



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, January 26, 2016**

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

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**Meeting No.: 02-16**

No. 892102

### **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:**

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
Cindy Labaty	Manager, Human Resources
Bernice Kitsch	Executive Assistant
Jennifer Cameron	Information Officer

### **ABSENT WITH REGRETS:**

Craig Johnson	Trustee
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### **CALL TO ORDER / ATTENDANCE – 7:00 p.m.**

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02-01-16 MOVED - Trustee Jennifer Lawson:  
"That the Board recess to Committee of the Whole in Camera."

**CARRIED**

The Chair reconvened the Board meeting at 7:30 p.m.

### **ADOPTION OF MINUTES**

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02-02-16 MOVED - Trustee Jennifer Lawson:  
"That the minutes of the Board Meeting of January 12, 2016 be adopted."

**CARRIED**

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**REPORT ON EDUCATION**

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**The Hurdles of High School – St. James Collegiate**

Presented by:

Lorelei Steffler, Principal

Christina Brophy, School Counsellor

A data review/analysis of students' high school experiences of a previous graduating class at St. James Collegiate was conducted in conjunction with the Divisional Mental Health Committee. The data will continue to be utilized for future programming and school planning. The year of the graduating class was not identified in order to protect students' confidentiality.

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**HEARING OF DELEGATIONS**

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There were no delegations registered.

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**COMMITTEE REPORTS**

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**EDUCATION COMMITTEE – 05-16**

Meeting held January 18, 2016

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of agenda
3. Christmas Memo to Schools for 2016-2017

02-03-16 MOVED - Trustee Jennifer Lawson:  
"That the revised Christmas Holiday Celebrations and Events in Schools Memo for 2016-2017 be received as information."

**CARRIED**

4. Student Suspension Report 2014-2015

02-04-16 MOVED - Trustee Jennifer Lawson:  
"That the Student Suspension Report 2014-2015 Report be received as information; and further  
That the future Student Suspension Report include a five year data set for review."

**CARRIED**

5. IBM Follow-up re: Policies

02-05-16 MOVED - Trustee Jennifer Lawson:  
"That the IBM Follow-up re: Policies IJNDC-R Acceptable Student Use of Digital Technologies and Electronic Communication and GBEF-R Employee Use of Technology and Electronic Communication be received as information; and further,  
That the Senior Administration provide revisions for IJNDC-R, GBEF-R including Public Events for review at the February 16, 2016 Education meeting."

**CARRIED**

**PERSONNEL COMMITTEE – 01-16**

Meeting held January 19, 2016

Committee Chair: Sandy Lethbridge

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

02-06-16 MOVED - Trustee Sandy Lethbridge:  
“That the revisions to policy GCC Professional Staff Leaves and Absences be approved.”

**CARRIED**

4. Job Descriptions

02-07-16 MOVED - Trustee Sandy Lethbridge:  
“That the following job descriptions be revised as presented:

- AP1-1 Chief Superintendent
- AP1-11 Manager, Human Resources

And further,

That the following job descriptions be revised based on discussions and brought back to Committee in the spring once the Chief Superintendent is appointed:

- AP1-2 Assistant Superintendent, Education and Program
- AP1-4 Assistant Superintendent, Administration”

**CARRIED**

5. Staff Survey

02-08-16 MOVED - Trustee Sandy Lethbridge:  
“That the Staff Survey be deferred to the fall of 2016.”

**CARRIED**

6. Mental Health Promotion Presentations

02-09-16 MOVED - Trustee Sandy Lethbridge:  
“That the presentations shared be received as information.”

**CARRIED**

7. MSBA Correspondence re: Pending Legislation

02-10-16 MOVED - Trustee Sandy Lethbridge:  
“That the correspondence shared be received as information.”

**CARRIED**

8. MSBA Correspondence re: Regulation 2/2016

02-11-16 MOVED - Trustee Sandy Lethbridge:  
“That the correspondence re: Regulation 2/2016 be received as information.”

**CARRIED**

9. MSBA Correspondence re: Workers Compensation Act Amendments – Post Traumatic Stress Disorder

02-12-16 MOVED – Trustee Sandy Lethbridge:  
“That the correspondence shared be received as information.”

**CARRIED**

10. MSBA Confidential Collective Bargaining Updates

02-13-16 MOVED – Trustee Sandy Lethbridge:  
“That the correspondence shared be received as information.”

**CARRIED**

11. MSBA Confidential Salary Bulletins

02-14-16 MOVED – Trustee Sandy Lethbridge:  
“That the correspondence shared be received as information.”

**CARRIED**

12. Sexual Harassment/Bullying Sessions

02-15-16 MOVED - Trustee Sandy Lethbridge:  
“That the Chief Superintendent investigate appropriate training for Board Office Staff as well as School staff and bring back recommendations to the Committee.”

**CARRIED**

13. LGBTQ-Inclusive Education Training “Every Teacher Project”

02-16-16 MOVED - Trustee Sandy Lethbridge:  
“That the correspondence shared be received as information.”

**CARRIED**

CONCLUDED: Report of the Personnel Committee

**FILED**

### **COMMITTEE OF THE WHOLE – PRE-BUDGET PLANNING MEETING**

Meeting held January 13, 2016

Vice Chair Cheryl Smukowich presented the report on the Pre-Budget Planning Meeting.

02-17-16 MOVED: Trustee Cheryl Smukowich:

“That the additional funding requests for:

A. Numeracy, Itinerant Resource

B. Literacy, Itinerant Resource

C. English as an Additional Language and

E. Occupational Therapy

be referred to the Finance/Facilities Committee for consideration during the 2016-17 budget deliberations.”

**CARRIED**

### **SELECTION COMMITTEE**

Meeting held January 14, 2016

Vice Chair Cheryl Smukowich presented the Selection Committee report for trustees' information.

**FILED**

### **REPORT OF THE ACTING CHIEF SUPERINTENDENT**

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**Brett Lough, Acting Chief Superintendent**

Report No. 02-16

#### **FOR ACTION**

1. Student Enrolment Projections 2015-2016

02-18-16

MOVED - Trustee Jennifer Lawson:

“That the 2015-2016 Student Projections be referred to the Finance/Facilities Committee and Education Committee for consideration.”

**CARRIED**

2. Manitoba Education – 2016/17 Public Schools Major Capital Support Program

02-19-16

MOVED - Trustee Scott Johnston:

“That the Manitoba Education – 2016/17 Public Schools Major Capital Support Program be referred to the Finance/Facilities Committee for review.”

**CARRIED**

3. Manitoba Education – 2016/17 Child Care Proposals

02-20-16

MOVED - Trustee Scott Johnston:

“That the Manitoba Education – 2016/17 Child Care Proposals information be referred to the Finance/Facilities Committee for review.”

**CARRIED**

4. Manitoba Education – Supporting Inclusive Schools: Addressing the Needs of Students with Learning Disabilities

02-21-16

MOVED - Trustee Jennifer Lawson:

“That the Manitoba Education document Supporting Inclusive Schools: Addressing the Needs of Students with Learning Disabilities be referred to the Education Committee for review.”

**CARRIED**

5. Manitoba Healthy Child Manitoba – Grade Five G5 Mental Health Survey 2015/2016

02-22-16 MOVED - Trustee Jennifer Lawson:  
“That the Grade 5 (G5) Mental Health Survey for 2015-16 be referred to the Education Committee for review.”

**CARRIED**

6. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

02-23-16 MOVED - Trustee Sandy Lethbridge:  
“That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for the Grade 11-12 students to travel to Havana, Cuba on February 18-25, 2017; with the understanding that the Chief Superintendent will monitor the trip with due diligence and that the trip be subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade Canada or other applicable government agencies.”

**CARRIED**

7. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

02-24-16 MOVED - Trustee Scott Johnston:  
“That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for the Grade 10-12 students to travel to New York City on November 4-8, 2017; with the understanding that the Chief Superintendent will monitor the trip with due diligence and that the trip be subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade Canada or other applicable government agencies.”

**CARRIED**

**FOR INFORMATION**

1. Board Actions and Referrals
2. Administrative Staffing – Parent Organizations
3. Manitoba Education and Advanced Learning curriculum and resource materials available
4. St. James-Assiniboia Divisional Musical Theatre – Lion King Jr.
5. Congratulations – Principal, Rex Ferguson-Baird – one of Canada’s Outstanding Principals

02-25-16 MOVED - Trustee Cheryl Smukowich:  
“That the Board send a letter, over signature of the Board Chair, congratulating Rex Ferguson-Baird, Principal at Brooklands School for being recognized as one of Canada’s Outstanding Principals by The Learning Partnership.”

CONCLUDED: Report of the Acting Chief Superintendent

**FILED**

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

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

Report 02-16

**FOR ACTION**

1. City of Winnipeg 2016 Assessments
  - a) Portioned Assessment as at January 11, 2016
2. PSFB Correspondence
  - a) St. James Collegiate and George Waters Middle School – Elevator and Grooming Room – Additional Support
  - b) 2016/2017 Public Schools Capital Support Program
3. Financial Statement – December 31, 2015

02-26-16 MOVED - Trustee Scott Johnston:  
"That item #1 - #3 be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

1. Cheque Registers
  - a) January 14, 2016 (INP Payroll Clearing)
  - b) January 14, 2016
2. Permit Report – January 21, 2016
3. Fundraising Report
  - a) Collège Sturgeon Heights Collegiate
4. Appointment of Mike Friesen, Secretary-Treasurer/CFO to the MERLIN Special Operating Agency Advisory Board  
Congratulations were extended to Mr. Friesen

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

**FILED**

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**CORRESPONDENCE**

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**Action Correspondence**

1. Hon. Drew Caldwell, Minister of Municipal Government and Hon. James Allum, Minister of Education and Advanced Learning, re: update on *The Planning and Land Dedication for School Sites Act*

02-27-16 MOVED - Trustee Scott Johnston:  
"That the correspondence in relation to Pending Legislation be referred to the Finance/Facilities Committee."

**CARRIED**

**Information Correspondence**

1. Manitoba School Boards Association (MSBA):
  - a. E bulletin, January 13, 2016
  - b. Manitoba Safe & Caring Schools Conference: Save the Date February 8, 2015
  - c. 2016 Budget presentation for information at January Regional Meetings
  - d. Child Nutrition Council of Manitoba, Stone Soup fundraiser March 16, 2016
  - e. H. Demetriooff, memo re: Anne Frank House Canada Educational Projects
2. Elections Manitoba re: Student Information Officer Program for the April 19, 2016 provincial election
3. B. Fransen, Vice Chair Western School Division, endorsing Trustee R. Wiebe for Vice President, MSBA 2016-17
4. Gerald Farthing, Deputy Minister of Education advising of staff appointments within the Advanced Learning Division and the Bureau de l'éducation française Division (BEF)
5. M. Skeavington, Chair of the Board, Flin Flon School Division advising of the retirement of the Superintendent Blain Veitch
6. Correspondence from Community Members re: Middle Years Reorganization
7. 2016 Accommodation Law Conference, Winnipeg, April 13 & 14, 2016

CONCLUDED: Information Correspondence

**FILED****UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING****• First Reading – By-Law 265-16**

MOVED - Trustee Cheryl Smukowich:

"That the Board give first reading to By-Law 265-16, a debenture by-law for projects at École Assiniboine, Crestview, Golden Gate Middle School, Brooklands School, Lakewood Elementary School, Westwood Collegiate and Strathmillan School for projects totalling \$1,212,300.00."

**CARRIED**

02-28-16



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**QUESTIONS FROM THE PUBLIC**

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Questions were heard from L. Tovell, L. Omand, N. Tovell, N. Bowering, and S. Shepherd. The questions were in relation to the Middle Year's Reorganization.

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**NEW BUSINESS**

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- Withdrawal of Notice to Rescind Motion 21-15-15 re: Middle Years Reorganization – Trustee Ed Hume

Trustee Ed Hume advised the Board of his decision to withdraw his notice of motion to rescind the Board's Motion No. 21-15-15 re: Middle Years Reorganization

- Trustee Hume advised a Marketing Committee Meeting has been scheduled for Wednesday, February 3, 2016

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**RECONVENE COMMITTEE OF THE WHOLE IN CAMERA – 9:06 PM**

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02-29-16 MOVED: Trustee Scott Johnston:  
"That the Board reconvene to Committee of the Whole In-Camera."

**CARRIED**

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**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:17 PM**

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02-30-16 MOVED: Trustee Sandy Lethbridge:  
" That the MSBA Confidential Collective Bargaining Updates dated January 8 and 15, 2016 and the Labour Relations Update dated January 22, 2016 be referred to the Personnel Committee."

**CARRIED**

02-31-16 MOVED: Trustee Sandy Lethbridge:  
"That the MSBA Salary Bulletins (agenda items 5. a.-d.) be referred to the Personnel Committee."

**CARRIED**

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**ADJOURNMENT**

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On motion of Trustee Scott Johnston, the regular board meeting adjourned at 9:35 pm.

Craig McGregor  
Chair of the Board

Brett Lough  
Acting Chief Superintendent