



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 13, 2016, 7:30 p.m.

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

Meeting No.: 14-16

#966657

PRESENT:

Craig McGregor	Trustee
Cheryl Smukowich	Trustee
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
Tanis Pshebniski	Assistant Superintendent, Education (K-8) & Student Services
Mike Wake	Assistant Superintendent, Education (6-12) & Administration
Carrie Melville	Assistant Secretary-Treasurer
Kazia Paradis	Senior Executive Assistant
Jennifer Cameron	Information Officer

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.

The Chair called the meeting to order at 7:30 p.m. Attendance was as noted above.

VOTING PROCEDURES

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

14-01-16 MOVED: Trustee Cheryl Smukowich

“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Tanis Pshebniski, Mike Wake, 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 Craig McGregor

14-02-16 MOVED: Trustee Craig Johnson

“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig McGregor Chair of the Board for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

VICE CHAIR OF THE BOARD

Nominated: Trustee Cheryl Smukowich

14-03-16 MOVED: Trustee Craig Johnson

“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich Vice-Chair of the Board for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson

14-04-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Chair of the Education Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

CHAIR, FINANCE/FACILITIES COMMITTEE

Nominated: Trustee Craig Johnson

14-05-16 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Chair of the Finance/Facilities Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

CHAIR, PERSONNEL COMMITTEE

Nominated: Trustee Sandy Lethbridge
Trustee Ed Hume

14-06-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Sandy Lethbridge Chair of the Personnel Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

CHAIR, GOVERNANCE COMMITTEE

Nominated: Trustee Bruce Chegus

14-07-16 **MOVED: Trustee Craig Johnson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus Chair of the Governance Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

CHAIR, MARKETING COMMITTEE

Nominated: Trustee Ed Hume

Trustee John Mulligan (Respectfully Declined)

14-08-16 **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Ed Hume Chair of the Marketing Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, EDUCATION COMMITTEE (3)

Nominated: Trustee Sandy Lethbridge

Trustee Ed Hume

Trustee Peter Woods

14-09-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Sandy Lethbridge, Ed Hume and Peter Woods members of the Education Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)

Nominated: Trustee Bruce Chegus

Trustee John Mulligan

Trustee Peter Woods

14-10-16 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus, John Mulligan and Peter Woods members of the Finance/Facilities Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, PERSONNEL COMMITTEE (3)

Nominated: Trustee Cheryl Smukowich
Trustee Craig Johnson
Trustee John Mulligan

14-11-16 **MOVED: Trustee Craig Johnson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Cheryl Smukowich, Craig Johnson and John Mulligan members of the Personnel Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, GOVERNANCE COMMITTEE (2)

Nominated: Trustee Craig Johnson
Trustee Ed Hume

14-12-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Johnson and Ed Hume members of the Governance Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, MARKETING COMMITTEE (2)

Nominated: Trustee Jennifer Lawson
Trustee Sandy Lethbridge

14-13-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Jennifer Lawson and Sandy Lethbridge members of the Marketing Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee John Mulligan
Trustee Bruce Chegus

14-14-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees John Mulligan and Bruce Chegus members of the Retirement Plan Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, SCHOOL BOARD/COUNCIL LIAISON (2)

Nominated: *Trustee Ed Hume (Respectfully Declined)*

Trustee Craig Johnson

Trustee Sandy Lethbridge

14-15-16**MOVED: Trustee**

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Johnson and Sandy Lethbridge members of the School Board/Council Liaison Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, BOARD/ASSOCIATION LIAISON (2)

Nominated: Trustee Jennifer Lawson

Trustee Ed Hume

Trustee Cheryl Smukowich

14-16-16**MOVED: Trustee Craig Johnson**

"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustees Jennifer Lawson and Cheryl Smukowich members of the Board/Association Liaison Committee for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE & SCHOLARSHIP FOUNDATION

Nominated: Trustee Sandy Lethbridge

14-17-16**MOVED: Trustee Craig McGregor**

"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 13, 2016 to the Annual meeting of the Board in September 2017.

STUDENT COUNCIL LIAISON

Nominated: Trustee Sandy Lethbridge
Trustee John Mulligan

14-18-16 **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee John Mulligan Student Council Liaison representative for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Peter Woods
Trustee Craig Johnson (*Respectfully Declined*)

14-19-16 **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Peter Woods Assiniboia Chamber of Commerce representative for the period September 13, 2016 to the Annual meeting of the Board in September 2017.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson
Trustee Sandy Lethbridge (*Respectfully Declined*)

14-20-16 **MOVED: Trustee Craig McGregor**
"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 13, 2016 to the Annual meeting of the Board in September 2017.

NEW CHAIR PRESIDES

Trustee Craig McGregor assumed the Chair at 7:48 p.m.

Trustee McGregor thanked his fellow trustees for their continued support and the confidence they have placed in his continued leadership this coming year. He congratulated each of his fellow Trustees for their valuable leadership in making this Board strong and effective in dealing with the various issues and challenges throughout the year. He is looking forward to another great year.

DIVISION SIGNING OFFICERS

14-21-16

MOVED: Trustee Cheryl Smukowich

"That the signing officers for the St. James-Assiniboia School Division be as follows:

Craig McGregor, Chair of the Board
Cheryl Smukowich, Vice Chair of the Board
Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Carrie Melville, Assistant Secretary-Treasurer
Nora Wood, Accounting Manager."

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

14-22-16

MOVED: Trustee Cheryl Smukowich

"That the Board affirm and adopt By-Law 239-13 and subsequent amending by-Law 269-16, to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 13, 2016 to the Annual meeting of the Board in September 2017."

CARRIED

BOARD MEETING DATES

14-23-16

MOVED: Trustee Cheryl Smukowich

"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 239-13 and subsequent amending by-Law 269-16."

CARRIED

ADOPTION OF MINUTES – PREVIOUS MEETING

14-24-16 MOVED: Trustee Craig Johnson

“That the minutes of the Board Meeting of August 30, 2016 be adopted.”

CARRIED

HEARING OF DELEGATIONS

Ms. S. Reinheimer – Parent of student

Ms. Reinheimer expressed concern that her children are not able to attend the same school due to the class size limit. She lives out of Division and is on the wait list and was asking for the Board to consider her situation and move her child up the waiting list and into the school of her choice.

14-25-16 MOVED: Trustee Cheryl Smukowich

“That the delegation presentation be referred to the in-camera portion of this evening’s meeting.”

CARRIED

COMMITTEE REPORTS

FINANCE/FACILITIES COMMITTEE – 08-16

Meeting held September 6, 2016

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. PSFB Correspondence
 - a) Westwood Collegiate – additional support re Renovation of Two Science Classrooms Project
 - b) Lakewood School – Child Care Renovation Project Support
 - c) Crestview School – Heating and Unit Ventilator Replacement – Design only
 - d) College Sturgeon Heights Collegiate – Welding Shop Addition – 2014/2015 Technical Skill Build – Proceed to Tender
 - e) St. James Collegiate – Roof Replacement Areas E2, F2, B2 – Project Support
 - f) Buchanan School – Roof Replacement Areas G1, H1 – Project Support
 - g) Westwood Collegiate – Grooming Room – Proceed to Tender

14-26-16 MOVED: Trustee Craig Johnson

“That the PSFB correspondence listed above be received as information.”

CARRIED

4. Financial Statement – for the period ended July 31, 2016

14-27-16 MOVED: Trustee Craig Johnson

“That the Financial Statement for the period ending July 31, 2016 be received as information.”

CARRIED

5. Update re Summer Capital Projects – 2016/2017

14-28-16 MOVED: Trustee Craig Johnson

“That the update on summer capital projects be received as information.”

CARRIED

6. Motionball

14-29-16 MOVED: Trustee Craig Johnson

“That the rental fee for the Motionball permit for John Taylor Collegiate/Hedges Middle School on September 18, 2016 be waived.”

CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

REPORT OF THE CHIEF SUPERINTENDENT

Brett Lough, Chief Superintendent

Report 14-16

FOR ACTION

1. Education for Action – April 20-21, 2017

The Board decided Cheryl Smukowich and Jennifer Lawson will attend with Ed Hume being the backup if one of the other two cannot attend.

FOR INFORMATION

1. Board Actions and Referrals
2. Department Head/Program Implementation Assistant (PIA) and Teacher Designate Appointments
3. Transportation of Students in St. James-Assiniboia School Division
4. Library/Media Services Annual Report – 2015/2016
5. Educational Conferences 2016/2017
6. Mark Your Calendars - Youth Forum September 28, 2016

CONCLUDED: Report of the Chief Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer / Chief Financial Officer

Report 14-16

FOR ACTION

1. Financial Statement – August 31, 2016

14-30-16 MOVED: Trustee Craig Johnson

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

CARRIED**FOR INFORMATION**

1. Cheque Registers
 - a) July 6, 2016
 - b) July 6, 2016 (INP Payroll Clearing)
 - c) July 7, 2016
 - d) July 14, 2016 (INP Payroll Clearing)
 - e) July 15, 2016
 - f) July 15, 2016
 - g) July 18, 2016
 - h) July 18, 2016 (INP Payroll Clearing)
 - i) July 21, 2016
 - j) July 21, 2016 (US Bank)
 - k) August 2, 2016
 - l) August 15, 2016 (INP Payroll Clearing)
 - m) August 17, 2016
 - n) August 23, 2016 (INP Payroll Clearing)
 - o) August 24, 2016
 - p) August 31, 2016
2. Permit Report – September 8, 2016
3. Fundraising Report - Collège Sturgeon Heights Collegiate.
4. 2016/2016 Audit

CONCLUDED: Report of the Secretary-Treasurer / Chief Financial Officer

FILED

CORRESPONDENCE

Action Correspondence

1. Email from Community Member re: Admission

14-31-16 MOVED: Trustee Cheryl Smukowich

“That this correspondence be referred to the in-camera portion of this evening’s meeting.”

CARRIED**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
 - a) Region 5/6 Meeting with Brian Mayes, City of Winnipeg Liaison

As there is a scheduling conflict on this date, it was asked that if Trustee's have any matters they would like discussed to bring it to the Board Chair's attention and he can forward it along.

2. River East Transcona School Division News Release re: Results from Annual Meeting
3. Pembina Trails School Division News Release re: Results from Annual Meeting
4. Winnipeg School Division News Release re: Results from Annual Meeting
5. Seven Oaks School Division Announcement re: Results from Annual Meeting

CONCLUDED: Information Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- **First Reading - By-Law 270-16 - Religious Instruction at École Robert Browning**

14-32-16 MOVED: Trustee Cheryl Smukowich

"That the Board give First Reading to By-Law 270-16, a By-Law to allow for religious instruction at École Robert Browning for the 2016-2017 school year."

CARRIED

- **First Reading - By-Law 271-16- Religious Instruction at École Bannatyne**

14-33-16 MOVED: Trustee Cheryl Smukowich

"That the Board give First Reading to By-Law 271-16, a By-Law to allow for religious instruction at École Bannatyne for the 2016-2017 school year."

CARRIED

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

NEW BUSINESS

- **J.A. Cuddy School, Sanford – Board Chair C.McGregor**

This school has suffered a fire and so is looking for gently used fiction and non-fiction children's books and art supplies. Administration will follow-up and share this information with the Principals at this week's meeting.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:22 P.M.

14-34-16 MOVED: Trustee Craig Johnson

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

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:25 P.M.

No motions arising from in-camera.

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:25 P.M.

Craig McGregor
Chair of the Board

Brett Lough
Chief Superintendent