



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 26, 2018, 7:30 p.m.

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

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No. 1220896

Meeting No. 11-18

### **PRESENT:**

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Craig Johnson	Trustee
Ed Hume	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
Tanis Pshebniski	Asst. Superintendent, Education (K-8) and Student Services
Carrol Harvey	Manager, Human Resources
Gillian Muir	Executive Assistant
Jennifer Cameron	Information Officer (8:04 p.m.)

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

The Chair called the meeting to order at 7:00 p.m. Attendance – recorded above.

**11-01-18      MOVED: Trustee Craig Johnson**  
“That the Board recess to Committee of the Whole In-Camera.”

**CARRIED**

### **RETURN TO REGULAR BOARD MEETING – 8:04 p.m.**

THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION ACKNOWLEDGES THAT WE ARE ON TREATY ONE LAND, THE TRADITIONAL TERRITORY OF THE ANISHINAABE, ININIW, AND DAKOTA, AND THE HOMELAND OF THE MÉTIS NATION.

### **ADOPTION OF MINUTES – PREVIOUS MEETING**

**11-02-18      MOVED: Trustee Craig Johnson**  
“That the minutes of the Board Meeting of June 12, 2018 be adopted.”

**CARRIED**

## **REPORT ON EDUCATION**

### **Presentation – Grant’s Old Mill**

A grant in the amount of \$1,000 was awarded to Grant’s Old Mill representative Daryl Frame, President.

## **HEARING OF DELEGATIONS**

There were no delegations.

## **COMMITTEE REPORTS**

### **EDUCATION COMMITTEE No. 07 ~ 17-18**

Meeting held June 18, 2018

Committee Chair: Jennifer Lawson

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

**11-03-18**

#### **MOVED: Trustee Jennifer Lawson**

“That the following changes to policies be approved:

- IHBB Enrichment Education – to be archived
- JICH – Drug and Alcohol Use by Students – revised
- IGD-R Student Participation in Co-Curricular and Interscholastic Programs – changed from regulation to policy IGD Student Participation in Co-Curricular and Interscholastic Programs

And further;

That IJOA-R Field Trip be amended as discussed;

And further;

That the following exhibits be received as information:

- IJNB-E Educational Support Services Request for Assistance
- IJOA-E-4 One Day Field Trip Proposal
- IJOA-E-5 Extended Field Trip Proposal
- IJOA-E-5A Out-of-Country Field Trip Proposal”

**CARRIED**

**11-04-18**

4. June is Pride Month

#### **MOVED: Trustee Jennifer Lawson**

“That Administration provide the Education Committee with a draft flag policy in September 2018”

**CARRIED**

**11-05-18**

5. Agenda Items 3, 5, 7 and 8

#### **MOVED: Trustee Jennifer Lawson**

“That the following items be received as information:

- Continuous Improvement: Student Achievement and Agile Leadership Support presentation
- The DRAFT SJASD Concussion Protocol
- Alamo Academies Industrial Skills Vocational Program
- The Trustee PD Summaries, NSBA Conference Report and Living our Values Outdoor Education Workshop - April, 2018"

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED****PERSONNEL COMMITTEE No. 06-18**

Meeting held June 19, 2018

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of Agenda
3. Teacher / EA Evaluation

**11-06-18****MOVED: Trustee Sandy Lethbridge**

"That the discussion be received as information."

**CARRIED**

4. Current Kindergarten Enrolment 18/19

**11-07-18****MOVED: Trustee Sandy Lethbridge**

"That the Current Kindergarten Enrolment Data for 18/19 be received as information."

**CARRIED**

5. A&E/Community Support Coordinator Backfill

**11-08-18****MOVED: Trustee Sandy Lethbridge**

"That the discussion be received as information."

**CARRIED**

6. Job Descriptions

- AP3-10 Department, Head Administrative Assistant
- AP3-19 George Waters, Head Administrative Assistant

**11-09-18****MOVED: Trustee Sandy Lethbridge**

"That revisions to Job Description AP3-10 Department, Head Administrative Assistant be approved;

And further;

That Job Description AP3-19 George Waters, Head Administrative Assistant be archived."

**CARRIED**

7. CPI Update

**11-10-18****MOVED: Trustee Sandy Lethbridge**

"That the CPI Update as referred from the Board meeting held June 12, 2018 be received as information."

**CARRIED**

- 11-11-18 8. Personnel Report to the Board  
**MOVED: Trustee Sandy Lethbridge**  
"That the Personnel Report to the Board be received as information."  
**CARRIED**

CONCLUDED: Report of the Personnel Committee

**FILED**

**REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent  
Report 11-18

**FOR ACTION**

- 11-12-18 1. Chief Superintendent Evaluation Process  
**MOVED: Trustee Cheryl Smukowich**  
"That the Board approve the proposed timeline as amended."  
**CARRIED**

- 11-13-18 2. Proposed Change in School Hours - Strathmillan School  
**MOVED: Trustee Cheryl Smukowich**  
"That the Board approve the proposed change in school hours for Strathmillan School for the 2018-19 school year."  
**CARRIED**

- 11-14-18 3. Child Sexual Abuse by K-12 School Personnel in Canada Executive Summary and Article  
**MOVED: Trustee Sandy Lethbridge**  
"That the Child Sexual Abuse by K-12 School Personnel in Canada Executive Summary and Article be referred to the Personnel Committee for review."  
**CARRIED**

- 11-15-18 4. Extended Field Trip Proposal - Collège Sturgeon Heights Collegiate  
**MOVED: Trustee Cheryl Smukowich**  
"That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for Grade 9 and 10 students to travel to Washington, DC on May 14-18, 2020; 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. Innovative Grant Reports 2017/2018
3. Department Head/Program Implementation Assistant (PIA) and Teacher Designate Appointments

**CONCLUDED: Report of the Superintendent No. 11-18**

**FILED**

**REPORT OF THE SECRETARY-TREASURER/ CFO**

Mike Friesen, Secretary-Treasurer  
Report 11-18

**FOR ACTION**

1. PSFB Correspondence
  - Phoenix School - Steam Unit Ventilator Replacement Design Authorization
  - École Assiniboine - Roof Replacement Project Authorization

11-16-18

**MOVED: Trustee Craig Johnson**

"That item #1 be referred to the Finance/Facilities Committee."

**FOR INFORMATION**

1. Cheque Registers:
  - a) June 7, 2018
  - b) June 14, 2018 (INP Payroll Clearing)
  - c) June 15, 2018
  - d) June 21, 2018
2. Permit Report – June 21, 2018
3. Fundraising Report
  - a) École Bannatyne
  - b) Strathmillan School

**CONCLUDED: Report of the Secretary-Treasurer/CFO**

**FILED**

**CORRESPONDENCE**

**Action Correspondence**

There is no Action Correspondence

**Information Correspondence**

1. Manitoba Schools Boards Association (MSBA)
  - a. E-Bulletin – June 13, 2018

- b. Memo re: Recent Correspondence from Select Members
  - c. Official notice received from Manitoba Education and Training re: Teacher Education and Certification Committee
  - d. Memo re: Final Outcomes of 2018 Mark Dickof Memorial Scholarship Award
  - e. National Indigenous Peoples Day 2018 - a call to all school boards for universal adoption of formal treaty and territorial recognition and acknowledgement in time for the 2018-19 school year.
2. Red River Valley School Division re: MSBA's membership fees and accumulated surplus.

CONCLUDED: Information Correspondence

**FILED**

### **UNFINISHED BUSINESS**

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- 11-17-18** 1. Second Reading – By-Law 286-18  
**MOVED: Trustee Cheryl Smukowich**  
“That the Board give second reading to By-Law 286-18, a By-Law designating Mr. Marc Lemoine Senior Election Official for the St. James-Assiniboia School Division for the purpose of conducting the election on October 24, 2018.”  
**CARRIED**
- 11-18-18** 2. Third/Final Reading – By-Law 286-18  
**MOVED: Trustee Cheryl Smukowich**  
“That the Board give third and final reading to By-Law 286-18, a By-Law designating Mr. Marc Lemoine Senior Election Official for the St. James-Assiniboia School Division for the purpose of conducting the election on October 24, 2018.”  
**CARRIED**
- 11-19-18** 3. First Reading – By-Law 287-18  
**MOVED: Trustee Cheryl Smukowich**  
“That the Board give first reading of By-Law 287-18, a By-Law to amend the Organizational By-Law 280-17.”  
**CARRIED**

### **AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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There were no questions from the public.

### **TRUSTEE PD SUMMARIES**

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There were no Trustee PD Summaries.

### **NEW BUSINESS**

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- Air Conditioning - Trustee Sandy Lethbridge

**RECONVENE TO COMMITTEE OF THE WHOLE IN-CAMERA – 8:46 p.m.**

- 11-20-18**     **MOVED: Trustee Cheryl Smukowich**  
“That the Board recess to Committee of the Whole In-Camera.”

**CARRIED****REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:46 p.m.**

- 11-21-18**     1. Administrator/Coordinator Appointments for 2018-2019  
**MOVED: Trustee Sandy Lethbridge**  
“That Andrea Tyler be re-appointed Teaching Vice Principal of École Robert Browning effective September 4, 2018  
And further;  
That Janice Matthewman be re-appointed Teaching Vice Principal of Bruce Middle School effective September 4, 2018  
And further;  
That Rob Bell be re-appointed Teaching Vice Principal of George Waters Middle School effective September 4, 2018 until June 28, 2019.  
And further;  
That Jody O'Brien be re-appointed Teaching Vice Principal of Strathmillan School effective September 4, 2018 until June 28, 2019  
And further;  
That Jennifer Rothwell be re-appointed Teaching Vice Principal of École Bannatyne effective September 4, 2018 until June 28, 2019  
And further;  
That Julie Cordova be appointed to Acting Coordinator of Assessment and Evaluation (50% term) effective September 4, 2018  
And further;  
That Jody O'Brien be appointed to Acting Coordinator of School and Community Support (50% term) effective September 4, 2018.”

**CARRIED**

- 11-22-18**     2. Manitoba School Board Association  
    • CPI Update June 22, 2018  
**MOVED: Trustee Sandy Lethbridge**  
“That the CPI Update from June 22, 2018 be referred to the Personnel Committee for review.”

**CARRIED**

- 11-23-18**     3. Confidential Employee Request  
**MOVED: Trustee Sandy Lethbridge**  
“That the request be approved.”

**CARRIED**

- 11-24-18**     4. St. James Collegiate Bus Loop  
**MOVED: Trustee Craig Johnson**

“That the St James Bus Loop Proposal be approved subject to The City of Winnipeg approving the necessary permits to start construction.

And further;

That the cost of the project not exceed \$457,433

And further;

That the project be subject to the final inspection and approval of the Manager of Facilities and Maintenance

And further;

That the project be funded from the Operating Reserve.”

**CARRIED**

5. Confidential Personnel Matter

**11-25-18 MOVED: Trustee Cheryl Smukowich**

“That administration proceed with the referenced personnel matter as discussed in Committee of the Whole In Camera.”

**CARRIED**

#### **ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 8:51 p.m.

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent