

## **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, May 13, 2014

Meeting No. 09-14

### **PRESENT:**

Chair: Craig McGregor  
Vice Chair: Cheryl Smukowich

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

Absent with regrets: Bruce Chegus, Trustee

Ron Weston, Chief Superintendent  
Mike Friesen, Secretary-Treasurer  
Cindy Labaty, Manager Human Resources  
Brett Lough, Assistant Superintendent Administration, Planning and Research  
Greg Mutter, Assistant Superintendent Personnel and Administration  
Mari-Jean Nachtigall, Senior Executive Assistant

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

Attendance - recorded above.

### **ADOPTION OF MINUTES**

09-01-14 MOVED: Trustee Ed Hume:  
“That the minutes of the Board Meeting of April 22, 2014 be adopted.”

CARRIED

### **REPORT ON EDUCATION**

Lincoln Middle School – Making Fundraising Meaningful: Presented by Principal Lorelei Steffler, Vice Principal Kyle Lizotte and teachers Sarah de Groot and Lindsay Swereda along with several students.

A report was presented on Lincoln’s Student Voice group made up of students from grades 6, 7 & 8 who participate in leadership activities including leading

other students towards ensuring the success of various fundraisers as part of their work with the We Day initiatives.

**HEARING OF DELEGATIONS**

The Board held an in camera session at 6:30 p.m. to hear a CUPE Grievance Delegation. The delegation left at 6:58 p.m.

See motion No. 09-35-14 for Board action.

**COMMITTEE REPORTS**

**EDUCATION COMMITTEE**

Meeting held April 21, 2014 (Appendix A)  
Committee Chair – Sandy Lethbridge, Trustee

- 1. Attendance – for information
- 2. Approval of Agenda – noted
- 3. Policy Revisions

09-02-14 MOVED: Trustee Sandy Lethbridge:  
“That Policy IHI Contracting for Instruction be archived.”

CARRIED

- 4. Information Items
- 09-03-14 MOVED: Trustee Sandy Lethbridge:  
“That the following items be received as information:
- Project Search Initiative
  - Community Survey Proposed Questions for Fall 2014
  - Graduate Survey Results 2013.”

CARRIED

CONCLUDED: Report of the Education Committee

FILED

**FINANCE/FACILITIES COMMITTEE**

Meeting held April 21, 2014 (Appendix B)  
Committee Chair – Scott Johnston, Trustee

- 1. Attendance – as noted
- 2. Approval of the Agenda
- 3. Annual Re-Affirmation of the Organizational By-Law

09-04-14 MOVED: Trustee Scott Johnston:  
“That the Annual Re-Affirmation of the Organizational By-Law be received as information.”

CARRIED

- 09-05-14 4. St. James Historical Museum Association  
MOVED: Trustee Scott Johnston:  
"That a grant of \$1,100 be provided to the Historical Museum Association of St. James-Assiniboia for 2014."  
CARRIED
- 09-06-14 5. Public Schools Finance Board Correspondence  
MOVED: Trustee Scott Johnston:  
"That the correspondence from the Public Schools Finance Board as listed be received as information."  
CARRIED
- 09-07-14 6. Financial Statements  
MOVED: Trustee Scott Johnston:  
"That the Financial Statement for the period ending February 28, 2014 and March 31, 2014 be received as information."  
CARRIED
- 09-08-14 7. City of Winnipeg  
MOVED: Trustee Scott Johnston:  
"That the correspondence received from the City of Winnipeg confirming the 2014 Mill Rates for Education Support Levy and Special Levy be received as information."  
CARRIED
- 09-09-14 8. Letter to Kindergarten Parents at École Bannatyne  
MOVED: Trustee Scott Johnston:  
"That the email correspondence from Roné Boyko, Principal, École Bannatyne to parents advising of renovations of the kindergarten room be received as information."  
CARRIED
- 09-10-14 9. Letter from Parent re: Renovations at École Bannatyne  
MOVED: Trustee Scott Johnston:  
"That the correspondence from the Parent at École Bannatyne regarding the renovation of the kindergarten room for the 20K3 initiative be received as information; and further,  
That correspondence over the signature of the Chair of the Board be forwarded to the Parent detailing current practice and the due diligence that is undertaken to ensure minimal disruption to the school and students."  
CARRIED
- 09-11-14 10. Portage and Ferry Road Update  
MOVED: Trustee Scott Johnston:  
"That the correspondence and proposed sketches be sent to Councillor Scott Fielding (St. James-Brooklands) requesting that the initiative to widen Ferry Road South continue to progress."  
CARRIED
- 09-12-14 11. St. James Collegiate Elevator Update  
MOVED: Trustee Scott Johnston:  
"That the update on the St. James Collegiate Elevator be received as information."  
CARRIED

- 09-13-14 12. Discovery Children's Centre Request  
MOVED: Trustee Scott Johnston:  
"That the request from Discovery Children's Centre to install a fence and walkway be approved; and further,  
That there be no cost to the School Division."  
CARRIED
- 09-14-14 13. Lakewood School Natural Playspace Proposal  
MOVED: Trustee Scott Johnston:  
"That the Lakewood School Parent Council's request for approval to develop a natural play space and grounds enhancement project (Phase 1&2) be approved; and further,  
That all subsequent phases and construction plans be subject to the review and approval by the Manager of Facilities and Maintenance; and further,  
That the project be in accordance with the Division's Sustainable Development Practices Regulation, ADF-R, the Creative Playground Structures Policy ECBCB, as well as adherence to Policy DIAD (pertaining to External Grants) and that there be no cost to the Division."  
CARRIED
- 09-15-14 14. Assiniboine Children's Centre  
MOVED: Trustee Scott Johnston:  
"That the request from Assiniboine Children's Centre for approval in principle to install additional windows be referred to Administration for additional information; and further,  
That the request from Assiniboine Children's Centre to proceed with a kitchen renovation be approved; and further,  
That there be no cost to the School Division."  
CARRIED
- 09-16-14 15. Sturgeon Heights Collegiate Welding Shop Update  
MOVED: Trustee Scott Johnston:  
"That the update on the Sturgeon Heights Collegiate Welding Shop be received as information."  
CARRIED
- 09-17-14 16. Budget Goals  
MOVED: Trustee Scott Johnston:  
"That the 2014-15 Budget Goals be accepted as information; and further,  
That the Budget Goals be referred to the November Trustee Strategic Planning Session."  
CARRIED
- 09-18-14 17. École Assiniboine School – Bike Rack  
MOVED: Trustee Scott Johnston:  
"That the Administration conduct a review of bike cages in schools and provide a report to the Committee."  
CARRIED

09-19-14 18. Province of Manitoba News Release  
MOVED: Trustee Scott Johnston:  
"That the News Release on the new Seniors School Tax Rebate be received as information."

CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

**GOVERNANCE COMMITTEE**

Meeting held April 24, 2014 (Appendix C)

Committee Chair – Ed Hume, Trustee

09-20-14 1. Attendance – for information  
2. Approval of Agenda – noted  
3. Terms of Reference – Governance Committee (Policy BDE)  
MOVED: Trustee Ed Hume:  
"That the Terms of Reference – Governance Committee be received as information."

CARRIED

09-21-14 4. Organizational By-Law Review  
MOVED: Trustee Ed Hume:  
"That no changes to the Organizational By-Law be recommended."

CARRIED

09-22-14 5. Board Self Evaluation – Regulation AG-R, AG-E  
MOVED: Trustee Ed Hume:  
"That the Board Self Evaluation be received as information."

CARRIED

09-23-14 6. Roberts Rules of Order – Informal Procedures in Small Boards  
MOVED: Trustee Ed Hume:  
"That this item be received as information."

CARRIED

CONCLUDED: Report of the Governance Committee

FILED

**RETIREMENT PLAN COMMITTEE**

Meeting held: May 8, 2014

Report No. 04-13/14

Trustee Brian Metcalfe reviewed the Report of the Retirement Plan Committee for trustees' information.

CONCLUDED: Report of the Retirement Plan Committee

FILED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent  
Report 09-14 (Appendix B)

**FOR INFORMATION**

1. Board Actions and Referrals
2. Provincial Concours d'art oratoire 2014
3. School Resource Officer (SRO) – Feedback from Schools
- 09-24-14 4. Skills Manitoba – Collège Sturgeon Heights Collegiate  
MOVED: Trustee Sandy Lethbridge:  
“That the board send a letter of congratulations to the competitors in the Skills Manitoba Competition and wish them well in the gold medal competition on June 4, 2014 in Toronto.”  

CARRIED
- 09-25-14 5. Manitoba Education – Science and Safety Resource Manual  
MOVED: Trustee Sandy Lethbridge:  
“That a letter of congratulations be sent to Ms. D. Blankenburg, Science Teacher at College Sturgeon Heights Collegiate and Paul Deacon, Assistant Manager Facilities and Maintenance for their work in producing the resource manual for teachers, schools and school divisions regarding Science and Safety for Kindergarten to Grade 12 students.”  

CARRIED
6. École Robert Browning – Emergency Medical Service Week – for Information
- 09-26-14 7. MHSAA Athletes of the Week  
MOVED: Trustee Sandy Lethbridge  
“That a letter of congratulations be sent to student athletes and members of the Westwood Badminton Doubles team Christine Lobo and Amy Zhaio of Westwood Collegiate on being recognized as athletes of the week by the Manitoba High School Athletic Association.”  

CARRIED
- 09-27-14 MOVED: Trustee Sandy Lethbridge  
“That a letter of congratulations be sent to Jared Courchene, student at College Sturgeon Heights Collegiate who was honoured by the Winnipeg High School Hockey League as the most valuable player for 2013-14 season.”  

CARRIED
- 09-28-14 MOVED: Trustee Sandy Lethbridge  
“That a letter of congratulations be sent to former College Sturgeon Heights Collegiate and Manitoba Bison Football player on his selection in the first round of the 2014 Canadian Football League player draft .”  

CARRIED

8. Thank you Jameswood School - letter of appreciation from grandparent
9. John Taylor Collegiate 50<sup>th</sup> Reunion Event May 16-18, 2014

CONCLUDED: Report of the Superintendent No. 09-14

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 9-14 (Appendix F)

**FOR ACTION**

1. Request for Financial Support
2. Public Schools Finance Board Correspondence
  - a) Crestview School – One Classroom Renovation – Smaller Class Size Initiative
  - b) École Assiniboine - One Classroom Renovation – Smaller Class Size Initiative
  - c) Hedges Middle School – Roof Replacement
  - d) Lakewood School – Child Care Renovation

09-29-14

MOVED: Trustee Scott Johnston:  
"That action items 1 and 2 (above) be referred to the Finance/Facilities Committee."

CARRIED

**FOR INFORMATION**

1. Cheque Registers:  
  
April 16, 17, 21 (INP Payroll Clearing and US Bank), April 29, 2014, April 29, 2014 (INP Payroll Clearing) April 29, 2014, May 5, 2014(INP Payroll Clearing), May 6, 2014
2. Permit Report – May 8, 2014
3. Fund Raising Report – John Taylor Collegiate

CONCLUDED: Report of the Secretary-Treasurer No. 09-14

FILED

**CORRESPONDENCE**

**For Action**

1. Floyd Martens, President, re: Membership Satisfaction Survey

2. Carolyn Duhamel, Executive Director, letters to Board Chair, Chief Superintendent and Secretary-Treasurer re: pending survey

It was agreed that trustees forward their comments on the survey questions to the Board Chair.

### **For Information**

1. Manitoba School Boards Association (MSBA):
  - a. E-Bulletin April 30, 2014
  - b. Associate Director, re: Information brochure "Public Schools Matter to Everyone"
  - c. K. Thomas, Use of gyms and Fire/Safety requirements
  - d. MSBA 2014-15 Association Datebook draft
2. CSBA Newsletter Spring 2014
3. Manitoba Orff Music Chapter – 40<sup>th</sup> Anniversary event June 5, 2014 at The Forks Market
4. D. Gervais, Director, Instruction, Curriculum and Assessment Branch re: Education for Sustainable Development: Kindergarten to Grade 4 Poster Activities re: the central declaration "The Earth is Our Home"
5. Bruce Alexander, President St. James Scholarship Foundation, letter of appreciation acknowledging Board Office employees

### **UNFINISHED BUSINESS**

- 09-30-14 MOVED: Trustee Jennifer Lawson:  
"That the Finance/Facilities Committee examine the process for the development and completion of the St. James Collegiate Elevator Project."

CARRIED

### **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

### **NEW BUSINESS**

#### **Notice of Motion – First Reading By-Law 249-14**

- 09-31-14 Trustee Cheryl Smukowich gave notice:  
"That first reading of By-Law 249-14, a by-law to allow for religious instruction at École Robert Browning School shall be given at the May 27, 2014 school board meeting."

**Notice of Motion – First Reading By-Law 250-14**

- 09-32-14 Trustee Cheryl Smukowich gave notice:  
“That first reading of By-Law 250-14, a by-law to allow for religious instruction at Strathmillan School shall be given at the May 27, 2014 school board meeting.”

**Proposed Voyageur Dog Park**

- 09-33-14 MOVED: Trustee Cheryl Smukowich  
“That correspondence from a concerned resident regarding development of an off leash dog park at Voyageur Park be received as information.”

CARRIED

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:05 p.m.**

- 09-34-14 MOVED: Trustee Craig Johnson:  
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:12 p.m.**

**CUPE Grievance Hearing**

- 09-35-14 MOVED: Trustee Jennifer Lawson:  
“That the Board deny the grievance as discussed in Committee of the Whole in camera.”

CARRIED

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular Board meeting adjourned at 9:15 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent