



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, November 10, 2015

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

No. 863753

Meeting No.: 19-15

PRESENT:

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

ALSO IN ATTENDANCE:

Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Michelle Clarke	Acting Assistant Superintendent, Education & Program
Mike Wake	Acting Assistant Superintendent, Administration
Nora Wood	Accounting Manager
Kazia Paradis	Senior Executive Assistant
Jennifer Cameron	Information Officer

REGRETS:

Craig Johnson	Trustee
Brett Lough	Acting Chief Superintendent

CALL TO ORDER / ATTENDANCE

The Board Meeting was called to order at 7:30 p.m. Attendance – recorded above.

MOMENT OF SILENCE

The Board Chair called upon all in attendance to participate in a moment of silence in recognition of the recent passing of long-time school Trustee, Veteran, and community member, Mr. George Waters. Trustee Scott Johnston acknowledged and expressed appreciation on behalf of the Board for Mr. Andy Mead, Principal at George Waters Middle School for his kind words spoken at the memorial service held earlier in the day.

ADOPTION OF MINUTES**19-01-15 MOVED - Trustee**

“That the minutes of the Board Meeting of October 27, 2015 be adopted

CARRIED

REPORT ON EDUCATION**Educational Support Services - Moving Forward with the Early Development Instrument (EDI) Results**

Presented by: Deidre Sagert, Early Years Support Teacher and Candace Borger, Administrator, ESS

The Early Development Instrument is a census of children’s school readiness that is collected bi-annually by Kindergarten teachers on Kindergarten students. It reflects the strengths and needs of children’s communities related to a child’s readiness for grade one. The team shared how Early Development Instrument (EDI) Results data is being addressed, both in Early Years schools as well as in the community through partnerships (i.e. Healthy Child Manitoba).

HEARING OF DELEGATIONS

No delegations registered.

COMMITTEE REPORTS**EDUCATION COMMITTEE – 02-16**

Meeting held November 2, 2015

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of agenda
3. Policy Revisions – for discussion

19-02-15 MOVED - Trustee Jennifer Lawson:

“That the revisions to regulations IJNDC-R Acceptable Student Use of Information Technologies and Electronic Communication and GBEF-R Employee Use of Technology and Electronic Communication be put on the January 2016 Education agenda after reviewing input from IBM.”

CARRIED

4. IBM Year 2 Analysis and Recommendations Presentation
5. OECD Report – Students, Computers and Learning Making the Connection (PISA)

19-03-15 MOVED - Trustee Jennifer Lawson:

“That the following items be received as information:

- IBM Year 2 Analysis and Recommendations Presentation

- OECD Report – Students, Computers and Learning Making the Connection (PISA)."

CARRIED

CONCLUDED: Report of the Education Committee

FILED**FINANCE/FACILITIES COMMITTEE – 11-15**

Meeting held November 3, 2015

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. Financial Statement for the period ended September 30, 2015

19-04-15 MOVED - Trustee Scott Johnston:

"That the Financial Statement for the period ended September 30, 2015 be received as information."

CARRIED

4. Financial Request

19-05-15 MOVED - Trustee Scott Johnston:

"That a Veteran Support Ad in the Military Service Recognition Book in the amount of \$595 be purchased."

CARRIED

5. Phoenix Play Structure Request

19-06-15 MOVED - Trustee Scott Johnston:

"That the Phoenix School Parent Council request to replace the play structure equipment be approved.

And further;

That the construction and equipment be subject to the final review and approval of the Manager of Facilities and Maintenance.

And further;

That the project be in accordance with the Division's Sustainable Development Practices Regulation, ADF-R, The Creative Playground Structures Policy, ECBCB and adhere to Policy DIAD, External Grants.

And further;

That ongoing maintenance and repair costs of the equipment would be the responsibility of the Phoenix School Parent Council.

And further;

That there be no cost to the Division."

CARRIED

6. Internal School Audit Review – 2014/2015

19-07-15 MOVED - Trustee Scott Johnston:

"That the 2014/2015 Internal School Audit Review be received as information."

CARRIED

7. Grace Hospital Emergency Entrance

19-08-15 MOVED - Trustee Scott Johnston:

“That this item be referred to Administration to clarify the Grace Hospital position on ambulance routing.

And further;

That additional correspondence over the signature of the Chair of the Board be forwarded to Honourable Sharon Blady, Minister of Health, requesting an update on the status of the Board’s previous request to meet with the Minister on traffic safety concerns resulting from the proposed Grace Hospital Emergency Department relocation.”

CARRIED**CONCLUDED:** Report of the Finance/Facilities Committee**FILED****GOVERNANCE COMMITTEE – 02-15**

Meeting held October 26, 2015

Committee Chair: Bruce Chegus

1. Attendance – for information

2. Approval of agenda

3. Winnipeg School Division – Governance Report Final Review

19-09-15 MOVED - Trustee Bruce Chegus:

“That the Winnipeg School Division Governance Report Final Review be received as information.”

CARRIED

4. Proposed Start Time re: Board Meetings (7:00 P.M.)

19-10-15 MOVED - Trustee Bruce Chegus:

“That the Committee of the Whole/In-Camera session to be held from 7:00 – 7:30 P.M. with any unfinished business to be carried over and finished after the public portion of the meeting.”

CARRIED

5. Student Leadership Initiative

19-11-15 MOVED - Trustee Bruce Chegus:

“That Administration research the interest at the Senior School level in the Student Leadership Initiative and develop the logistics of how the program might formally fit into the Board meeting process and report back to the Board.”

CARRIED**CONCLUDED:** Report of the Governance Committee**FILED**

RETIREMENT PLAN COMMITTEE – 02-15/16

Meeting held October 29, 2015

Committee Chair: Bruce Chegus

Trustee Bruce Chegus reviewed the Report of the Retirement Plan Committee for Trustees' information.

CONCLUDED: Report of the Retirement Plan Committee 02-15/16

FILED

REPORT OF THE CHIEF SUPERINTENDENT (ACTING)

Brett Lough, Acting Chief Superintendent

Report 18-15

FOR ACTION

1. School/Division Planning Reports and Reports to the Community 2015/2016

19-12-15

MOVED - Trustee Jennifer Lawson:

"That the School/Division Planning Reports and Reports to the Community 2015/2016 be referred to the Education Committee for information."

CARRIED

2. Divisional Choir Concert

Board Chair, Craig McGregor will bring greetings at the Divisional Choir Concert on Monday, November 30, 2015.

FOR INFORMATION

1. Board Actions and Referrals
2. Manitoba Education – My Learning at Home Website
3. Collège Sturgeon Heights Collegiate - Senior's Christmas Dinner – Thursday, December 10, 2015

Trustees to let Ms. Paradis know if they wish to attend and tickets will be reserved.

CONCLUDED: Report of the Chief Superintendent (Acting)

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer / Chief Financial Officer

Report 18-15

FOR ACTION

1. PSFB Correspondence

19-13-15**MOVED - Trustee Scott Johnston:**

"That the PSFB Correspondence re: John Taylor Collegiate – Elevator Addition, Roof Replacement and Structural Upgrade Expanded Scope be referred to the Finance/Facilities Committee."

CARRIED**FOR INFORMATION**

1. Cheque Registers
 - a) October 28, 2015
 - b) November 3, 2015 (INP Payroll Clearing)
 - c) November 4, 2015
2. Permit Report – November 5, 2015
3. Fundraising Reports
 - a) John Taylor Collegiate
 - b) Collège Sturgeon Heights Collegiate

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

FILED

CORRESPONDENCE

Action Correspondence

1. MSBA First Call for Nominations, MSBA Provincial Executive Elections to be held at March 2016 Annual convention

19-14-15**MOVED - Trustee Cheryl Smukowich:**

"That the MSBA First Call for Nominations and Call for Resolutions be referred to the three standing committees of the Board (Education, Personnel and Finance/Facilities Committees)."

CARRIED

2. H. Demetriooff, Director, Education and Communication Services, MSBA re: Call for Workshop Proposals for 2016 Convention

19-15-15**MOVED - Trustee Cheryl Smukowich:**

"That Administration develop a Workshop Proposal for 2016 MSBA Convention as a follow-up to the Divisional iPad initiative."

CARRIED

3. D. Thomas, Risk Manager, MSBA re: Customer Service Standard Regulation (Accessibility) with attachments (3a - 3d)

19-16-15 MOVED - Trustee Scott Johnston:

"That the e-mail from D. Thomas, Risk Manager, MSBA and all attachments regarding the Customer Service Standard Regulation / Accessibility for Manitobans Act be referred to the Finance/Facilities Committee."

CARRIED

4. MSBA Region 5 Executive Meeting Follow-up – Trustee Cheryl Smukowich

This was provided for Trustees' information.

5. MSBA Save-the-Date – Meeting with New City of Winnipeg School Board Liaison – Trustee Cheryl Smukowich

This was provided for Trustees' information. Board Chair Craig McGregor and Vice-Chair Cheryl Smukowich will attend.

CONCLUDED: Action Correspondence

FILED

Information Correspondence

1. Manitoba School Boards Association
 - a) E-Bulletin – October 28, 2015
 - b) Request for Raffle Donations – 2016 Convention
 - c) D. Thomas, Risk Manager – Risk Management Bulletin re: Winter Maintenance
 - d) Brandon School Division – Job Posting – Superintendent of Schools/CEO
 - e) J. Watt, Executive Director, MSBA - Letter re: Resource Guide for School Boards, Superintendents and Secretary-Treasurers
 - f) MSBA/MASS Resource Guide for School Boards, Superintendents and Secretary-Treasurers
2. Letter of Thanks - Undergrad Awards Recipient

CONCLUDED: Information Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There was no Unfinished Business / Business Arising From the Meeting items.

QUESTIONS FROM THE PUBLIC

Mr. Kelly Nord asked for the number of times the Board has contacted Ms. Sharon Blady, Minister of Health and MLA in regards to the Grace Hospital Relocation Safety Concerns. The Board acknowledged Mr. Nord's request and responded that as the process is still unfolding it would be unethical of the Board to disclose this information. The information as discussed in relation to this matter during the review of the Finance/Facilities report was had in public session and that no further comment on the Board's behalf would be made at this time.

NEW BUSINESS

- **Student Council Liaison Report – Trustee Sandy Lethbridge**

A verbal report was provided by Trustee Sandy Lethbridge for Trustees' information.

- **Christmas Letter/Memo – Trustee Ed Hume**

19-17-15 MOVED - Trustee Ed Hume:

"That if a letter / memo for "Planning for Christmas Holiday Celebrations and Events in Schools" has to be sent out next year, then a draft copy of the letter / memo needs to be presented to the Board before it is sent out to the schools."

REFERRAL MOTION:

19-18-15 MOVED - Trustee Jennifer Lawson:

"That the above matter regarding the letter/memo for Planning for Christmas Holiday Celebrations and Events in Schools be referred to the Education Committee for review and recommendation."

CARRIED

- **Wellness Account – Trustee Bruce Chegus**

19-19-15 MOVED - Trustee Bruce Chegus:

"That the consideration of a Staff Wellness Account (not to exceed \$300) be referred to the Personnel Committee and the Finance & Facilities Committee for review and recommendation."

CARRIED

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 10:07 PM

19-20-15 MOVED: Trustee Cheryl Smukowich:

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

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 10:35 PM

19-21-15 MOVED: Trustee Sandy Lethbridge:

"That the MSBA Salary Bulletins be referred to the Personnel Committee."

CARRIED

19-22-15 MOVED: Trustee Sandy Lethbridge:

"That the MSBA Confidential Collective Bargaining Update dated November 6, 2015 be referred to the Personnel Committee."

CARRIED

ADJOURNMENT

On motion of Trustee Sandy Lethbridge, the regular board meeting adjourned at 10:36 p.m.

Craig McGregor
Chair of the Board

Brett Lough
Acting Chief Superintendent