meeting held June 5, 2012 (No. 06-12 Appendix A)

Committee Chair: Trustee Scott Johnston

Report presented by: Trustee Craig McGregor

1. Call to Order/Attendance – noted
2. Approval of Agenda – noted
3. By-Law 213-10 - For information
4. Financial Statement

10-02-12 MOVED: Trustee Craig McGregor:
 “That the financial statement for the period ended April 30, 2012 be received as information.”

CARRIED

5. Policies and Regulations

10-03-12 MOVED: Trustee Craig McGregor:
 “That the following policies be reaffirmed:

- a) DA – Fiscal Management Goals
- b) DBB – Fiscal Year
- c) DJA – Purchasing Authority

And further, that the following policies be approved:

- a) DAAA – Employee Suggestion Program Economic Efficiency
- b) DFCA – Parking Lot Charges
- c) DIA – School Funds
- d) DIAC – School Board Grants
- e) DIAD – External Grants
- f) DIE – Audits
- g) DJAB – Division Credit Cards and School Credit/Purchase Cards
- h) DJBB – Site Based and Opportune Buying
- i) DJBD – Bus Ticket Eligibility
- j) DKC – Expense Reimbursements

And further, that the following regulations and exhibits be received as information:

- a) DFCA-R – Administration of School Parking Lots from 8:00 am to 6:00 pm
- b) DIAAB-R – Accounts Payable Procedures
- c) DIAAC-R – Bank Reconciliation
- d) DIAAD-R – Month End Financial Reports

- e) DIS-R-1 – School Sponsored Activities Financial Accounting, Governance, Audits
- f) DJBA-R – Claims for Reimbursement
- g) DJBC-R – Telephone Calls
- h) DJB-R-2 General Purchasing Procedures
- i) DKC-R-1 – Guidelines for Completion of the Conference and Travel Expense Claim Form
- j) DKC-R-2 – Trustee Conference and Travel Requirements
- k) DKC-R-2-E-1 – Trustee Professional Development Application
- l) DPA-R – Payment of Fees
- m) DPA-R E1 – Fees for Service Payroll
- n) DPA-R-E2 – Fees for Service Accounts Payable
- o) DPA-R-E3 – Fees for Service – Non Resident Accounts Payable

And further, that the following Policies be archived:

- a) DFDA – Parking Lot Charges
- b) DFDA-R – Procedures in Administering School Parking Lots
- c) DIA – Accounting of School Funds
- d) DIB – School Activity Funds and Accounting
- e) DID – School Funds
- f) DJD – Site Based and Opportune Buying

And further, that the following Regulations and Operating Procedures be archived:

- a) DID-R-3 – Accounts Payable Procedures
- b) DID-R-4 – Bank Reconciliations
- c) DID-R-5 – Month End Financial Reports
- d) OP 03201 – Claims for Reimbursements
- e) OP 06102 – Telephone Calls
- f) OP 06103 – Bus Tickets
- g) OP 04101 – General Procedures, Catalog, Manual
- h) OP 104 – Petty Cash
- i) OP 101 – Accounting Systems McBee or MIG
- j) OP 3301 – Allocations of Grants to Band & Choirs
- k) OP 08102 – School Monitoring of Substitute Usage and Costs”

CARRIED

6. Manitoba School Boards Association School Vandalism Prevention

10-04-12

MOVED: Trustee Craig McGregor:

“That the Division participate in the MSBA’s School Vandalism Prevention program; and further,

That an article be placed in Contact providing details on the Vandalism Prevention Program.”

CARRIED

7. Request for Financial Support – St. James-Assiniboia Teachers' Association Golf Tournament
- 10-05-12 MOVED: Trustee Craig McGregor:
"That a grant in the amount of \$400.00 be awarded to the SJTA Golf Tournament Committee."
CARRIED
8. Bourkevale Community Centre
- 10-06-12 MOVED: Trustee Craig McGregor:
"That the update on discussions with Bourkevale Community Centre be carried forward to the next Finance/Facilities Committee meeting."
CARRIED
9. St. James Collegiate Access Project Update
- 10-07-12 MOVED: Trustee Craig McGregor:
"That the update on the St. James Collegiate Access Project be received as information."
CARRIED
- Concluded: Report of the Finance/Facilities Committee
FILED

GOVERNANCE COMMITTEE

Meeting held May 24, 2012 (No. 01-12 Appendix B)

Committee Chair: Ed Hume, Trustee

1. Call to Order/Attendance – noted
 2. Approval of Agenda – noted
 3. Annual Review of Board Organizational By-law
- For Information
 4. Items Referred to the Governance Committee
- 10-08-12 MOVED: Trustee Ed Hume:
"That revisions to Policy EHB Records Management and Retention as outlined be approved and that regulation EHB-R Guidelines on the retention and Disposition of School Division/District Records be received as information; and further,
That the Board designate the Provincial Archives of Manitoba as the designated location for permanent school division records (i.e. historical school division class registers and historical documents) as set out in regulation EHB-R."
CARRIED
5. Trustee Indemnity By-Law – Payment of Hourly Indemnity

- 10-09-12 MOVED: Trustee Ed Hume:
"That the revisions to the Trustee Indemnity By-law – Payment of Hourly Indemnity be referred to the Finance/Facilities Committee for consideration."
CARRIED
Concluded: Report of the Personnel Committee
FILED

AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE

Meeting of May 30, 2012; Appendix "C"

Trustee Representative: Jennifer Lawson

1. Call to Order/Attendance – noted
 2. Approval of Agenda – noted
 3. Brent Corrigan – Outstanding Achievement Award
- 10-10-12 MOVED: Trustee Jennifer Lawson:
"That the request from Mr. Brent Corrigan to donate a lump sum of \$1000 to be distributed at \$250 per year for the next four years, be approved according to the specified criteria."
CARRIED
4. The Pipes and Drums Award
- 10-11-12 MOVED: Trustee Jennifer Lawson:
"That the request from ANAF Unit 283, Pipes and Drums Band, to donate \$125 each for Collège Sturgeon Heights Collegiate and John Taylor Collegiate, be approved according to the specified criteria."
CARRIED
5. UNESCO Spirit Award
- 10-12-12 MOVED: Trustee Jennifer Lawson:
"That the request from Dawn Hicks to donate a lump sum of \$400 to create a grad award of \$100.00 per year for the next four years be approved according to the specified criteria."
CARRIED
6. John Atamanchuk Memorial Award
- 10-13-12 MOVED: Trustee Jennifer Lawson:
"That the request from Dan and Melaney Vermeylen to donate \$100 to a deserving student with Special Needs as selected by the John Taylor Staff be approved."
CARRIED
7. Peacekeeper Scholarship and Music/Band Scholarship – Deanne Crothers, MLA
- 10-14-12 MOVED: Trustee Jennifer Lawson:
"That the request from Deanne Crothers, MLA for St. James, to make a donation of \$600 for the Peacekeeper Scholarship, and \$600 for the Music/Band

Scholarship, to be distributed to the schools outlined and in accordance with the guidelines of political figures at Awards Ceremonies of Policy KLKD be approved.”

CARRIED

8. Peacekeeper Scholarship – Sharon Blady, MLA

10-15-12

MOVED: Trustee Jennifer Lawson:

“That the request from Sharon Blady, MLA for Kirkfield Park, to make a donation of \$600 for the Peacekeeper Scholarship to be distributed to the schools outlined and in accordance with the guidelines of political figures at Awards Ceremonies of Policy KLKD be approved.”

CARRIED

9. Peacekeeper Scholarship – Jim Rondeau, MLA

10-16-12

MOVED: Trustee Jennifer Lawson:

“That the request from Jim Rondeau, MLA for Assiniboia, to make a donation of \$1050 for the Peacekeeper Scholarship to be distributed to the schools outlined and in accordance with the guidelines of political figures at Awards Ceremonies of Policy KLKD be approved.”

CARRIED

10. Westview Dance Club Award

10-17-12

MOVED: Trustee Jennifer Lawson:

“That the request from the Westview Dance Club for an award of \$200 to a Grade 12 student at St. James Collegiate for excellence in the area of musical performing arts be approved.”

CARRIED

11. Cambrian Credit Union Learning for Life Award

10-18-12

MOVED: Trustee Jennifer Lawson:

”That the request from the Cambrian Credit Union to donate a \$1000 scholarship to be awarded to a high school student at Westwood Collegiate who has met the outlined criteria, be approved.”

CARRIED

12. Policy Review

10-19-12

MOVED: Trustee Jennifer Lawson:

“That the edits and amendments to Regulation JM-R, Awards and Scholarships, as per the attachment, be received for information.”

CARRIED

13. Vivian Doris Glass Memorial Award

10-20-12

MOVED: Trustee Jennifer Lawson:

“That the correspondence from the Winnipeg Foundation regarding the Vivian Doris Glass Scholarship be received as information.”

CARRIED

Concluded: Report of the Awards and Scholarship Committee

FILED

REPORT OF THE CHIEF SUPERINTENDENT

Ron Weston, Chief Superintendent
Report 10-12 (Appendix D)

FOR ACTION

1. Draft Regulation GCNB-R "Multidimensional Leadership Assessment and Evaluation"
10-21-12 MOVED: Trustee Cheryl Smukowich:
"That the Draft Regulation GCNB-R "Multidimensional Leadership Assessment and Evaluation" be referred to the Personnel Committee for consideration."
CARRIED
2. Extended Field Trip Proposal – John Taylor Collegiate
10-22-12 MOVED: Trustee Craig Johnson:
"That the Board approve the extended field trip proposal from John Taylor Collegiate for the Grade 10-12 students to travel to Anaheim, California on November 21 to 25, 2012 to participate in the Elite High School Hockey Tournament; with the understanding that the Superintendent will monitor the trip with due diligence and that the trip be subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade Canada or other applicable government agencies."
CARRIED
3. Proposed Schedule of Board and Committee Meetings for 2012/2013
10-23-12 MOVED: Trustee Craig McGregor:
"That the Board approve the proposed schedule of Board and Committee Meetings for the 2012/2013 school year."
CARRIED
4. WWAC Scholar-Athlete Award Luncheon

Board Chair Bruce Chegus and Trustee Cheryl Smukowich will represent the Board at the Luncheon.

FOR INFORMATION

1. Board Actions and Referrals
2. Safe Schools Feedback
3. Department Head, Program Implementation Assistant (PIA) and Teacher Designate Appointments
4. Youth Forum – Better Together
<http://bettertogether-sjsd.blogspot.com>

CONCLUDED: Report of the Superintendent No. 10-12

FILED

REPORT OF THE SECRETARY-TREASURER

Mike Friesen, Secretary-Treasurer
Report 10-12 (Appendix E)

ACTION

1. Correspondence from Bourkevale Community Centre President re: the St. James Collegiate track expansion
2. Correspondence from the Executive Director of Public Schools Finance Board re: 2012/2013 Public Schools Capital Support Program

10-24-12

MOVED: Trustee Scott Johnston:

"That the Correspondence from Bourkevale Community Centre President re: the St. James Collegiate track expansion and Correspondence from the Executive Director of Public Schools Finance Board re: 2012/2013 Public Schools Capital Support Program be referred to the Finance/Facilities Committee for consideration."

CARRIED

INFORMATION

1. Cheque Registers - May 18, 29, and June 4, 2012
2. Permit Report – June 7, 2012
3. Fund Raising Report – Buchanan School

CONCLUDED: Report of the Secretary-Treasurer No. 10-12

FILED

CORRESPONDENCE

For Action

1. Executive Director, MSBA, re: Education Legislation Update re:
 - a) Bill 3 The Highway Traffic Amendment Act (speed Limits in School Zones)
 - b) Bill 9, The Public Schools Amendment Act (Community Use of Schools)
 - c) Bill 21, The Public Schools Act (Code of Conduct for School Trustees)
 - d) Bill 48, the Planning and Land Dedication for School Sites Act (Various Acts Amended)

10-25-12

MOVED: Trustee Scott Johnston:

"That the MSBA Education Legislation Update be referred to the Finance/Facilities Committee for consideration."

CARRIED

For Information

1. Manitoba School Boards Association (MSBA):
 - a) Carolyn Duhamel, Executive Director, re: The Planning and Land Dedication for School Sites Act – including Discussion Paper, the Act and Fact Sheet “Principles in the planning and land dedication for school sites” jointly developed by MSBA, MASBO, MASS
 - b) E-news May 23, June 6, 2012
 - c) Alberta School Boards Association forum “It’s Time for a Student Health Revolution”, September 30-October 2, 2012 in Banff, Alberta
 - d) National Child Day Forum 2012, November 6-8, 2012, sponsored by Healthy child Manitoba
 - e) Executive Director, re: MSBA Staff Changes
 - f) Education for Sustainable Development May 2012 Newsletter, Manitoba Education
 - g) Executive Highlights, June 4, 2012
2. Canadian Association for the Practical Study of Law in Education (CAPSLE), Winnipeg Conference, May 2013 – Call for Papers on the theme “En-CAPSLE-ating Human Rights”
3. Letter of appreciation from a grandparent re: Principal and Staff of Jameswood Alternative School

INFORMATION CORRESPONDENCE

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There were no items of Unfinished Business/Business Arising

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

NEW BUSINESS**1. Notice of First Reading - By-Law 230-12**

10-26-12 Trustee Craig McGregor gave notice:

“That First reading of By-Law 230-12, a By-Law to amend the Organizational By-Law will be given at the June 26, 2012 regular school board meeting.”

2. Notice of First Reading - By-Law 231-12

10-27-12 Trustee Craig McGregor gave notice:

“That First reading of By-Law 231-12, a By-Law to amend the Trustee Indemnity By-Law will be given at the June 26, 2012 regular school board meeting.”

3. Trustee Sandy Lethbridge – Student Council Liaison Report

Trustee Lethbridge reported on the High School Student Council Liaison meeting and provided copies of the extensive summary of activities organized by the high school student councils over the 2011-2012 school year. This item was for trustees' information.

4. Trustee Professional Development Workshop Report

10-28-12 MOVED: Trustee Craig McGregor:

“That the Report on the Trustee PD Workshop be referred to a Committee of the Whole meeting in the fall of 2012 for consideration.”

CARRIED

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:16 p.m.

10-29-12 MOVED: Trustee Craig McGregor:

“That the Board recess to Committee of the Whole in Camera.”

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:45 p.m.**Administrative Staffing Appointments**

10-30-12 MOVED: Trustee Cheryl Smukowich:

“That Cheri Banks be appointed to Teaching (50%) Vice Principal (50%) at Buchanan School effective September 4, 2012.

That Stacy Kent be appointed to Supervising (100%) Vice Principal at John Taylor Collegiate effective September 4, 2012.

That Kyle Lizotte be appointed to Teaching (50%) Vice Principal (50%) at Lincoln Middle School effective September 4, 2012.

That Lori Edwards be appointed to Supervising (100%) Vice Principal at Collège Sturgeon Heights Collegiate effective September 4, 2012. “

CARRIED

Britannia Annex – Steam Heating Replacement

10-31-12 MOVED: Trustee Scott Johnston:
“That the Steam Heating lines be replaced at Britannia Annex; and further,
That the costs be funded from the Lease Capital Reserve; and further,
That the costs be recovered from Discovery Children’s Centre and Horizon
Children’s Centre.”

CARRIED

ADJOURNMENT

On motion of Trustee Bryan Metcalfe, the regular board meeting adjourned at
9:50 p.m.

Bruce Chegus
Chair of the Board

Ron Weston
Chief Superintendent