

## 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, September 23, 2014

Meeting No. 15-14

**PRESENT:**

Chair:	Craig McGregor
Vice Chair	Cheryl Smukowich

**Trustees:**

Bruce Chegus  
Ed Hume  
Craig Johnson  
Scott Johnston  
Jennifer Lawson  
Sandy Lethbridge  
Bryan Metcalfe

Ron Weston, Chief Superintendent  
Mike Friesen, Assistant Secretary-Treasurer  
Tanis Pshebniski, Assistant Superintendent Program and Curriculum  
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**

15-01-14      **MOVED:** Trustee Craig Johnson:  
"That the minutes of the Board Meeting of September 9, 2014 be adopted."

CARRIED

**REPORT ON EDUCATION**

**Collège Sturgeon Heights Collegiate – Skills Manitoba/Skills Canada Program**

**Presented by: Barry Wiess, Principal, Tim Rafter, Vice Principal and Jason Bilous, Teacher**

A report was presented on the work done at Collège Sturgeon Heights Collegiate with Skills Manitoba over the past ten years. The benefits to students participating in the Skills Manitoba/Canada showcase include learning to compete successfully, to stay relevant with current industry standards, and to experience the integration of the Nine Essential Skills of learning into their practical work.

**HEARING OF DELEGATIONS**

**No delegations registered.**

**COMMITTEE REPORTS**

**EDUCATION COMMITTEE**

Meeting held September 15, 2014 (Appendix A)  
Committee Chair – Sandy Lethbridge, Trustee

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

15-02-14 MOVED: Trustee Sandy Lethbridge:  
“That the revisions to IJOA-R Field Trips and IEA-R Subject Area Time Allotments be received as information.”

CARRIED

4. Information Items

15-03-14 MOVED: Trustee Sandy Lethbridge:  
“That the following items be received as information:  
- Drop Out Study Report 1989-2013  
- Quality Education Fund 2014-15  
- Early Development Instrument (EDI) Results – Community 2010-11  
- Manitoba Education – Bring Your Own Device Guide  
- Digital Learning Initiative – Year One Assessment  
- MSIP 2013-14 Final Report and Partnership Renewal  
- English as an Additional Language (EAL) Report 2013-14  
- Behaviour Intervention Team Report  
- Family Access Program Year End Report 2013-14

And further,

That the Committee wishes to acknowledge the many outstanding efforts of staff in providing these detailed and comprehensive reports.”

CARRIED

CONCLUDED: Report of the Education Committee

FILED

**PERSONNEL COMMITTEE**

Meeting held September 16, 2014 (Appendix B)  
Committee Chair – Jennifer Lawson, Trustee

1. Call to Order/Attendance – for information
2. Approval of Agenda – for information
3. Excluded Group 1 Wages and Benefits

- 15-04-14      MOVED: Trustee Jennifer Lawson:  
 “That the request for compensation and benefit improvements for Excluded Group 1 Division Administrators, be referred to the In-Camera Committee of the Whole session at the Board meeting of September 23, 2014 for consideration and approval.”  
CARRIED
4.      Job Description AP1-37 Manager, Integrated Arts Program
- 15-05-14      MOVED: Trustee Jennifer Lawson:  
 “That job descriptions AP1-37, Manager Integrated Arts Program, be archived.”  
CARRIED
5.      Policies and Regulations
- 15-06-14      MOVED: Trustee Jennifer Lawson:  
 “That revisions to the following policies be approved:  
     • Policy DKC Expense Reimbursements (Travel and Automobile)  
     • Policy GCC Professional Staff Leaves and Absences”  
CARRIED
6.      Confidential Employee Discipline Update
- 15-07-14      MOVED: Trustee Jennifer Lawson:  
 “That the Confidential Employee Discipline update be received as information.”  
CARRIED
7.      Preliminary Opening Enrolments
- 15-08-14      MOVED: Trustee Jennifer Lawson:  
 “That the preliminary opening enrollment date be received as information.”  
CARRIED
8.      Retirement Notification
- 15-09-14      MOVED: Trustee Jennifer Lawson:  
 “That the retirement of the Senior Executive Assistant be accepted with regret and much appreciation for 42 years of dedicated service.”  
CARRIED
- CONCLUDED: Report of the Personnel Committee  
FILED
- RETIREMENT PLAN COMMITTEE**  
 Meeting held September 11, 2014 (Appendix C)  
 Presented by: Bruce Chegus, Chair/School Board Trustee
- 15-10-14      MOVED: Trustee Bruce Chegus:  
 “That the Report of the Retirement Plan Committee No. 01-14/15 be received as information.”  
CARRIED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent  
Report 15-14 (Appendix D)

**FOR ACTION**

There were no action items.

**FOR INFORMATION**

1. Board Actions and Referrals
2. Manitoba Education – My Child in School Website
3. Administration Assignments and Committees

CONCLUDED: Report of the Superintendent No. 15-14

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 15-14 (Appendix E)

**ACTION**

1. Correspondence from the Public Schools Finance Board:  
Westwood Collegiate – Roof Replacement  
Lakewood School – Child Care Renovation

15-11-14 MOVED: Trustee Scott Johnston:

“That the Public Schools Finance Board correspondence re: Westwood Collegiate roof replacement and Lakewood School child care renovation be referred to the Finance/Facilities Committee for consideration.”

CARRIED

**INFORMATION**

1. Cheque Registers
  - a) September 3, 2014
  - b) September 8, 2014 (INP Payroll Clearing)
  - c) September 9, 2014
  - d) September 16, 2014
  - e) September 17, 2014 (US Bank)
2. Permit Report – September 18, 2014
3. Fund Raising Report – École Bannatyne

CONCLUDED: Report of the Secretary-Treasurer No. 15-14

FILED

**CORRESPONDENCE**

**Action Correspondence**

1. Manitoba School Boards Association (MSBA):
  - a. Executive Director, MSBA, re: Equity in Education Research Study Survey Results and Board Chair focus group sessions: Request for Board Chairs to attend  
  
The Board Chair, Craig McGregor will attend.
  - b. Executive Director, re: Copy of June letter to Board Chairs and Superintendents re: the above referenced province-wide study

**Information Correspondence**

1. Manitoba Education Research Network (MERN):
  - a. Fall 2014 Newsletter
  - b. "Education for All", Workshop November 7, 2014 - call for presenters

CONCLUDED – 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**

**By-Law 253-14 – Religious Instruction Linwood School**

15-12-14 Trustee Cheryl Smukowich gave notice:

That By-Law 253-14, to allow for instruction in religion at Linwood School, shall be given first reading at the October 14, 2014 regular school board meeting.

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

15-13-14 MOVED: Trustee Craig Johnson:  
"That the Board recess to Committee of the Whole in Camera."

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:50 p.m.**

**Excluded Group 1 Compensation and Benefits**

15-14-14 MOVED: Trustee Jennifer Lawson:

"That the compensation and benefit improvements for Excluded Group 1 Division Administrators as discussed in Committee of the Whole in camera be approved, effective July 1, 2014."

CARRIED

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 8:55 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent