



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, December 13, 2016**

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

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**Meeting No.: 20-16**

No. 1000175

### **PRESENT:**

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	Trustee
Jennifer Lawson	Trustee (7:30 PM)
Sandy Lethbridge	Trustee
John Mulligan	Trustee
Peter Woods	Trustee (7:30 PM)

### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Assistant Superintendent, Education (6-12) & Administration
Cindy Labaty	Manager, Human Resources (until 8:45 PM)
Carrol Harvey	Manager, Human Resources (8:45 PM)
Kazia Paradis	Senior Executive Assistant
Gillian Muir	Senior Management Secretary (7:30 PM)
Jennifer Cameron	Information Officer (7:30 PM)

### **CALL TO ORDER IN CAMERA BOARD MEETING**

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The Committee of the Whole in Camera was called to order at 6:30 p.m.

### **HEARING OF DELEGATIONS**

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In-Camera Delegation – see Motion 20-26-16 for Board Action.

### **RETURN TO REGULAR BOARD MEETING – 7:35 p.m.**

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**CALL TO ORDER REGULAR BOARD MEETING / ATTENDANCE – 7:35 p.m.**

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Attendance - recorded above.

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**ADOPTION OF MINUTES**

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20-01-16

**MOVED - Trustee Craig Johnson:**

“That the minutes of the Board Meeting of November 22, 2016 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

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**Buchanan School – Choir Performance**

**Presented by:** Students at Buchanan School

Staff: Jackie Gagne, Arts Coordinator & Ashley Queen, Music Teacher

Grades 1-5 students of Buchanan School did a fantastic job of singing a number of festive songs that were enjoyed by all.

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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**

Meeting held: November 21, 2016

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of agenda, as amended
3. Policy Revisions:
  - GBEE - Employee Use of Social Media (For Approval)
  - IJNDC-E-1 - Parent Media Release Form and Student Acceptable Use Agreement (For Information)

20-02-16

**MOVED - Trustee Jennifer Lawson:**

“That policy GBEE revisions- Employee Use of Social Media be approved, and further;

That IJNDC-E-1 - Parent Media Release Form and Student Acceptable Use Agreement be received as information.”

**CARRIED**

4. **SJASD Provincial Assessment Data Presentation**

20-03-16

**MOVED - Trustee Jennifer Lawson:**

“That agenda item #4, SJASD Provincial Assessment Data Presentation be deferred to the December 19, 2016 Education meeting.”

**CARRIED**

**5. Meeting Start Times****20-04-16 MOVED - Trustee Jennifer Lawson:**

“That the Meeting Start Times item be placed on the December 19, 2016 Education Committee meeting agenda.”

**CARRIED****INFORMATION ITEMS – AGENDA ITEMS 5, 6, 8-12****20-05-16 MOVED - Trustee Jennifer Lawson:**

“That the following items be received as information:

- InformNet Year End Report 2015-2016
- MSBA Call for Nominations and Resolutions
- Library Technician Support information
- Family Access Program Year End Report for 2015/2016
- English as an Additional Language (EAL) Report for 2015/2016
- Behaviour Intervention Team Annual Report – June 2016
- Reading Recovery Report 2015-2016
- Indigenous Education Aboriginal Academic Achievement (AAA) Grant Year-End Report for 2015-2016.”

**CARRIED****CONCLUDED: Report of the Education Committee****FILED****FINANCE/FACILITIES COMMITTEE 11-16**

Meeting held: December 6, 2016

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. École Robert Browning Play Structure
  - a) Memo on Play Structure Damage
  - b) Policy ECBCB/KCA – Creative Playground Structures (School Grounds)

**20-06-16 MOVED - Trustee Craig Johnson:**

“That the School Division provide one time funds and labour equal to one half of the total retention and deductibles to repair the damage to the École Robert Browning play structure;

And further,

That once the École Robert Browning Parent Council has raised sufficient funds to cover one half the retention and deductibles, the School Division advance the remaining funds required for replacement and be reimbursed through insurance;

And further,

That should the Division experience additional loss resulting in insurance claims for the 2016/2017 school year, the Division’s contribution must be covered prior to reimbursing any funds to the École Robert Browning Parent Council;

And further,

That ongoing costs related to the play structure continue to be the responsibility of the École Robert Browning Parent Council.”

**CARRIED**

4. **Accessibility**  
a) **SJASD Accessibility Plan**  
b) **SJASD Accessibility – Policy**  
c) **SJASD Accessibility – Regulations**

**20-07-16 MOVED - Trustee Craig Johnson:**

“That the presentation on Accessibility be received as information.”

**CARRIED**

5. **Board Room AV Upgrade**  
**- Review and response**

**20-08-16 MOVED - Trustee Craig Johnson:**

“That Administration be authorized to proceed to tender for submissions for a wireless delegate system, audio/visual system as well as a combination of the two systems;  
And further,  
That the tender result be presented to the Finance/Facilities Committee for review.”

**CARRIED**

6. **Financial Statement**  
**- for the period ended October 31, 2016**

**20-09-16 MOVED - Trustee Craig Johnson:**

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

**CARRIED**

7. **Request for Financial Support**  
a) **STJATA Annual Curling Bonspiel**  
b) **St. James Assiniboia Pioneer Association for Grant’s Old Mill**

**20-10-16 MOVED - Trustee Craig Johnson:**

“That a grant in the amount of \$500 be approved for the STJATA Curling Bonspiels;  
And further,  
That a grant in the amount of \$1000 be approved for Grant’s Old Mill.”

**CARRIED**

8. **PSFB Correspondence**  
**- Westwood Collegiate – Exterior Wall Replacement – Design Authorization**

**20-11-16 MOVED - Trustee Craig Johnson:**

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

**CARRIED**

**9. Air Conditioning****- Memo on costs for the replacement of Division Air Conditioning Systems****20-12-16 MOVED - Trustee Craig Johnson:**

“That \$2,000,000 from the Capital Reserve for School Buildings be designated for air conditioning renewal;

And further,

That correspondence be forwarded to the Public Schools Finance Board for approval to expend the funds from the Capital Reserve for School Buildings.”

**CARRIED****10. Internal Audit Summary 2015/2016****a) Summary 2015/2016****b) Recommendations****20-13-16 MOVED - Trustee Craig Johnson:**

“That the 2015/2016 Internal School Audit Summary and Recommendations be received as information.”

**CARRIED****11. Stevenson-Britannia Adult Learning Centre****- 2015/2016 Year End Report****20-14-16 MOVED - Trustee Craig Johnson:**

“That the Stevenson-Britannia Adult Learning Centre Financial Statements and Internal Audit Report for the period ending June 30, 2016 be received as information.”

**CARRIED****12. Draft Division Budget Timeline 2017/2018****20-15-16 MOVED - Trustee Craig Johnson:**

“That the draft Division Budget Timeline – 2017/2018 be adopted (Appendix A).”

**CARRIED****13. International Student Fees 2017/2018****20-16-16 MOVED - Trustee Craig Johnson:**

“That an increase in the International Student Program tuition fee to \$11,500 per year beginning July 1, 2017 be approved;

And further,

That an increase in the International Student Program tuition fee to \$12,000 per year beginning July 1, 2018 be approved.”

**CARRIED****14. Proposed MSBA Resolutions****20-17-16 MOVED - Trustee Craig Johnson:**

“That proposal for resolution to increase the Transfer fee be submitted to MSBA for consideration (Appendix B).”

**CARRIED****15. Assiniboia Community Permit Update****20-18-16 MOVED - Trustee Craig Johnson:**

“That the update on the Assiniboia Community Permit and the upcoming sewer project in the École Assiniboine area be received as information.”

**CARRIED**

**16. Finance/Facilities Committee Meeting Start Time****20-19-16 MOVED - Trustee Craig Johnson:**

“That no change be made to the Finance/Facilities Committee Meeting start time.”

**CARRIED****17. Brainstorming****20-20-16 MOVED - Trustee Craig Johnson:**

“That the discussion on advertising Division initiatives and the Jets Academy be received as information.”

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

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**REPORT OF THE CHIEF SUPERINTENDENT****Brett Lough, Chief Superintendent**

Report No. 20-16

**FOR ACTION**

NIL

**FOR INFORMATION**

1. Board Actions and Referrals

2. Assessment Matters!

It was requested by the Chair of the Education Committee, Jennifer Lawson that this item be placed on the next Education Committee Agenda as information.

3. Accessibility Plan Summary

**CONCLUDED: Report of the Chief Superintendent****FILED**

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**REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER****Mike Friesen, Secretary-Treasurer / Chief Financial Officer**

Report 20-16

1. Winnipeg Music Festival

2. PSFB Correspondence

**20-21-16 MOVED – Trustee Craig Johnson:**

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

**CARRIED**

**FOR INFORMATION**

1. Cheque Registers
  - a) November 17, 2016
  - b) November 17, 2016 (INP Payroll Clearing)
  - c) November 24, 2016
  - d) November 29, 2016 (INP Payroll Clearing)
  - e) December 1, 2016
2. Permit Report – December 8, 2016

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

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**Action Correspondence**

1. Letter from Parent re: SJASD Middle Years Survey Results

**20-22-16 MOVED: Trustee Lawson**

“That the correspondence re: SJASD Middle Years Survey Results be referred to the Education Committee.”

**CARRIED**

2. S. Lethbridge, Chair, MSBA 2017 Convention Planning Committee re: Nominations for Student Panelists at Convention 2017

This has been shared with schools. Trustee Lethbridge acknowledged that J. Liscum with the Mission to Mexico project has been nominated.

3. A. Maryk, YMCA-YWCA re: Transportation Policy

**20-23-16 MOVED: Trustee Craig Johnson:**

“That the correspondence from the YMCA-YWCA be referred to the Finance/Facilities Committee.”

**CARRIED****Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. MSBA Convention 2017 re: Hotel Accommodations
  - b. J. Watt, MSBA re: The Facts on PISA (Programme for International Student Assessment)
  - c. J. Watt, MSBA re: Manitoba Education and Training Smudging Protocol
  - d. Manitoba Education and Training Smudging Protocol
  - e. Dr. C. Taylor, University of Winnipeg re: National Inventory of School District Intervention in Support of LGBTQ Student Wellbeing

**CONCLUDED: Information Correspondence****FILED**

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**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

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There were no unfinished business items or business arising from the meeting.

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**QUESTIONS FROM THE PUBLIC**

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There were no questions from the public this evening.

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**NEW BUSINESS**

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1. New Trustee Governance Orientation Package – Trustee Bruce Chegus

**20-24-16 MOVED: Trustee Bruce Chegus:**

"That this matter be referred to the Governance Committee for review and recommendation in order for the Board develop orientation material to be presented by the Board Chair and Vice Chair to all newly elected trustees that will supplement the information provided by administration regarding Board duties and process."

**CARRIED**

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**RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 8:45 PM**

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**20-25-16 MOVED: Trustee**

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

**CARRIED**

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**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:36 PM**

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**20-26-16 MOVED - Trustee Cheryl Smukowich:**

"That the Board approve the employee grievance in part, that is the suspension will be upheld; and further, the pay of the employee will be reinstated to the date of the start of the suspension pending the outcome of the Division's internal investigation as discussed in Committee of the Whole In-Camera."

**CARRIED**

**20-27-16 MOVED – Trustee Sandy Lethbridge:**

"That the matter of the MTS Maternity Leave Top-up be referred to the Personnel Committee."

**CARRIED**



**20-28-16 MOVED - Trustee Cheryl Smukowich:**

"That this matter (Allard School) be referred to Administration for review and recommendation in order for Senior Administration to review and present a proposal for the use of Allard School."

**CARRIED****20-29-16 MOVED - Trustee Sandy Lethbridge:**

"That the MSBA Collective Bargaining Updates dated December 2nd and 9th, 2016 be referred to the Personnel Committee."

**CARRIED****20-30-16 MOVED – Trustee Sandy Lethbridge:**

"That the MSBA Trustee Indemnity Survey be referred to the Finance/Facilities Committee."

**CARRIED****20-31-16 MOVED – Trustee Sandy Lethbridge:**

"That the MSBA Salary Bulletin (Winnipeg SD Electrical Workers) be referred to the Personnel Committee."

**CARRIED****20-32-16 MOVED – Trustee Sandy Lethbridge:**

"That the MSBA Arbitration Bulletin (Park West SD Teacher Grievance) be referred to the Personnel Committee."

**CARRIED****ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:38 PM.

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent