



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, December 11, 2018, 7:30 p.m.

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

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No. 1282263

Meeting No. 18-18

#### **PRESENT:**

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair (8:27 p.m.)
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Sandy Lethbridge	Trustee
Craig Johnson	Trustee
Bryan Metcalfe	Trustee

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

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Doreen Cost	Asst. Superintendent, Education (K-8) and Student Services
Bernice Kitsch	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:31 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.

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

**CARRIED**

#### **RETURN TO REGULAR BOARD MEETING – 7:30 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**

**18-02-18      MOVED: Trustee Bryan Metcalfe**  
"That the minutes of the Board Meeting of November 27, 2018 be adopted."

**CARRIED**

**REAFFIRMATION**

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As a School Board we believe that the long term health of representative democracy requires that citizenship and leadership act upon what is right, rather than what is Board popular.

To this end, as Trustees of a School Board with integrity, we will:

1. Understand that our first and greatest concern is the educational welfare of all students attending the public schools, and that all decisions must be based on this understanding.
2. Work with other Board members in a spirit of respect, openness, cooperation, and proper decorum, in spite of differences of opinions that arise during debate.

**18-03-18**     **MOVED: Trustee Sandy Lethbridge**  
"That the reaffirmation be adopted."

**CARRIED**

**REPORT ON EDUCATION**

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**Buchanan Grade 1-5 Choir**

**Presented By: Ahsley Ford**  
**Students from Buchanan Grade 1-5 Choir**

The students from Buchanan Grade 1-5 Choir were delightful, and did a wonderful performance singing three songs which was enjoyed by all.

**HEARING OF DELEGATIONS**

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There were no delegations

**COMMITTEE REPORTS**

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**FINANCE/FACILITIES COMMITTEE No. 12-18**

Meeting held December 4, 2018  
Committee Chair: Bryan Metcalfe

1. Attendance - for information
2. Approval of Agenda
3. Trustee Indemnity

**18-04-18**     **MOVED: Trustee Bryan Metcalfe**

"That the Trustee Indemnity be referred to the Committee of the Whole In-Camera."

**CARRIED**

- 18-05-18 4. PowerSchool Report Customization  
**MOVED: Trustee Bryan Metcalfe**  
"That Administration include the number of suspensions and CFS involvement in suspension reports for the 2018/2019 school year."  
**CARRIED**
- 18-06-18 5. Draft Budget Timeline – 2019/2020  
**MOVED: Trustee Bryan Metcalfe**  
"That the draft Division Budget Timeline – 2019/2020 be adopted (Appendix 2)."  
**CARRIED**
- 18-07-18 6. City of Winnipeg 2019 Assessments - As at November 9, 2019  
**MOVED: Trustee Bryan Metcalfe**  
"That the City of Winnipeg Portioned Assessment as at November 9, 2018 be received as information."  
**CARRIED**
- 18-08-18 7. Stevenson-Britannia Adult Learning Centre Audit  
**MOVED: Trustee Bryan Metcalfe**  
"That the Stevenson-Britannia Adult Learning Centre Financial Statement and Audit Report for the period ending June 30, 2018 be received as information."  
**CARRIED**
- 18-09-18 8. Voyageur School Swing Set Request  
**MOVED: Trustee Bryan Metcalfe**  
"That the request from Voyageur School Parent Council to install a swing set be approved.  
And further;  
That there be no cost to the School Division.  
And further;  
That future replacement of components and protective surface material be the responsibility of the Voyageur School Parent Council in accordance with Policy ECBCB Creative Playground Structures."  
**CARRIED**
- 18-10-18 9. Discovery Children's Centre  
a) Tree Planting and Berm Request  
b) Request to develop south end of field  
c) Playground Equipment Inspection Comprehensive Report  
**MOVED: Trustee Bryan Metcalfe**  
"That this matter be referred to Administration to confirm that a commitment to the vendor has been made by Discovery Children's Centre for the installation of safety guard rails;  
And further,  
That the Discovery Children's Centre's requests be carried as a pending item."  
**CARRIED**

- 18-11-18 10. Financial Statement - October 2018  
**MOVED: Trustee Bryan Metcalfe**  
"That the Financial Statement for the period ending October 31, 2018 be received as information."

**CARRIED**

- 18-12-18 11. St. James Public Library  
**MOVED: Trustee Bryan Metcalfe**  
"That the St. James Public Library update be received as information;  
And further,  
That Administration provide a draft agreement for review and consideration by the Finance/Facilities Committee."

**CARRIED**

CONCLUDED: Report of the Finance/Facilities Committee

**FILED**

**REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent  
Report 18-18

**FOR ACTION**

There are no action items

**FOR INFORMATION**

- 18-13-18 1. Board Actions and Referrals  
2. Congratulations – Ms Hoch, Principal at Buchanan School Parent  
**MOVED: Trustee Craig Johnson**  
"That the Board send a letter, over the signature of the Board Chair, congratulating Ms Henrietta Hoch, Principal at Buchanan School who is nominated for an Aboriginal Circle of Educators (ACE) Education Award in the category of Honouring Our Allies."

**CARRIED**

CONCLUDED: Report of the Superintendent

**FILED**

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

Mike Friesen, Secretary-Treasurer  
Report 18-18

**FOR ACTION**

There are no action items

**FOR INFORMATION**

1. Cheque Registers:
  - a) November 28, 2018
2. Permit Report – December 6, 2018
3. Fundraising Report – Collège Sturgeon Heights Collegiate

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED**

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**CORRESPONDENCE**

**Action Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. J. Watt, Executive Director – Follow-up from the MSBA General Meeting on Friday, November 30, 2018

18-14-18

**MOVED: Trustee Sandy Lethbridge**

“That the Follow-up from the MSBA General Meeting be referred to the Education Committee for review.”

**CARRIED**

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. J. Watt, Executive Director - CSBA 2019 Congress Call for Speakers
  - b. Manitoba Ombudsman Privacy Breach Resources
  - c. Survey on behalf of Manitoba Ombudsman re PIDA Designated Officers
2. Minister of Education & Training – Continue to offer the renewed Respect In School (RIS) on-line curriculum training program
3. Turtle Mountain S.D. Letter to Minister of Education & Training re Pre-Budget Survey

CONCLUDED: Information Correspondence

**FILED**

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**UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

There was no agenda-based questions from the public.

**TRUSTEE PD SUMMARIES**

There were no Trustee PD Summaries.

**NEW BUSINESS**

**18-15-18**

1. Notice of Motion By-Law 292-18

Trustee Bruce Chegus gave notice:

Notice is hereby given that the amending By-Law 292-18, a By-Law to designate the positions in the St. James-Assiniboia School Division responsible for carrying out the responsibilities and duties under the Freedom of Information and Protection of Privacy act, shall be given first reading at the January 8, 2019 Board Meeting.

2. New Business Item - Trustee Bruce Chegus No. A

- Code of Conduct

All trustees be required to sign that they have reviewed the Code of Conduct and that this requirement be included as part of the annual meeting requirements.

And further,

That the Board set aside time on the agenda at its next meeting following the inaugural meeting or soon thereafter to review the Code of Conduct with all Board members in attendance.

And Further,

That this matter be referred to the Governance Committee for discussion and recommendation.

3. New Business Item - Trustee Bruce Chegus No. B

- Statement of Integrity

That the Statement of Integrity in section 4 of the Organizational By-Law 290-18 also be included in Policy BC-R "School Board Member Conduct" with the following paragraph added at the end: All board members are required to read and sign the Statement of Integrity/Code of Conduct acknowledging their responsibility in this area. The Board Member Statement of Integrity/Code of Conduct Agreement shall be completed and submitted to the Secretary-Treasurer/Chief Financial Officer at the time of the inaugural meeting of each new Board or in the event of a by-election by a newly elected trustee. The Statement of Integrity/Code of Conduct agreement shall be included in the Policy Manual as an exhibit (BC-E-2) to Policy BC-R."

4. New Business Item - Trustee Bruce Chegus No. C

- Breaches of the Statement of Integrity/Code of Conduct

The following section be added at the end of the Statement of Integrity/Code of Conduct to be included in Policy BC-R:

Process for addressing Breaches of the Statement of Integrity/Code of Conduct:

1) At the Board Table

Any Trustee perceiving another Trustee to be in possible breach of the Statement of Integrity/Code of Conduct shall have the right to move that the Board of Trustees resolve itself into committee of the whole in-camera on a point of privilege, during which the trustee shall raise the perceived breach with the full Board for consideration. The Board may choose, by motion, whether to include Senior Administration in the In-Camera meeting.

2) Outside the Board Table

Any trustee perceiving another Trustee to be in possible breach of the Statement of Integrity/Code of Conduct should first raise the concern with the member in a private setting with the intent to resolve the concern. If the concern is not resolved the Trustee may proceed to inform the Chairperson, or if more appropriate, the Vice-Chairperson, who will then act as conciliator. Failing resolution, at the request of either party, the Chairperson or the Vice-Chairperson shall present the perceived breach to the full Board for consideration at an in-camera meeting.

Response to Breach of Statement of Integrity/Code of Conduct

Where in the opinion of the Board a breach of the Statement of Integrity/Code of Conduct has occurred, and an in-camera discussion of the alleged violation has not presented a satisfactory means of resolving the concern, the Board shall respond by taking a course of action which may include:

- a) A written reprimand from the Board and/or
- b) The removal from any position of appointment made by the Board, and including the suspension of all the offending Board member's rights, duties and privileges of the School Board, for such length of time to be determined by the Board.

The determination of a breach of the Statement of Integrity/Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the process outlined hereunder must be done by resolution of the Board at a formal meeting of the Board, and the vote on the resolution shall be open to the public. The trustee who is alleged to have breached the Statement of Integrity/Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The resolution(s) shall be recorded in the minutes of the meeting and shall be decided by a vote of at least two thirds of the Trustees of the Board.

5. New Business Item - Trustee Bruce Chegus No. D

- Policy BC-R – School Board Member Conduct

Policy BC-R titled 'School Board member Conduct' be reviewed and updated as needed. Consideration be given to adding the sub-heading on page one of the policy, 'Conflict of Interest' after the first paragraph and adding on page 2 the following paragraphs immediately before the next sub-heading on that page:

'Once a trustee becomes aware that he or she is in a position that creates a conflict

of interest or a perceived conflict of interest, he or she will declare the nature and extent of the conflict. When the conflict has been disclosed, the trustee involved must abstain from deliberating or voting on the issue, giving rise to the conflict.

In case of dispute regarding the existence of a real or perceived conflict of interest, the Board shall vote as to whether a conflict is present, and the vote of the Board shall be final. The Board member with the potential conflict of interest shall not vote.

New Business Item – Trustee Bruce Chegus

- Code of Conduct
- Statement of Integrity
- Breaches of the Statement of Integrity/Code of Conduct
- Policy BC-R – School Board Member Conduct

**18-16-18 MOVED: Trustee Bruce Chegus**

“That all the new business items discussed by Trustee Bruce Chegus be referred to the Governance Committee for consideration.”

**CARRIED**

6. New Business Item – Trustee Craig Glennie

**18-17-18 MOVED: Trustee Craig Glennie**

“That we as a board congratulate the coaches and players of both the Grade 8 girls and boy’s teams from Bruce Middle School, by having the Chair send a letter on behalf of the board to the coaches of both teams congratulating them on their achievement.”

**CARRIED**

**RECONVENE TO COMMITTEE OF THE WHOLE IN-CAMERA – 8:08 p.m.**

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

“That the Board recess to Committee of the Whole In-Camera.”

**CARRIED**

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:54 p.m.**

1. Qualifying Functions for hourly payment of Indemnity

**18-19-18 MOVED: Trustee Bruce Chegus**

“That the Qualifying Functions for hourly payment of Indemnity regarding the MSBA Fall General Meeting and New Trustee PD be referred to the Governance committee for review and consideration.”

**CARRIED**



- 18-20-18**      2. Trustee Indemnity  
**MOVED: Trustee Bruce Chegus**  
“That the Trustee Indemnity be referred to the Finance/Facilities Committee in January 2019 for review and consideration.”

**CARRIED**

**ADJOURNMENT**

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On motion of Trustee Jennifer Lawson, the regular board meeting adjourned at 8:56 p.m.

Cheryl Smukowich  
Chair of the Board

Brett Lough  
Chief Superintendent