

**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 28, 2011

Meeting No. 12-11

**PRESENT:**

Chair: Bruce Chegus  
Vice Chair: Craig McGregor

Trustees: Ed Hume  
Craig Johnson  
Scott Johnston  
Jennifer Lawson  
Sandy Lethbridge  
Bryan Metcalfe  
Cheryl Smukowich

Ron Weston, Chief Superintendent  
Mike Friesen, Secretary-Treasurer  
Tanis Pshebniski, Assistant Superintendent Program and Curriculum  
Brett Lough, Assistant Superintendent Administration, Planning and Research  
Greg Mutter, Assistant Superintendent Personnel and Human Resources  
Mari-Jean Nachtigall, Senior Executive Assistant

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

Attendance - recorded above.

**ADOPTION OF MINUTES**

12-01-11 MOVED: Trustee Bryan Metcalfe:  
"That the minutes of the Board Meeting of June 12, 2011 be adopted."

CARRIED

**REPORT ON EDUCATION**

**Roots of Empathy**

Presented by: Candace Borger, Administrator ESS, Leanne Boyd, Healthy Child Manitoba, Bev Stephenson Roots of Empathy Mentor, teachers, parents and babies

**HEARING OF DELEGATIONS**

There were no delegations registered.

**COMMITTEE REPORTS****EDUCATION COMMITTEE**

Meeting held June 20, 2011 (Appendix A)

Presented by: Trustee Jennifer Lawson

1. Call to Order/Attendance – noted
2. Approval of agenda – noted
3. Information Items (items 3-6)

12-02-11

MOVED: Trustee Jennifer Lawson:

“That the following items be received as information:

- Report to the Community
- Introduction to University Course – Collège Sturgeon Heights Collegiate
- Manitoba Education – School Matters
- High School Courses re: Money Management Follow-up.”

CARRIED

7. Presentations for 2011-2012

12-03-11

MOVED: Trustee Jennifer Lawson:

“That Administration will arrange Education Committee presentations for October and November 2011 as per Committee discussion.”

CARRIED

CONCLUDED: Minutes of the Education Committee No. 07-11

FILED

**PERSONNEL COMMITTEE**

Meeting held June 21, 2011 (Appendix B)

Presented by: Trustee Cheryl Smukowich

1. Call to Order/Attendance – noted
2. Approval of agenda – noted
3. MANTE Job Descriptions

12-04-11

MOVED: Trustee Cheryl Smukowich:

“That the following new job descriptions be approved:

- Computerized Notetaker
- Crossing Guard
- Educational Assistant B
- Educational Assistant D
- Program Assistant

And further,

That the following job descriptions be revised:

- AP3-30 Behaviour Intervention Assistant
- AP3-3 Educational Assistant A
- AP3-5 Educational Assistant C
- AP3-10, 11, 12, 13, 18, 19, 31 & 33 Head Administrative Assistants

And further,

That the following job descriptions be archived:

- AP3-1 Student Assistant/Crossing Guard
- AP3-2 Student Assistant"

CARRIED

12-05-11 4. Excluded Staff Groups 1-4 Benefits and Compensation

MOVED: Trustee Cheryl Smukowich:

"That the Excluded Staff Groups 1-4 Benefits and Compensation, and the 2<sup>nd</sup> proposal for the Chief Superintendent, Assistant Superintendents, and Secretary-Treasurer be referred to the Personnel section of the In Camera agenda for discussion in an executive session."

CARRIED

CONCLUDED: Minutes of the Personnel Committee No. 07-11

FILED

### **REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent

Report 12-11 (Appendix C)

### **FOR ACTION**

1. Chief Superintendent Evaluation Process

12-06-11 MOVED: Trustee Cheryl Smukowich:

"That the Board approve the proposed timeline for the Chief Superintendent Evaluation Process as presented."

CARRIED

2. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

12-07-11 MOVED: Trustee Cheryl Smukowich:

"That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for the Grade 10-12 students to travel to New York to participate in a hair show on March 8-13, 2012; 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

### **FOR INFORMATION**

1. Board Actions and Referrals
2. Manitoba Education – School Matters Expression of Interest
3. Manitoba Education – Technical Vocational Initiative
4. Manitoba Education – 2001/2012 Ministers’ Awards
5. Manitoba Education – Grade 11 and 12 Social Studies curriculum Update
6. Manitoba Education – Grade 11 History of Canada Poster
7. Manitoba Education – Grade 12 Biology
8. Report on Education 2011/2012
9. Youth Health Survey in Fall 2012
10. Farm to School Manitoba Healthy Choice Fundraiser
11. Silverwing Youth Volunteers

12-08-11 MOVED: Trustee Ed Hume:  
 “That item 4, “Minister’s Awards” be referred to the Education Committee for consideration.”

CARRIED

CONCLUDED: Report of the Superintendent No. 12-11

FILED

### **REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
 Report 12-11 (Appendix D)

### **ACTION**

12-09-11 1. PSFB Correspondence – Voyageur School  
 MOVED: Trustee Scott Johnston:  
 “That the correspondence from Public Schools Finance Board re: replacement of the electric unit ventilator at Voyageur School be referred to the Finance/Facilities Committee.”

CARRIED

### **INFORMATION**

1. Cheque Registers – June 13, June 21, 2011
2. Permit Report – June 23, 2011
3. Fund Raising Report – Lakewood School, Sansome School, Bannatyne School

CONCLUDED: Report of the Secretary-Treasurer No. 12-11

FILED

### **CORRESPONDENCE**

#### **For Information**

1. Manitoba School Boards Association (MSBA):

- a) E-bulletin, June 22, 2011
  - b) MSBA newspaper clippings, June 7-15, 2011
  - c) Twitter highlights, June 9-22, 2011
  - d) Chair, Lord Selkirk School Division, letter to Minister of Education re: purchase of student information systems
2. President, St. James-Assiniboia Teachers' Association, re: signing officers

Letters of Thanks – Silver Circle and Retirement Dinner

INFORMATION CORRESPONDENCE

FILED

**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

**First Reading – By-Law 222-11 Religious Instruction Collège Sturgeon Heights Collegiate**

12-10-11 MOVED: Trustee Craig McGregor:

“That the Board give first reading to By-Law 222-11, a by-law to provide for instruction in religion at Collège Sturgeon Creek Collegiate.”

CARRIED

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**NEW BUSINESS**

There were no items of New Business.

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:40 p.m.**

12-11-11 MOVED: Trustee Craig McGregor:

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

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA– 9:20 p.m.**

**1. Student Matter**

12-12-11 MOVED: Trustee Craig McGregor:

“That the correspondence from a parent re: a student matter be referred to the Administration for appropriate response.”

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA IN EXECUTIVE SESSION**

**1. Excluded Staff Groups 1-4 Benefits and Compensation**

12-13-11

MOVED: Trustee Cheryl Smukowich:  
“That item 1, Requests for Excluded Wage/Benefit Adjustments be approved;  
and further,  
That item 2 Vacation be denied; and further  
That item 3, Vested Sick Credits (Policy GCCBA) be referred to the Personnel  
Committee for review.”

CARRIED

**ADJOURNMENT**

On motion of Trustee Craig McGregor, the regular board meeting adjourned at 9:23 p.m.

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Bruce Chegus  
Chair of the Board

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Ron Weston  
Chief Superintendent