



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 8, 2015, 7:30 p.m.

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

Meeting No.: 15-15

#846200

PRESENT:

Craig McGregor	Trustee
Cheryl Smukowich	Trustee
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	Trustee
Scott Johnston	Trustee
Jennifer Lawson	Trustee
Sandy Lethbridge	Trustee
John Mulligan	Trustee

Brett Lough	Acting Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Michelle Clarke	Acting Assistant Superintendent, Education & Program
Mike Wake	Acting Assistant Superintendent, 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.

- 15-01-13 MOVED: Trustee Craig McGregor**
“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Michelle Clarke, 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

- 15-02-13 MOVED: Trustee Scott Johnston**
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig McGregor Chair of the Board for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

VICE CHAIR OF THE BOARD

Nominated: Trustee Cheryl Smukowich

- 15-03-13 MOVED: Trustee Scott Johnston**
“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 8, 2015 to the Annual meeting of the Board in September 2016.

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson

15-04-13 **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 8, 2015 to the Annual meeting of the Board in September 2016.

CHAIR, FINANCE/FACILITIES COMMITTEE

Nominated: Trustee Craig Johnson

15-05-13 **MOVED: Trustee Craig McGregor**
“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 8, 2015 to the Annual meeting of the Board in September 2016.

CHAIR, PERSONNEL COMMITTEE

Nominated: Trustee Sandy Lethbridge
Trustee Ed Hume

15-06-13 **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 8, 2015 to the Annual meeting of the Board in September 2016.

CHAIR, GOVERNANCE COMMITTEE

Nominated: Trustee Bruce Chegus
Trustee Ed Hume

15-07-13 **MOVED: Trustee Craig Johnson**
“That nominations cease.”

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Bruce Chegus Chair of the Governance Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016

CHAIR, MARKETING COMMITTEE

Nominated: Trustee Ed Hume

15-08-13 **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 8, 2015 to the Annual meeting of the Board in September 2016.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, EDUCATION COMMITTEE (3)

Nominated: Trustee Scott Johnston
Trustee Sandy Lethbridge
Trustee John Mulligan

15-09-13 **MOVED: Trustee Cheryl Smukowich**
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustees Scott Johnston, Sandy Lethbridge and John Mulligan members of the Education Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)

Nominated: Trustee Bruce Chegus
Trustee Scott Johnston
Trustee John Mulligan

15-10-13 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus, Scott Johnston and John Mulligan members of the Finance/Facilities Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, PERSONNEL COMMITTEE (3)

Nominated: Trustee Cheryl Smukowich
Trustee Ed Hume
Trustee Craig Johnson
Trustee Jennifer Lawson (Respectfully Declined)

15-11-13 **MOVED: Trustee Scott Johnston**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Cheryl Smukowich, Ed Hume and Craig Johnson members of the Personnel Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, GOVERNANCE COMMITTEE (2)

Nominated: Trustee Ed Hume
Trustee Scott Johnston

15-12-13 **MOVED: Trustee Bruce Chegus**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Ed Hume and Scott Johnston members of the Governance Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, MARKETING COMMITTEE (2)

Nominated: Trustee Sandy Lethbridge
Trustee Craig Johnson
Trustee John Mulligan (Respectfully Declined)

15-13-13 **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Sandy Lethbridge and Craig Johnson members of the Marketing Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Bruce Chegus
Trustee John Mulligan

15-14-13 **MOVED: Trustee Craig Johnson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus and John Mulligan members of the Retirement Plan Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, SCHOOL BOARD/COUNCIL LIAISON (2)

Nominated: Trustee Ed Hume
Trustee Craig Johnson

15-15-13 **MOVED: Trustee Scott Johnston**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Ed Hume and Craig Johnson members of the School Board/Council Liaison Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, BOARD/ASSOCIATION LIAISON (2)

Nominated: Trustee Jennifer Lawson
Trustee Cheryl Smukowich
Trustee Ed Hume
Trustee Bruce Chegus (Respectfully Declined)

15-16-13 **MOVED: Trustee Scott Johnston**
"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 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE

Nominated: Trustee Bruce Chegus
Trustee Jennifer Lawson (Respectfully Declined)

15-17-13 **MOVED: Trustee Scott Johnston**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus member of the Awards and Scholarships Committee for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

MEMBERSHIP, SCHOLARSHIP FOUNDATION

Nominated: Trustee Craig Johnson

15-18-13 **MOVED: Trustee Scott Johnston**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Scholarship Foundation representative for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

STUDENT COUNCIL LIAISON

Nominated: Trustee Sandy Lethbridge

- 15-19-13** **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Student Council Liaison representative for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Scott Johnston

Trustee Craig Johnson (Respectfully Declined)

- 15-20-13** **MOVED: Trustee Craig McGregor**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Scott Johnston Assiniboia Chamber of Commerce representative for the period September 8, 2015 to the Annual meeting of the Board in September 2016.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson

- 15-21-13** **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 8, 2015 to the Annual meeting of the Board in September 2016.

NEW CHAIR PRESIDES

Trustee Craig McGregor assumed the Chair at 7:55 p.m.

Trustee McGregor thanked his fellow trustees for placing their confidence in his leadership and congratulated the Committee Chairs on their election and re-elections. He noted he is looking forward to continuing his work with the Board and new administration team in the coming year.

DIVISION SIGNING OFFICERS

15-22-13

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, Acting Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Carrie Melville, Assistant Secretary-Treasurer
Nora Wood, Accounting Manager."

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

15-23-13

MOVED: Trustee Cheryl Smukowich

"That the Board affirm and adopt By-Law 239-13, to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 8, 2015 to the Annual meeting of the Board in September 2016."

CARRIED

BOARD MEETING DATES

15-24-13

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."

15-25-13

REFERRAL MOTION:

MOVED: Trustee Sandy Lethbridge

"That the consideration to start Board meetings at an earlier time be referred to the Governance Committee for review."

CARRIED

15-24-13

MAIN MOTION:

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."

CARRIED

ADOPTION OF MINUTES – PREVIOUS MEETING

15-26-15 MOVED: Trustee Craig Johnson

“That the minutes of the Board Meeting of August 25, 2015 be adopted.”

CARRIED

COMMITTEE REPORTS

FINANCE/FACILITIES COMMITTEE – 09-15

Meeting held September 1, 2015 (Appendix A)

Committee Chair: Scott Johnston

1. Attendance – for information
2. Approval of agenda
3. PSFB Correspondence
 - a) École Assiniboine – additional support re Kindergarten Classroom Renovation – Smaller Classes Initiative
 - b) Crestview School – additional support re One Classroom Renovation – Smaller Classes Initiative
 - c) Brooklands School – additional support re Grooming Room
 - d) Phoenix School – providing authorization to hire a consultant regarding the repairs to two modular classrooms and link
 - e) École Assiniboine – New Child Care Spaces – Family Choice Building Fund
 - f) Linwood School – Steam Heating System Replacement – Design Only
 - g) Brooklands School – Roof Replacement Project Support
 - h) Collège Sturgeon Heights Collegiate – Welding Shop Addition
 - i) Lakewood School – Roof Replacement Project Support
 - j) Heritage School – Electric Unit Ventilator Replacement – Additional Support #1

15-27-15 MOVED: Trustee Scott Johnston

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

CARRIED

4. 2014/2015 Trustee Indemnity

15-28-15 MOVED: Trustee Scott Johnston

“That the 2014/2015 Trustee Indemnity item be referred to the Committee of the Whole in camera.”

CARRIED

5. Memo dated June 15, 2015 from R. Calvert

15-29-15 MOVED: Trustee Scott Johnston

“That the correspondence prepared by the Manager, Facilities and Maintenance be received as information.

And further;

That Administration prepare a report on weed control for review by the Finance/Facilities Committee at a subsequent meeting.”

CARRIED

6. Update re Summer Capital Projects

15-30-15 MOVED: Trustee Scott Johnston

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

CARRIED

7. Request for Financial Support – Athlone 50th Anniversary Celebration

15-31-15 MOVED: Trustee Scott Johnston

“That a grant in the amount of \$1,300 be provided to Athlone School in accordance with Policy INDAA-R School Anniversary Celebration Guidelines.”

CARRIED

8. Financial Statement for the period ended July 31, 2015

15-32-15 MOVED: Trustee Scott Johnston

“That the Financial Statement for the period ending July 31, 2015 be received as information.”

CARRIED

9. S. Bugera, Correspondence Secretary for Minister of Health

15-33-15 MOVED: Trustee Scott Johnston

“That correspondence over the signature of the Chair of the Board be forwarded to Honorable Sharon Blady, Minister of Health, requesting that the Minister meet with the Board on safety concerns resulting from the proposed Grace Hospital Emergency Department relocation.

And further;

That the Grace Hospital Emergency Department relocation be listed as a pending item for the Finance/Facilities Committee.”

CARRIED

10. Bright Beginnings Educare Inc. – Request for Temporary Additional Space

15-34-15 MOVED: Trustee Scott Johnston

“That the request from Bright Beginnings Educare for temporary use of the music room at Phoenix School be approved until June 30, 2016.

And further;

That Administration prepare a letter of understanding for Bright Beginnings Educare specifying the terms and conditions for the temporary use of the music room at Phoenix School.”

CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

REPORT OF THE ACTING CHIEF SUPERINTENDENT

Brett Lough, Acting Chief Superintendent

Report 14-15

FOR ACTION

1. 2015 Senior Years Undergrad Fall Awards

15-35-15 MOVED: Trustee Cheryl Smukowich

“That the discussion re: Trustee attendance at the 2015 Senior Years Undergraduate Fall Award ceremonies be referred to Committee of the Whole In-Camera at this evening’s meeting.”

CARRIED**FOR INFORMATION**

1. Board Actions and Referrals
2. Annual Report on 2014-2015 Monthly Enrolment Reports
3. Administration Assignments and Committees
4. Winnipeg Jets True North Foundation
5. Manitoba Education – *My Child in School* Website
6. Thoughtexchange – Update
The Trustees’ discussed advertising the feedback link on the board office readers board and all school reader boards as well as in the Metro. It will also be on the SJSD Facebook page.

CONCLUDED: Report of the Acting Chief Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer / Chief Financial Officer

Report 14-15

FOR ACTION

1. Financial Statement – August 31, 2015
2. PSFB Correspondence re: Lakewood School Child Care Renovation (Windows) Revised Project Support

15-36-15 MOVED: Trustee Craig Johnson

“That item #1 and #2 be referred to the Finance/Facilities Committee.”

CARRIED**FOR INFORMATION**

1. Cheque Registers
 - a) August 26, 2015 (INP Payroll Clearing)
 - b) August 27, 2015
 - c) September 1, 2015
2. Permit Report – September 3, 2015
3. Fundraising Report - Crestview School

4. 2014/2015 Audit
5. Ellement & Ellement Merger

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

FILED

CORRESPONDENCE

Action Correspondence

No Items for Action.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a) Learning Opportunities 2015-2016 Calendar of Events
2. Dr. Mary Hall, Director, Safe Schools Manitoba re: Back to School Reminders
3. Dr. Mary Hall, Director, Safe Schools Manitoba re: Tell Them From Me: Bullying and School Safety Survey
4. Manitoba High School Athletic Association Update – September 1, 2015

CONCLUDED: Information Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- **Second Reading, By-Law 261-15 – Religious Instruction at Linwood School**

15-37-15 MOVED: Trustee Cheryl Smukowich

"That the Board give second reading to By-Law 261-15, a By-Law to allow for religious instruction at Linwood School for the 2015-2016 school year."

CARRIED

- **Third/Final Reading, By-Law 261-15 – Religious Instruction at Linwood School**

15-38-15 MOVED: Trustee Cheryl Smukowich

"That the Board give third/final reading to By-Law 261-15, a By-Law to allow for religious instruction at Linwood School for the 2015-2016 school year."

CARRIED

- **Second Reading, By-Law 262-15 – École Bannatyne School**

15-39-15 MOVED: Trustee Cheryl Smukowich

"That the Board give second reading to By-Law 262-15, a By-Law to allow for religious instruction at École Bannatyne School for the 2015-2016 school year."

CARRIED

- **Third/Final Reading, By-Law 262-15 – École Bannatyne School**

15-40-15 MOVED: Trustee Cheryl Smukowich

“That the Board give third/final reading to By-Law 262-15, a By-Law to allow for religious instruction at École Bannatyne School for the 2015-2016 school year.”

CARRIED

- **Second Reading, Debenture By-Law 260-15**

15-41-15 MOVED: Trustee Cheryl Smukowich

“That the Board give second reading to By-Law 260-15, a debenture by-law for projects at École Assiniboine, Brooklands School, Crestview School, École Robert Browning, Golden Gate Middle School, Hedges Middle School, John Taylor Collegiate, Lakewood School, Lincoln Middle School, Phoenix School, St. James Collegiate, Strathmillan School, and Westwood Collegiate totaling \$1,037,100.00 dollars.”

CARRIED

- **Third/Final Reading, Debenture By-Law 260-15**

15-42-15 MOVED: Trustee Cheryl Smukowich

“That the Board give third/final reading to By-Law 260-15, a debenture by-law for projects at École Assiniboine, Brooklands School, Crestview School, École Robert Browning, Golden Gate Middle School, Hedges Middle School, John Taylor Collegiate, Lakewood School, Lincoln Middle School, Phoenix School, St. James Collegiate, Strathmillan School, and Westwood Collegiate totaling \$1,037,100.00 dollars.”

CARRIED**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

NEW BUSINESS

There were no New Business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:29 P.M.

15-43-15 MOVED: Trustee Craig Johnson

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

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:52 P.M.

15-44-15 MOVED: Trustee Craig Johnson

"That the discussion regarding the role of the Board in the hiring process of Coordinators be referred to the Personnel Committee for review as discussed in the Committee of the Whole In-Camera."

CARRIED

15-45-15 MOVED: Trustee Cheryl Smukowich

"That an amending By-Law be prepared to adjust the Trustee additional Indemnity as discussed in the Committee of the Whole In-Camera."

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:55 P.M.

Craig McGregor
Chair of the Board

Brett Lough
Acting Chief Superintendent