



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, August 27, 2019, 7:30 p.m.

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

#1361934

Meeting No. 12-19

#### **PRESENT:**

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Craig Johnson	Trustee
Sandy Lethbridge	Trustee

#### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Asst. Superintendent, Education (6-12) and Administration
Randy Calvert	Manager, Facilities and Maintenance (7:35 p.m. - 8:26 p.m.)
Carrie Melville	Assistant Secretary-Treasurer (7:35 p.m. - 9:36 p.m.)
Gillian Muir	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:35 p.m. - 8:26 p.m.)

#### **REGRETS:**

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

The Chair called the meeting to order at 7:06 p.m. Attendance – recorded above.

**12-01-19**     **MOVED: Trustee Sandy Lethbridge**  
                  "That the Board recess to Committee of the Whole In-Camera."

**CARRIED**

#### **RETURN TO REGULAR BOARD MEETING – 7:29 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**

**12-02-19**     **MOVED: Trustee Jennifer Lawson**  
                  "That the minutes of the Board Meeting of June 25, 2019 be adopted."

**CARRIED**

**REPORT ON EDUCATION**

No Report on Education due to summer break.

**HEARING OF DELEGATIONS**

Mr. K. Prairie and Mrs. L. Prairie appealed the Out of Division registration denial at École Robert Browning and École Bannatyne.

**12-03-19****MOVED: Trustee Nicole Bowering**

"That the Board receive the delegation presentation as information.

And further;

That this matter be referred to the Committee of the Whole In Camera for review."

**CARRIED****COMMITTEE REPORTS**

No Committee Reports due to summer break.

**REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent

Report 12-19

**FOR ACTION**

1. New Draft Accessibility Policy ACE and Customer Service Standard Regulation ACE-R

**12-04-19****MOVED: Trustee Craig Johnson**

"It is recommended that the new draft Policy ACE Accessibility and new draft Regulation ACE-R Accessibility be referred to the Finance/Facilities Committee for review."

**CARRIED**

2. New Draft Whistleblower Protection Policy GBKA, Regulation GBKA-R & Exhibit GBKA-E-1

**12-05-19****MOVED: Trustee Sandy Lethbridge**

"It is recommended that the new draft Policy GBKA Whistleblower Protection, new draft Regulation GBKA-R Whistleblower Protection and new draft Exhibit GBKA-E-1 Whistleblower Protection Disclosure Form be referred to the Personnel Committee for review."

**CARRIED**

3. New Draft Alcohol and Drug-Free Workplace Policy GBEC

**12-06-19****MOVED: Trustee Sandy Lethbridge**

"It is recommended that the new draft Policy GBEC Alcohol and Drug Free Workplace be referred to the Personnel Committee for review.

And further;

That the current Policy JICHA Alcohol in Buildings and Policy GBGC Employee Assistance/Wellness Programs be archived."

**CARRIED**

4. 2019 Senior Years Fall Awards  
Trustee attendance - 2019 Senior Years Fall ceremonies.

**FOR INFORMATION**

1. Board Actions and Referrals
2. Educational Conferences 2019-2020

CONCLUDED: Report of the Superintendent No. 12-19

**FILED****REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

Mike Friesen, Secretary-Treasurer  
Report 12-19

**FOR ACTION**

1. PSFB Correspondence
  - a) Hedges Middle School - Grooming Room - Project Support
  - b) École Assiniboine - New Stand Alone Child Care - Additional Project Support
  - c) Former Allard School - 130 Allard Avenue - Disposition of Surplus Land
2. Finance Statement
3. Bruce Middle School - Request for Funds (50<sup>th</sup> Anniversary)
4. Palliative Manitoba - Permit Request
5. Highland Hoppers - Permit Request

**12-07-19****MOVED: Trustee Craig Johnson**

"That items #1-5 be referred to the Finance/Facilities Committee for review."

**CARRIED****FOR INFORMATION**

1. Cheque Registers:
  - a) June 27, 2019 (INP Payroll)
  - b) June 28, 2019
  - c) July 5, 2019 (INP Payroll)
  - d) July 5, 2019
  - e) July 12, 2019 (INP Payroll)
  - f) July 12, 2019
  - g) July 18, 2019 (US)
  - h) July 19, 2019 (INP Payroll)
  - i) July 19, 2019
2. Permit Report
3. Fundraising Report
  - a) Athlone School
  - b) Crestview School
  - c) Strathmillan School
4. Tender Award Summary
5. Budget Location Review

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED****CORRESPONDENCE****Action Correspondence**

- 12-08-19 1. R. Blatz, Executive Director, Discovery Children's Centre re: Lease Arrangements  
**MOVED: Trustee Craig Johnson**  
 "That the correspondence received from R. Blatz, Executive Director at Discovery Children's Centre, regarding lease arrangements be referred to the Finance/Facilities Committee for review."

**CARRIED**

- 12-09-19 2. G. Doak, Deputy Minister, Manitoba Education and Training re: Document Discovery Related to the Copyright Litigation  
**MOVED: Trustee Nicole Bowering**  
 "That Brett Lough, Chief Superintendent, be designated as the contact person for a Document Discovery process mandated by the Federal Court of Canada, as part of ongoing copyright litigation between the members of the Council of Ministers of Education Copyright Consortium and Access Copyright."

**CARRIED****Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Memo re: Lead Testing in Potable Water Sources - Preferential Rate
    - i. ALS Laboratories Application for Credit
  - b. Manitoba Schools Insurance Program Update
    - i. Memo re: Various Insurance Updates
    - ii. Memo re: Further Insurance Updates
    - iii. Memo re: Student and Staff Accident Insurance
    - iv. Student and Staff Accident Insurance Form
  - c. Transport Canada School Bus Safety Discussion Paper and Key Messages
  - d. Federal Government Announcement: Climate Action Investment Fund for Manitoba Schools and Letter from Minister McKenna
    - i. Letter from MSBA to Prime-Minister Trudeau re: Climate Action Incentive Fund
    - ii. Letter to MSBA on behalf of Prime-Minister Trudeau re: Climate Action Incentive Fund
    - iii. Statement of MSBA re: Federal decision on Climate Action Incentive Fund in Manitoba
    - iv. Memo re: Federal Climate Action Incentive Fund Eligibility
    - v. Memo re: Climate Incentive Action Fund Preliminary Estimates of Divisional Allocations
    - vi. SJASD Submission to MSBA re: Federal Climate Action Incentive Fund Proposals

- e. Skills Manitoba 2019-20 Winnipeg and Northern Programming
- f. MSBA 2019 Provincial Election Brochure
- g. Memo re Carbon Monoxide Poisoning
- h. Memo re MSDS Account
  - i. Reminder MSDS Webinar Training
- i. Reminder re: MSBA Online Repository of K-12 Review Commission Written Submissions
- j. CSBA Announcement re: President and Vice-President
- k. MSBA Communications Officer Position
- l. 2019 Manitoba Connections Conference Promo Code and Details
- 2. Letter of Thanks - Student Award Recipients
- 3. City of Winnipeg, Public Works Department Requested Feedback on the Reduced Speed School Zone By-Laws
- 4. Manitoba Association of Parent Councils Division Membership 2019-20
- 5. Letter of Thanks from the RM of Headingley re: Bright Beginnings Educare After School Program
- 6. Response Letter on behalf of Honourable Catherine McKenna, Minister of Environment and Climate Change re: Federal Carbon Pollution Pricing System

CONCLUDED: Correspondence

**FILED**

### **UNFINISHED BUSINESS**

- 12-10-19 1. Second Reading, By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give second reading to Amending By-Law 298-19, a By-Law to amend the Organizational By-Law 290-18."  
**CARRIED**
- 12-11-19 2. Third/Final Reading, By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give third/final reading to Amending By-Law 298-19, a By-Law to amend the Organizational By-Law 290-18."  
**CARRIED**
- 12-12-19 3. Second Reading, By-Law 297-19 Consolidated Trustee Indemnity (240-13, 263-15 and 293-19)  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give second reading to By-Law 297-19, a Consolidation of By-Laws 240-13, 263-15 and 293-19."  
**CARRIED**
- 12-13-19 4. Third/Final Reading, By-Law 297-19 Consolidated Trustee Indemnity (240-13, 263-15 and 293-19)  
**MOVED: Trustee Jennifer Lawson**

"It is recommended that the Board give third/final reading to By-Law 297-19, a Consolidation of By-Laws 240-13, 263-15 and 293-19."

**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**

1. Trustee Nomination Forms - Annual Meeting September 10, 2019

2. Chief Superintendent Evaluation Policy

3. Secretary-Treasurer/CFO Evaluation Policy

12-14-19

4. Notice of Motion - By-Law 300-19 Consolidated Organizational By-Law

Trustee Jennifer Lawson provided notice that By-Law 300-19 a Consolidated By-Law of Organizational By-Law 290-18 and Amending By-Law 298-19 shall be given first reading at the September 10, 2019 Board Meeting.

12-15-19

5. Trustee Craig Glennie - Preliminary Draft Budget Review

**MOVED: Trustee Craig Glennie**

"That the Finance Committee review the 2020-21 preliminary draft budget summary at the October 3rd Finance/Facilities Committee. This will provide the Board with an overview of our current financial situation and will allow the Board the ability to better understand the magnitude of pressures or risks facing the 2020-21 budget.

**REFERRAL MOTION**

12-16-19

**MOVED: Trustee Nicole Bowering**

That the previous question be referred to the Committee of the Whole In Camera session."

**CARRIED**

### **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA - 8:26 p.m.**

12-17-19

**MOVED: Trustee Craig Johnson**

"That the Board recess to Committee of the Whole in Camera."

**CARRIED**

### **REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 11:04 p.m.**

12-18-19

1. French Immersion Boundary Change at Military Base

**MOVED: Trustee Nicole Bowering**

"That the French Immersion Boundary Change at the 17 Wing Military Base be approved."

**CARRIED**

2. Manitoba Education and Training Secondment Request Revision

- 12-19-19**     **MOVED: Trustee Sandy Lethbridge**  
"That the Board approve the secondment request revision from Manitoba Education as discussed in Committee of the Whole In Camera."  
**CARRIED**
- 12-20-19**     3. Manitoba Education and Training Secondment Request  
**MOVED: Trustee Sandy Lethbridge**  
"That the Board approve the secondment request from Manitoba Education as discussed in Committee of the Whole In Camera."  
**CARRIED**
- 12-21-19**     4. Air Conditioning 2018-19  
**MOVED: Trustee Craig Glennie**  
"That the 2018-2019 air conditioning replacements (\$685,000) for Brooklands, Bruce Gym, Strathmillan and Stevenson-Britannia Gym be funded from the Operating Reserve."  
**CARRIED**
- 12-22-19**     5. Manitoba School Board Association  
**MOVED: Trustee Sandy Lethbridge**  
"That the CPI Update June 2019 and July 2019 be referred to the Personnel Committee for review."  
**CARRIED**
- 12-23-19**     6. Delegation Presentation - L. & K. Prairie  
**MOVED: Trustee Bruce Chegus**  
"That the discussion related to the delegation be received as information.  
And further;  
That Administration prepare correspondence to be forwarded to the delegation."  
**CARRIED**
- 12-24-19**     7. Trustee Craig Glennie New Business Item re: Preliminary Draft Budget Review  
**MOVED: Trustee Craig Glennie**  
"That the New Business Item regarding the Preliminary Draft Budget Review be postponed indefinitely."  
**CARRIED**

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**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 11:08 p.m.

Cheryl Smukowich  
Chair of the Board

Brett Lough  
Chief Superintendent