



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Minutes of the Regular Board Meeting of the St. James-Assiniboia School Division Board of Trustees

Tuesday, January 23, 2018, 7:30 p.m.

*Held in the Board Room of the Aidan Conklin Building
2574 Portage Avenue, Winnipeg*

No. 1160045

Meeting No. 02-18

PRESENT:

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	Trustee
Jennifer Lawson	Trustee
Sandy Lethbridge	Trustee
John Mulligan	Trustee
Peter Woods	Trustee

ALSO IN ATTENDANCE:

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Assistant Superintendent, Education (6-12) & Administration
Carrol Harvey	Manager, Human Resources (6:45 -7:09 p.m.)
Cindy Labaty	Manager, Human Resources (7:30 – 9:43 p.m.)
Bernice Kitsch	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:30 – 9:43 p.m.)

CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

The Chair called the meeting to order at 6:45 p.m. Attendance – recorded above.

02-01-18 **MOVED: Trustee Craig Johnson**
 "That the Board recess to Committee of the Whole In-Camera.

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:31p.m

ADOPTION OF MINUTES – PREVIOUS MEETING

02-02-18 **MOVED: Trustee Craig Johnson:**
 "That the minutes of the Board Meeting of January 9, 2018 be adopted."

CARRIED

REPORT ON EDUCATION

Inclusive Practice at École Assiniboine – A Family's Perspective

Presented by: Sandra Melo (PR), Yvonne Perry (Resource), Suzy DeSousa (Teacher), and parents, Justin and Cindy Klayh

The parents shared how the family's perspective is on what it is like to collaborate with the school in order to best meet the needs of their son. Their son started in Kindergarten and is currently in Grade 3 French immersion, and success in academic, emotional and social growth have been demonstrated. The goal is to continue to provide a safe, caring environment where he can learn to his fullest potential with equitable opportunities, resource and supports.

HEARING OF DELEGATIONS

No Delegations registered.

COMMITTEE REPORTS

PERSONNEL COMMITTEE 01-18

Meeting held January 16, 2018

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of Agenda
3. CPI Update

02-03-18 **MOVED: Trustee Sandy Lethbridge**

"That the CPI Update as referred from the Board meeting held November 28, 2017 be received as information."

CARRIED

02-04-18 **MOVED: Trustee Sandy Lethbridge**

"That the Board consider submitting the following question to MSBA by March 1, 2018: "How will local school boards be involved in the consultative process with the Department of Education review?"

CARRIED

02-05-18 **MOVED: Trustee Sandy Lethbridge**

"That the Personnel Report to the Board be received as information."

CONCLUDED: Report of the Personnel Committee

FILED

FINANCE/FACILITIES COMMITTEE 01-18

Meeting held January 16, 2018

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of Agenda
3. Discovery Children's Centre Inc. Leasehold Improvement Request - Window Replacement

02-06-18 **MOVED: Trustee Craig Johnson**

"That the request from Discovery Children's Centre to install a new window in room #8 at the Britannia building be approved.

And further;

That the final project be subject to the inspection and satisfaction of the Manager, Facilities & Maintenance.

And further;

That there is no cost to the School Division."

CARRIED

4. Request for Financial Support - Winnipeg Music Festival

02-07-18 **MOVED: Trustee Craig Johnson**

"That a grant in the amount of \$1,500 be awarded to the Winnipeg Music Festival in support of the costs of the 2018 event."

CARRIED

5. Building Capacity Report

02-08-18 **MOVED: Trustee Craig Johnson**

"That the December 2017 Building Capacity Report be received as information."

CARRIED

6. Renaming of Facilities (École Ness, Golden Gate Middle School)

02-09-18 **MOVED: Trustee Craig Johnson**

"That the request to rename Ness Middle School to École Ness be approved.

And further;

That the request to rename École Golden Gate Middle School to Golden Gate Middle School be approved."

CARRIED

7. Financial Statement - November 2017

02-10-18 **MOVED: Trustee Craig Johnson**

"That the Financial Statement for the period ending November 30, 2017 be received as information."

CARRIED

8. City of Winnipeg – Portioned Assessment

- a) As at December 14, 2017

- b) As at January 1, 2018

- c) Portioned Assessments Under Appeal as at January 1, 2018

- d) Residential Units – January 1, 2018

02-11-18 **MOVED: Trustee Craig Johnson**

"That the City of Winnipeg Portioned Assessments as at December 14, 2017 and January 1, 2018 portioned assessments under appeal, and Residential Unit Statistics be received as information."

CARRIED

- 02-12-18 9. Internal Audit Summary – 2016/2017
MOVED: Trustee Craig Johnson
“That the 2016/2017 Internal School Audit Summary and Recommendations be received as information.”

CARRIED

- 02-13-18 10. Energy Consumption Report – 2016/2017
MOVED: Trustee Craig Johnson
“That the 2016/2017 Energy Consumption Report be received as information.”

CARRIED

- 02-14-18 11. Capital Betterment
a) Proposed Phoenix School Bus Loop Site Plan
b) Preliminary Cost Estimate – December 28, 2017
MOVED: Trustee Craig Johnson
“That the parking lot reconfiguration and expansion at Phoenix School, with an estimated cost of \$169,055, be approved.
And further;
That the project be funded through the Undesignated Capital Reserve (\$115,094) and the remaining cost to be funded from the Operating Reserve.
And further;
That correspondence be forwarded to PSFB requesting permission for approval to spend the Undesignated Capital Reserve on the Phoenix School bus loop and parking lot.”

CARRIED

- 02-15-18 12. St. James Bus Loop Update
MOVED: Trustee Craig Johnson
“That the discussion on the St. James Bus Loop be received as information.
And further;
That correspondence over the signature of the Chair of the Board be forwarded to Scott Gillingham, City Councillor for St. James-Brooklands-Weston, requesting assistance in addressing the delays. Copy to Stan Dueck, Manager, Development and Inspections Planning, Property, and, Development for the City of Winnipeg, and Brian Mayes, School Board Liaison with the City of Winnipeg.”

CARRIED

- 02-16-18 13. Bruce Wood Shop Renovation Update
MOVED: Trustee Craig Johnson
“That the renovation of the theatre to a multi-purpose room at Bruce Middle School be approved in principle.”

CARRIED

14. Memo – Revised Process for 2018 “Bear-pit Session” with Minister of Education and Training

02-17-18 MOVED: Trustee Craig Johnson

"That the discussion on the Bear-pit Session" with the Minister of Education and Training be received as information."

CARRIED**02-18-18 15. Purchased Bus Seat Fees
MOVED: Trustee Craig Johnson**

"That the purchased bus seat rate for the 2018/2019 school year be increased to \$52 per month for the first child in a family and \$26 for all additional riders. School be approved in principle."

CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED**Governance Committee 01-18**

Meeting held January 18, 2018

Committee Chair: Bruce Chegus

- 02-19-18**
1. Attendance – for information
 2. Approval of Agenda
 3. Trustee Professional Development

MOVED: Trustee Bruce Chegus

"That revisions to Policy BIBA – School Board Conferences, Conventions and Workshops, be approved."

CARRIED

4. Email Correspondence: By-Law 280-17 Re: Section #15 Public Participation at Meeting #10

CONCLUDED: Report of the Governance Committee

FILED**REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent

Report 02-18

FOR ACTION

- 02-20-18**
1. New Draft Video Surveillance Policy ECAE & Regulation ECAE-R

MOVED: Trustee Craig Johnson

"That the new draft Policy ECAE - Video Surveillance and new draft Regulation ECAE-R - Video Surveillance be referred to the Finance/Facilities Committee for review.

And Further;

That the current Policy ECA - Building and Grounds Security and Regulation ECA-R Building and Grounds Security be archived."

CARRIED

- 02-21-18 2. Revised Policy EB CD Procedures for Storm Closures, Bus Cancellations and Other Emergencies
MOVED: Trustee Craig Johnson
“That the revised Policy EB CD Procedures for Storm Closures, Bus Cancellations and Other Emergencies be referred to the Finance/Facilities Committee for review..”
CARRIED
- 02-22-18 3. Advanced Placement Schools Report 2016/2017
MOVED: Trustee Jennifer Lawson
“That the St. James-Assiniboia Advanced Placement Schools Report 2016/2017 be referred to the Education Committee for review.”
CARRIED
- 02-23-18 4. International Baccalaureate Schools Report 2016/2017
MOVED: Trustee Jennifer Lawson
“That the St. James-Assiniboia International Baccalaureate Schools Report 2016/2017 be referred to the Education Committee for review.”
CARRIED
- 02-24-18 5. Extended Field Trip Proposal - Divisional Senior Concert Choir
MOVED: Trustee Jennifer Lawson
“That the Board approve the extended field trip proposal from the Divisional Senior Concert Choir for Grade 9 to 12 students to travel to New York on April 20-24, 2018; with the understanding that the Chief Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”
CARRIED

FOR INFORMATION

1. Board Actions and Referrals
2. Divisional Concours d'art oratoire
3. Proposed date for RM of Headingley Meeting
 - Wednesday, April 25, 2018 at 5:00 p.m.
 - Thursday, April 26, 2018 at 5:00 p.m.
4. Youth Forum – Wednesday, February 7, 2018

CONCLUDED: Report of the Superintendent No. 02-18

FILED

REPORT OF THE SECRETARY-TREASURER/ CFO

Mike Friesen, Secretary-Treasurer

Report 02-18

FOR ACTION

1. Financial Statement – December 2017
2. City of Winnipeg – Portioned Assessment
 - a) Portioned Assessment as of January 15, 2018
 - b) Portioned Assessment under Appeal at January 15, 2018 Public Schools Finance Board Correspondence

02-25-18

MOVED: Trustee Craig Johnson

“That items #1 and #2 be referred to the Finance/Facilities Committee.”

CARRIED

FOR INFORMATION

1. Cheque Registers:
 - a) January 4, 2018
 - b) January 4, 2018 (INP Payroll Clearing)
 - c) January 11, 2018
 - d) January 11, 2018 (INP Payroll Clearing)
 - e) January 16, 2018 (US Bank)
2. Permit Report – January 18, 2018
3. TRAF Reporting Assessment
4. Tender Award Summary – January 8, 2018

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There is no action correspondence.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. H. Demetriooff, Director, Education & Communications re 2018 Convention registration memo
 - b. H. Demetriooff, Director, Education & Communications re 2018 Convention full program
 - c. H. Demetriooff, Director, Education & Communications re Registration Forms
 - d. National Policy Conference on Holocaust Education – Jan. 27-28, 2018 Toronto
 - e. E-Bulletin – January 10, 2018
 - f. Notice from Manitoba Education and Training re MERN funding
 - g. Webinar – Leading the Strategic Planning Process – Jan. 30, 2018

- h. Machine Shop Safety Guidelines
- i. Tadd Youth Conference – May 10-13, 2018
- j. GSA Conference – April 10, 2018

CONCLUDED: Information Correspondence

FILED

UNFINISHED BUSINESS

- 02-26-18** 1. First Reading – Debenture 283-17
MOVED: Trustee Cheryl Smukowich
“That the board give first reading to By-Law 283-17, a debenture by-law for projects totaling \$1,356,100.”

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There were no questions from the public.

TRUSTEE PD SUMMARIES

There were no Trustee PD Summaries.

NEW BUSINESS

There were no new business items.

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA

- 02-27-18** 1. Personnel Matter
MOVED: Trustee Cheryl Smukowich
“That the Board of Trustees accept the employee resignation as of January 31, 2018, as discussed in the Committee of the Whole In Camera.”

CARRIED

- 02-28-18** 2. MSBA Confidential Survey – Final Reports 2017-2018
MOVED: Trustee Sandy Lethbridge
“That the MSBA Confidential Survey Final Reports 2017-18 be referred to the Personnel Committee for review.”

CARRIED

- 02-29-18** 3. Administration Compensation
MOVED: Trustee Sandy Lethbridge
“That employees eligible to earn and receive vested sick credits as of January 24, 2018 be grandparented;
And further;

That the grandparented employees continue to accrue vested sick credits in accordance with Policy GCBBA;
And further;
That a list identifying employees that are grandparented to receive vested sick credits be maintained.”

CARRIED

02-30-18 4. Liaison Committee
MOVED: Trustee Sandy Lethbridge
“That a Liaison Committee with Excluded Staff be referred to the Personnel Committee for further discussion.”

CARRIED

02-31-18 5. Education Pre-Budget
Section 1 – Additional Funding Requests
Section 2 – Technology Update
MOVED: Trustee Craig Johnson
“That the Additional Funding Requests be referred to the Finance/Facilities Committee for consideration during the 2018-2019 budget deliberations.
And further;
That a Committee of the Whole meeting be scheduled to review Instructional Teaching Supports.
And further;
That the Technology Update be received as information.

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:45 p.m.

Craig McGregor
Chair of the Board

Brett Lough
Chief Superintendent