



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, April 11, 2017**

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

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**Meeting No.: 06-17**

No. 1036893

### **PRESENT:**

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	Trustee
Jennifer Lawson	Trustee
Sandy Lethbridge	Trustee
John Mulligan	Trustee

### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Tanis Pshbniski	Assistant Superintendent, Education (K-8) and Student Services
Mike Wake	Assistant Superintendent, Education (6-12) and Administration (7:00 p.m. to 7:30 p.m.)
Bernice Kitsch	Senior Executive Assistant
Jen Cameron	Information Officer (7:30 p.m.)

### **REGRETS:**

Peter Woods	Trustee
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### **CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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The Chair called the meeting to order at 7:00 p.m. Attendance – recorded above.

**06-01-17 MOVED - Trustee Craig Johnson**

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

**CARRIED**

**RETURN TO REGULAR BOARD MEETING – 7:36 p.m.**

### **ADOPTION OF MINUTES**

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**06-02-17 MOVED - Trustee Craig Johnson:**

“That the minutes of the Board Meeting of March 14, 2017 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

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**Literacy and Numeracy George Waters Style****Presented by:** Carmen Bonnici and students

The presentation demonstrated how George Waters Middle School literacy and numeracy is incorporated while students learn coding. The students provided information on how they create, evaluate their work, analysis, apply, remember and understand coding. They indicated how they enjoy creating something from coding and provided examples of their work. It is emphasized how each student in the class works collaboratively.

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**HEARING OF DELEGATIONS**

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No Delegations Registered.

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**COMMITTEE REPORTS**

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**EDUCATION COMMITTEE No. 07 – 16-17**

Meeting held: March 20, 2017

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of Agenda
3. Annual Organizational By-Law Review Motion 05-13-17

**06-03-17 MOVED - Trustee Jennifer Lawson:**

“That the Annual Organizational By-Law Review be received as information;

And further,

That the following suggestions be considered: Amending the section Questions from the Public on the Board meeting agenda to Agenda-Based Questions from the Public and Review Voting/Quorum Expectations at the Committee level as per the existing Organizational By-Law.”

**CARRIED**

4. Partnership Report 16-17 Motion 05-15-17
5. Student Enrolment Projections 16-17 Motion 05-16-17

**06-04-17 MOVED – Trustee Jennifer Lawson:**

“That the following items be received as information: Partnership Report 16-17 and Student Enrolment Projections 16-17.”

**CARRIED****CONCLUDED: Report of the Education Committee****FILED****PERSONNEL COMMITTEE 02-17**

Meeting held: March 21, 2017

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Admin Pool Meet & Greet
3. Approval of agenda
4. MANTE Letter – re Collective Bargaining Update

**06-05-17 MOVED - Trustee Sandy Lethbridge:**

“That the MANTE Letter – re Collective Bargaining and the update from Administration be received as information.”

**CARRIED**

5. Salary Increase Clarification

**06-06-17 MOVED - Trustee Sandy Lethbridge:**

“That the Salary Increase Clarification regarding the July 1, 2017 effective date be accepted.”

**CARRIED**

6. Job Description Revisions

**06-07-17 MOVED - Trustee Sandy Lethbridge:**

“That revisions to Job Descriptions AP4-10 Utility Worker Level 1: Groundsperson and AP4-17 Utility Worker Level II: Gardener be approved.”

**CARRIED**

7. Policy Revisions

**06-08-17 MOVED - Trustee Sandy Lethbridge:**

“That revision to GCBBA Excluded Staff – Compensation and Benefits be approved.”

**CARRIED**

8. AC-R Respect for Human Diversity, Transgender and Gender Diverse Staff and Students

**06-09-17 MOVED - Trustee Sandy Lethbridge:**

“That the AC-R Respect for Human Diversity, Transgender and Gender Diverse Staff and Students be received as information.”

**CARRIED  
7-1**

9. International Student Education and Continuing Education Director Vacancy

**06-10-17 MOVED - Trustee Sandy Lethbridge:**

“That the International Student Education and Continuing Education Director Staffing Proposal be accepted as presented.”

**CARRIED**

10. Wellness Initiatives

**06-11-17 MOVED - Trustee Sandy Lethbridge:**

“That the Wellness Initiatives shared be received as information.”

**CARRIED**

11. March 22, 2017 Email to Early Years Administrators

**06-12-17 MOVED - Trustee Sandy Lethbridge:**

“That the March 22, 2017 Email to Early Years Administrators be received as information.”

**CARRIED**

12. Administrative Interview Date, Thursday, April 6, 2017

**06-13-17 MOVED - Trustee Sandy Lethbridge:**

“That the Administrative Interview Date, Thursday, April 6, 2017 be cancelled at this time.”

**CARRIED**

## 13. Annual Reaffirmation of Organization By-Law

**06-14-17 MOVED - Trustee Sandy Lethbridge:**

“That the Annual Organizational By-Law Review be received as information.”

**CARRIED**

## 14. Personnel Report to the Board

**06-15-17 MOVED - Trustee Sandy Lethbridge:**

“That the Personnel Report to the Board be received as information”

**CARRIED****CONCLUDED: Report of the Personnel Committee****FILED****GOVERNANCE COMMITTEE 02-17**

Meeting held: March 22, 2017

Committee Chair: Bruce Chegus

1. Attendance – for information
2. Approval of agenda
3. New Trustee Orientation
  - a) The Human Side of Effective and Efficient Governance
  - b) Steps to Successful Trusteeship
  - c) Potential Questions & Answers re Roles and Responsibilities of Trustees

**06-16-17 MOVED - Trustee Bruce Chegus:**

“That the documents

- a) The Human Side of Effective and Efficient Governance
- b) Steps to Successful Trusteeship
- c) Potential Questions & Answers re Roles and Responsibilities of Trustees be received as information.

And further;

That the following material be incorporated into the “New Trustee Orientation” materials provided by Administration:

- 1) Steps to Successful Trusteeship
- 2) Questions and Answers
- 3) Links to “Around the Table” video series as posted on the MSBA website.

And further;

That the Chairman and Vice-Chairman of the Board meet with new trustees in conjunction with the newly elected trustee orientation to review the Organizational By-Law and the information in the orientation materials regarding the role of trustees.”

**CARRIED**

## 4. MSBA – Around the Table Videos

**06-17-17 MOVED - Trustee Bruce Chegus:**

“That the MSBA “Around the Table Videos” be received as information.”

**CARRIED**

5. Reporting Process for Trustee Conference/Workshops Reference Policy BIB and BIBA-E

**06-18-17 MOVED - Trustee Bruce Chegus:**

“That By-Law 239-13 Section 8 “Agenda Format” be amended to include a new folder called “Trustee PD”, prior to the “New Business Section”, for electronic dissemination of Trustee PD summaries.

And further;

That the suggestion that Trustees be given the opportunity to present at a monthly meeting scheduled in September each year of the Education Committee regarding any PD conference they had attended within the previous 12 months be referred to the Education Committee for its review and recommendation.”

**CARRIED****06-19-17 6. Louis Riel School Division Community Connections Workshop  
MOVED - Trustee Bruce Chegus:**

“That the Louis Riel School Division “Community Connections” workshop slides be received as information.”

**FINANCE/FACILITIES COMMITTEE 06-17**

Meeting held: April 4, 2017

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. Annual Re-Affirmation of the Organizational By-Law

**06-20-17 MOVED - Trustee Craig Johnson:**

“That the Annual Re-Affirmation of the Organizational By-Law be received as information.”

**CARRIED**

4. Student Enrolment Projections 2016-2017

**06-21-17 MOVED - Trustee Craig Johnson:**

“That the Student Enrolment Projections 2016-2017 be received as information.”

**CARRIED**

5. Partnership Report – February 2017

**06-22-17 MOVED - Trustee Craig Johnson:**

“That the Partnership Report - February 2017 be received as information.”

**CARRIED**

6. Brainstorming

**06-23-17 MOVED - Trustee Craig Johnson:**

“That the brainstorming discussion be received as information.”

**CARRIED**

**CONCLUDED: Report of the Finance/Facilities Committee**

**FILED****REPORT OF THE CHIEF SUPERINTENDENT**

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**Brett Lough, Chief Superintendent**

Report No. 06-17

1. Consultation with Parent Organizations – Administrative Staffing

**06-24-17 MOVED: Trustee Sandy Lethbridge:**

“That the Consultation with Parent Organizations – Administrative Staffing be referred to the Personnel Committee as information.”

**CARRIED**

2. Graduation and Celebration of Learning 2017  
The Trustees will discuss and determine attendance after this evening's meeting.

3. Scholarship Foundation Request – Shred Day

**06-25-17 MOVED: Trustee Cheryl Smukowich:**

“That the Scholarship Foundation Request – Shred Day be referred to the Finance/Facilities Committee for review.”

**CARRIED**

**FOR INFORMATION**

1. Board Actions and Referrals
2. MSBA 2017 Student Citizenship Award Nominee

**06-26-17 MOVED: Trustee Craig Johnson:**

“That the Board send a letter, over the signature of the Board Chair, congratulating Ms. J. Detscher-Choma, from Collège Sturgeon Heights Collegiate for receiving a certificate of merit with a cash award in recognition of her accomplishments as a MSBA 2017 Student Citizenship Award Nominee.”

**CARRIED**

3. Results – Divisional Concours d'art oratoire March 8th & 9th, 2017
4. Congratulations to the SJASD Senior Concert Choir

**06-27-17 MOVED: Trustee Craig Johnson:**

“That the Board send a letter, over the signature of the Board Chair, congratulating the St. James-Assiniboia School Division Senior Concert Choir, under the direction of Ms. Avonlea Armstrong-Green, for their recent outstanding achievements.”

**CARRIED**

5. Invitation – Annie – April 11th to 13th, 2017
6. Invitation – Charlie Brown - April 11th to 13th, 2017
7. Invitation – Madagascar – April 24th & 25th, 2017
8. Invitation – SJASD Art Exhibition – April 25th & 26th, 2017

**CONCLUDED: Report of the Chief Superintendent**

**FILED**

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

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**Mike Friesen, Secretary-Treasurer / Chief Financial Officer**

Report 06-17

1. PFSB Correspondence
  - a) Crestview School – Heating System Replacement – Authorization to Proceed to Tender
  - b) École Assiniboine – Foundation Renewal – Design Authorization
  - c) École Robert Browning – 2017/2018 Modular Classroom Assessment
  - d) Phoenix School – Repairs to Two Modular Classrooms and Link Authorization to Proceed to Tender
2. 130 Allard
3. The Historical Museum Association of St. James-Assiniboia

## 4. Financial Statement

06-28-17

**MOVED: Trustee Craig Johnson:**

“That item 1 thru 4 be referred to the Finance/Facilities Committee.”

**CARRIED****FOR INFORMATION**

1. Cheque Registers
  - a) March 8, 2017 (INP Payroll)
  - b) March 9, 2017
  - c) March 16, 2017
  - d) March 17, 2017 (US Bank)
  - e) March 22, 2017
  - f) March 22, 2017 (INP Payroll)
  - g) March 29, 2017
2. Tender Award Summary – April 3, 2017
3. Permit Report – March 23, 2017 and April 6, 2017

**CONCLUDED: Report of the Secretary-Treasurer / Chief Financial Officer****FILED****CORRESPONDENCE****Action Correspondence**

There was no action correspondence.

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. H. Demetriooff, Director, Spring PD Session April 28, 2017 in Brandon cancelled
  - b. K. Cameron, President, Evaluation of MSBA's 2017 AGM and Convention
  - c. D. Thomas, Risk Manager, New Rules and Regulations for Recreational Drones
  - d. E Bulletin, March 22, 2017
  - e. CSBA National Gathering on Aboriginal Education and Annual Congress
  - f. News Release – Lord Selkirk School Division Superintendent Announcement
  - g. Education for Sustainable Well-Being Symposium Announcement
  - h. J. Arnold, Governance Consultant, Webinar Invitation-Science of Decision Making
  - i. D. Thomas, Risk Manager, Rehab The Lab Workshops (Dauphin/The Pas)
  - j. E Bulletin, April 5, 2017
2. Seven Oaks School Division Media Release – Budget 2017/2018
3. Louis Riel School Division Media Release – Budget 2017/2018

**CONCLUDED: Information Correspondence****FILED****UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

Second Reading, Debenture By-Law 275-17

06-29-17

**MOVE: Trustee Cheryl Smukowich:**

“That the Board give second reading to By-Law 275-17, a debenture by-law for various projects totaling \$977,700.00.”

**CARRIED**

Third/Final Reading, Debenture By-Law 275-17

**06-30-17 MOVE: Trustee Cheryl Smukowich:**

“That the Board give Third/Final Reading to By-Law 275-17, a debenture by-law for various projects totaling \$977,700.00.”

**CARRIED**

**QUESTIONS FROM THE PUBLIC**

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There was no questions from the public.

**NEW BUSINESS**

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There was no new business items this evening.

**RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 9:11 p.m**

**06-31-17 MOVE: Trustee Craig Johnson**

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

**CARRIED**

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 10:20 p.m.**

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**06-32-17 MOVED: Trustee Cheryl Smukowich:**

**Graduation Powwow**

“That the Graduation Powwow be approved as discussed in Committee of the Whole In Camera.”

**CARRIED**

**06-33-17 MOVED: Trustee Sandy Lethbridge:**

**Administrative Staffing**

“That Ms. Clarke be appointed to the Principal of John Taylor Collegiate effective September 5, 2017 as discussed in Committee of the Whole in Camera.”

**CARRIED**

**06-34-17 MOVED: Trustee Cheryl Smukowich:**

**Committee of the Whole Minutes – April 6, 2017**

“That the update on proposed Bill 28: Public Service Sustainability Act be received as information.

And further;

That the discussion on the MANTE Executive’s letter to their membership be received as information.”

**CARRIED**

Manitoba School Board Association (MSBA)

a. Salary Bulletin – Mountain View School Division

b. CPI Update – March 27, 2017

**06-35-17 MOVED: Trustee Sandy Lethbridge:**

“That the MSBA agenda items a. Salary Bulletin – Mountain View School Division and b. CPI Update – March 27, 2017 be referred to the Personnel Committee.”

**CARRIED**



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**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 10:23 p.m.

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent