



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 10, 2019, 7:30 p.m.

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

#1370896

Meeting No. 13-19

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
Bryan Metcalfe	Trustee

ALSO IN ATTENDANCE:

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Asst. Superintendent, Education (6-12) and Administration
Doreen Cost	Asst. Superintendent, Student Services
Carrie Melville	Assistant Secretary-Treasurer (7:29 p.m. - 9:04 p.m.)
Gillian Muir	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:29 p.m. - 9:04 p.m.)

REGRETS:

CALL TO ORDER

The Chair called the meeting to order at 7:29 p.m. Attendance – recorded above.

WELCOME & INTRODUCTION:

Michael Friesen, Secretary-Treasurer/Chief Financial Officer of the St. James-Assiniboia School Division, presided as Chair at the Annual Meeting of the St. James-Assiniboia School Division Board in accordance with Section 29(2) of the Public Schools Act.

VOTING PROCEDURES

The Chair requested Board direction on the voting procedures to be used.

“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Mike Wake, Doreen Cost and Carrie Melville act as scrutineers;
That only the outcome and not the count of each vote be announced;
That, in the event of a tie vote:
 The Chair will initial one ballot of the set. And further;
 That the School Board will determine by lot which ballot will be received by each trustee. And further;
 That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote. And further;
That the Secretary-Treasurer/CFO remain in the Chair until all elections are completed.”

CARRIED

The Chair called for nominations for Board positions according to the order on the agenda.

ELECTION OF CHAIR AND VICE CHAIR

CHAIR OF THE BOARD

Nominated: Trustee Cheryl Smukowich

13-02-19 MOVED: Trustee Jennifer Lawson
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich Chair of the Board for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

VICE CHAIR OF THE BOARD

Nominated: Trustee Jennifer Lawson

13-03-19 MOVED: Trustee Sandy Lethbridge
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Vice-Chair of the Board for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, EDUCATION COMMITTEE

Nominated: Trustee Bruce Chegus

13-04-19 MOVED: Trustee Sandy Lethbridge
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus Chair of the Education Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

CHAIR, FINANCE/FACILITIES COMMITTEE

Nominated: Trustee Craig Glennie
Trustee Craig Johnson

13-05-19 MOVED: Trustee Nicole Bowering
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Craig Glennie Chair of the Finance/Facilities Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

CHAIR, PERSONNEL COMMITTEE

Nominated: Trustee Sandy Lethbridge

13-06-19 MOVED: Trustee Holly Hunter
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Chair of the Personnel Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

CHAIR, GOVERNANCE COMMITTEE

Nominated: Trustee Craig Johnson

13-07-19 MOVED: Trustee Nicole Bowering
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Chair of the Governance Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

CHAIR, COMMUNITY ENGAGEMENT COMMITTEE

Nominated: Trustee Nicole Bowering

13-08-19 MOVED: Trustee Sandy Lethbridge
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Nicole Bowering Chair of the Community Engagement Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

Trustee Bruce Chegus congratulated the elected chairs of the two minor standing committees.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, EDUCATION COMMITTEE (3)

Nominated: Trustee Holly Hunter
Trustee Sandy Lethbridge
Trustee Bryan Metcalfe
Trustee Jennifer Lawson (Respectfully Declined)

13-09-19 **MOVED: Trustee Nicole Bowering**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Holly Hunter, Sandy Lethbridge and Bryan Metcalfe members of the Education Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)

Nominated: Trustee Nicole Bowering
Trustee Craig Johnson
Trustee Sandy Lethbridge
Trustee Bruce Chegus (Respectfully Declined)

13-10-19 **MOVED: Trustee Nicole Bowering**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Nicole Bowering, Craig Johnson and Sandy Lethbridge members of the Finance/Facilities Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, PERSONNEL COMMITTEE (3)

Nominated: Trustee Jennifer Lawson
Trustee Holly Hunter
Trustee Craig Johnson

13-11-19 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Jennifer Lawson, Holly Hunter and Craig Johnson members of the Personnel Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, GOVERNANCE COMMITTEE (2)

Nominated: Trustee Bruce Chegus
Trustee Craig Glennie
Trustee Holly Hunter (Respectfully Declined)

13-12-19 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus and Craig Glennie members of the Governance Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, COMMUNITY ENGAGEMENT COMMITTEE (2)

Nominated: Trustee Craig Glennie
Trustee Holly Hunter
Trustee Sandy Lethbridge (Respectfully Declined)

13-13-19 **MOVED: Trustee Nicole Bowering**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Glennie and Holly Hunter members of the Community Engagement Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Bruce Chegus
Trustee Craig Glennie

13-14-19 **MOVED: Trustee Bruce Chegus**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus and Craig Glennie members of the Retirement Plan Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, SCHOOL BOARD/COUNCIL LIAISON (2)

Nominated: Trustee Craig Johnson
Trustee Bryan Metcalfe

13-15-19 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Johnson and Bryan Metcalfe members of the School Board/Council Liaison Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, BOARD/ASSOCIATION LIAISON (2)

Nominated: Trustee Jennifer Lawson
Trustee Holly Hunter
Trustee Cheryl Smukowich (Respectfully Declined)

13-16-19 **MOVED: Trustee Craig Johnson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Jennifer Lawson and Holly Hunter members of the Board/Association Liaison Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE & SCHOLARSHIP FOUNDATION

Nominated: Trustee Sandy Lethbridge

13-17-19 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge the member of the Awards and Scholarships Committee & Scholarship Foundation for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

STUDENT COUNCIL LIAISON

Nominated: Trustee Nicole Bowering
Trustee Holly Hunter (Respectfully Declined)

13-18-19 **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Nicole Bowering Student Council Liaison representative for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Nicole Bowering
Trustee Bryan Metcalfe (Respectfully Declined)
Trustee Craig Johnson (Respectfully Declined)

13-19-19 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Nicole Bowering Assiniboia Chamber of Commerce representative for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson
Trustee Craig Glennie (Respectfully Declined)

13-20-19 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Board representative on the Division Early Childhood Education Committee for the period September 10, 2019 to the Annual meeting of the Board in September 2020.

NEW CHAIR PRESIDES

Trustee Cheryl Smukowich assumed the Chair at 7:47 p.m.

Trustee Cheryl Smukowich is honoured to serve as Board Chair for a second year.

DIVISION SIGNING OFFICERS

13-21-19 **MOVED: Trustee Jennifer Lawson**
"That the signing officers for the St. James-Assiniboia School Division be as follows:

Cheryl Smukowich, Chair of the Board
Jennifer Lawson, Vice Chair of the Board
Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Carrie Melville, Assistant Secretary-Treasurer
James Dunlop, Accounting Supervisor."

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

13-22-19 **MOVED: Trustee Jennifer Lawson**
"That the Board affirm and adopt By-Law 290-18 and subsequent Amending By-Law 298-19, to regulate the proceedings of the Board of Trustees of the St.

James-Assiniboia School Division for the period September 10, 2019 to the Annual meeting of the Board in September 2020.”

CARRIED

BOARD MEETING DATES

13-23-19

MOVED: Trustee Jennifer Lawson

“That the St. James-Assiniboia School Division Board hold its meetings on the second and fourth Tuesdays of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:30 p.m. in accordance with the Board Organizational By-Law 290-18 and subsequent Amending By-Law 298-19.”

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:51 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

13-24-19

MOVED: Trustee Craig Johnson

“That the minutes of the Board Meeting of August 27, 2019 be adopted.”

CARRIED

REPORT ON EDUCATION

No Report on Education due to summer break.

HEARING OF DELEGATIONS

Mr. and Mrs. Hindle asked the Board, ahead of the vote for the Early Years Reorganization, to allow Out of Division students to continue to attend École Bannatyne in order for their daughter to remain in her current school.

13-25-19

MOVED: Trustee Jennifer Lawson

“That the Board receive the delegation presentation as information.”

CARRIED

COMMITTEE REPORTS

COMMUNITY ENGAGEMENT COMMITTEE No. 4-19
Meeting held September 3, 2019
Committee Chair: Nicole Bowering

1. Attendance
2. Approval of Agenda
3. Policy KD - Marketing of Education

13-26-19

MOVED: Trustee Nicole Bowering

“That the discussion on Policy KD be received as information.”

CARRIED

- 13-27-19** 4. Student/Trustee Forum Feedback
MOVED: Trustee Nicole Bowering
“That the Student/Trustee Forum Feedback be received as information.
And further;
That the cycle for student attendance be
2019-20: Grade 9
2020-21: Grade 4-5
2021-22: Grade 6-8
2022-23: Grade 9-12.”
CARRIED
- 13-28-19** 5. Community Forum Event
MOVED: Trustee Nicole Bowering
“That the discussion on the Community Forum Event be received as information.
And further;
That a letter of invitation to community organizations be drafted and sent for
review by the Board Chair.”
CARRIED
- CONCLUDED: Report of the Community Engagement Committee
- FINANCE/FACILITIES COMMITTEE No. 09-19
Meeting held September 3, 2019
Committee Chair: Bryan Metcalfe
1. Attendance
2. Approval of Agenda
3. PSFB Correspondence
– Hedges Middle School – Grooming Room – Project Support
– École Assiniboine – New Stand-Alone Child Care – Additional Project Support
– Former Allard School – 130 Allard Avenue – Disposition of Surplus Land
- 13-29-19** **MOVED: Trustee Bryan Metcalfe**
“That the PSFB correspondence listed above be received as information.”
CARRIED
- 13-30-19** 4. Palliative Manitoba - Permit Request
MOVED: Trustee Bryan Metcalfe
“That the request from Palliative Manitoba to have rental fees waived be
approved.”
CARRIED
- 13-31-19** 5. Highland Hoppers - Permit Request
MOVED: Trustee Bryan Metcalfe
“That the request from Highland Hoppers for a dispensation from regulation
DFBA-R-2 Permit Conditions be declined.”
CARRIED

- 13-32-19 6. Bruce Middle School Request for Funds (50th Anniversary)
MOVED: Trustee Bryan Metcalfe
"That the request from Bruce Middle School for a grant in the amount of \$1,300 to support the schools 50th Anniversary be approved, subject to providing a budget for the event."
CARRIED
- 13-33-19 7. Financial Statement - July 2019
MOVED: Trustee Bryan Metcalfe
"That the Financial Statement for the period ended July 2019 be received as information."
CARRIED
- 13-34-19 8. Budget Location Discussion - Maintenance
MOVED: Trustee Bryan Metcalfe
"That the presentation on the Maintenance budget be received as information."
CARRIED
- 13-35-19 9. New Draft Policy ACE Accessibility and Regulation ACE-R Customer Service Standard
MOVED: Trustee Bryan Metcalfe
"That Policy ACE Accessibility be approved (Appendix A).
And further;
That Regulation ACE-R Customer Service Standard be received as information (Appendix B)."
CARRIED
- 13-36-19 10. Discovery Children's Centre
MOVED: Trustee Bryan Metcalfe
"That the discussion on the email correspondence from Ron Blatz, Executive Director, Discovery Children's Centre be received as information."
CARRIED
- 13-37-19 11. 2018-2019 Internal Audit Summary
MOVED: Trustee Bryan Metcalfe
"That the 2018-2019 Internal Audit Summary be received as information."
CARRIED
- 13-38-19 12. Summer Capital Projects Update
MOVED: Trustee Bryan Metcalfe
"That the Summer Capital Projects Update be received as information."
CARRIED
- CONCLUDED: Report of the Finance/Facilities Committee

REPORT OF THE CHIEF SUPERINTENDENT

Brett Lough, Chief Superintendent
Report 13-19

FOR ACTION

1. Proposed Early Years Reorganization

13-39-19 MOVED: Trustee Jennifer Lawson

"The St. James-Assiniboia School Board will reorganize the Division French Immersion Programming in order to create a fourth French Immersion School at Voyageur School effective September 2020.

And further;

That Lakewood School will become the designated English track school for the existing Voyageur School students.

And further;

That Voyageur School English track catchment area will be blended into the existing Lakewood School and Crestview School catchment areas for all new registrants.

And further;

That École Robert Browning current In-Division registrants residing north of Portage Avenue, In-Division Out of Catchment registrants and Out of Division registrants be relocated to the new French Immersion school at Voyageur.

And further;

That École Bannatyne current In-Division Out of Catchment registrants be grandfathered and current Out of Division registrants be relocated to Voyageur.

And further;

That École Assiniboine current In-Division Out of Catchment registrants be grandfathered and current Out of Division registrants be relocated to Voyageur.

And further;

That Senior Administration will give priority placement to professional staff who are declared surplus as a result of the reorganization, wherever possible, in 2020-2021.

And further;

That the Board use Policy FF (Naming of Facilities) and FF-R to determine any changes to the renaming the current facility involved in the reorganization.

And further;

That projected costs associated with the reorganization be financed through the use of the Accumulated Operating Reserve."

AMENDMENT

13-40-19 MOVED: Trustee Nicole Bowering

"That the motion be amended to remove the words "and current out of Division registrants be relocated to Voyageur" from the fifth and sixth paragraph.

And further;

That the fifth paragraph read:

"That École Bannatyne current In-Division Out of Catchment and Out of Division registrants be grandfathered."

And further;

That the sixth paragraph read:

"That École Assiniboine current In-Division Out of Catchment and Out of Division registrants be grandfathered."

CARRIED

MAIN MOTION AS AMENDED

13-39-19 MOVED: Trustee Jennifer Lawson

“The St. James-Assiniboia School Board will reorganize the Division French Immersion Programming in order to create a fourth French Immersion School at Voyageur School effective September 2020.

And further;

That Lakewood School will become the designated English track school for the existing Voyageur School students.

And further;

That Voyageur School English track catchment area will be blended into the existing Lakewood School and Crestview School catchment areas for all new registrants.

And further;

That École Robert Browning current In-Division registrants residing north of Portage Avenue, In-Division Out of Catchment registrants and Out of Division registrants be relocated to the new French Immersion school at Voyageur.

And further;

That École Bannatyne current In-Division Out of Catchment registrants be grandfathered and current Out of Division registrants be grandfathered.

And further;

That École Assiniboine current In-Division Out of Catchment registrants be grandfathered and current Out of Division registrants be grandfathered.

And further;

That Senior Administration will give priority placement to professional staff who are declared surplus as a result of the reorganization, wherever possible, in 2020-2021.

And further;

That the Board use Policy FF (Naming of Facilities) and FF-R to determine any changes to the renaming the current facility involved in the reorganization.

And further;

That projected costs associated with the reorganization be financed through the use of the Accumulated Operating Reserve.”

CARRIED

2. Policy GBEB Code of Conduct for Child Protection

13-41-19 MOVED: Trustee Jennifer Lawson

“It is recommended that the revised Policy GBEB Code of Conduct for Child Protection be approved.”

CARRIED

3. Policy GCGD Flexible Teaching Assignments, Exhibit GCGD-E-1 Flexible Teaching Assignment Application & Exhibit GCGD-E-2 Annual Confirmation for Teachers on Flexible Assignments

13-42-19 MOVED: Trustee Sandy Lethbridge

“It is recommended that the revised Policy GCGD Flexible Teaching Assignments, Exhibit GCGD-E-1 Flexible Teaching Assignment Application and Exhibit GCGD-E-2 Annual Confirmation for Teachers on Flexible Assignments be referred to the Personnel Committee for review.”

CARRIED

FOR INFORMATION

1. Board Actions and Referrals
2. Annual Report on 2018-2019 Enrolment

CONCLUDED: Report of the Chief Superintendent No. 13-19

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer
Report 13-19

FOR ACTION

1. Military Service Recognition Book Advertisement

13-43-19

MOVED: Trustee Craig Glennie

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

CARRIED

FOR INFORMATION

1. Cheque Registers:
 - a) August 7, 2019
 - b) August 19, 2019 (Payroll)
 - c) August 19, 2019
 - d) August 21, 2019 (US)
 - e) August 23, 2019
 - f) August 29, 2019
2. Permit Report

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There were no items for action.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Memo re: Administrators MSDS Account (Safety Data Sheets)
 - b. Memo re: Student and Staff Accident Insurance Aug. 2019
 - c. MSBA Response to PC Education Property Tax Commitment
 - d. 2019-20 Association Membership Form
 - e. 2019-20 Learning Opportunities Calendar
 - f. CSBA Communication Copyright Materials
 - g. MTS - MSBA WHS Training for School Reps 2019
 - h. Memo re: Federal Climate Action Incentive Fund Clarification
 - i. MSBA President Alan Campbell to Appear on CTV Election Night Coverage
2. River East Transcona School Division Media Release - Board Elections

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS

- 13-44-19** 1. First Reading, By-Law 300-19 Consolidated Organizational By-Law
MOVED: Trustee Jennifer Lawson
"It is recommended that the Board give first reading to By-Law 300-19 a Consolidated By-Law of Organizational By-Law 290-18 and Amending By-Law 298-19."

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

Question were heard from C. Love, M. Rogowski, S. Robinson and J. Hansen. The questions were in relation to the Early Year's Reorganization.

TRUSTEE PD SUMMARIES

There were no Trustee PD summaries.

NEW BUSINESS

There were no New Business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA - 9:04 p.m.

- 13-45-19** **MOVED: Trustee Craig Johnson**
"That the Board recess to Committee of the Whole in Camera."

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:16 p.m.

- 13-46-19** 1. Notice of Retirement
MOVED: Trustee Jennifer Lawson
"That the Board receive formal notice of retirement from Chief Superintendent, Brett Lough effective December 31, 2019, as discussed in the Committee of the Whole In Camera."

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:16 p.m.

Cheryl Smukowich
Chair of the Board

Brett Lough
Chief Superintendent