



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, June 27, 2017**

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

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**Meeting No.: 11-17**

No. 1079219

### **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
Peter Woods	Trustee

### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Tanis Pshebniski	Assistant Superintendent, Education (K-8) & Student Services
Bernice Kitsch	Senior Executive Assistant
Jen Cameron	Information Officer (7:30 p.m.)

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

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

**11-01-17 MOVED - Trustee Craig Johnson**

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

**CARRIED**

**RETURN TO REGULAR BOARD MEETING – 7:33 p.m.**

### **ADOPTION OF MINUTES**

**11-02-17 MOVED - Trustee Craig Johnson:**

"That the minutes of the Board Meeting of June 13, 2017 be adopted."

**CARRIED**

## REPORT ON EDUCATION

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### 2017-2018 Theme for the Report on Education

There was no Report on Education, just a review of the theme for 2017-2018 in the area of Student Services and Partner Organizations that support our students.

## COMMITTEE REPORTS

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### EDUCATION COMMITTEE No. 10 – 16-17

Meeting held: June 19, 2017

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of Agenda
3. Policies Reviewed

**11-03-17 MOVED - Trustee Jennifer Lawson:**

“That policies IGBF French Immersion and JLCD Administering Medicines to Students be approved;

And further,

That the following regulations and exhibits be received as information:

- IGBF-R – Guiding Principles in French Immersion
- JLCD-R – Administering Medicines to Students
- JLCD-E-1 Administration of Prescribed Medication
- JLCD-E-2 Administration of Prescribed or Over-the-Counter Medication Record
- JLCD-E-3 Authorization for the Administration of Prescribed Medication
- JLCD-E-4 Authorization for the Self-Administration of Medication.”

**CARRIED**

4. Information Items – Agenda Items 3, 4, 6 and 7

**11-04-17 MOVED - Trustee Jennifer Lawson:**

“That the following items be received as information:

- Presentation on the Media Relations Workshop and NSBA Denver Highlights
- Student/Trustee Forum Feedback
- Staff Survey
- Professional Development Walkthroughs.”

**CARRIED**

**CONCLUDED: Report of the Education Committee**

**FILED**

### PERSONNEL COMMITTEE 05-17

Meeting held: June 20, 2017

Committee Chair: Sandy Lethbridge

1. Attendance – For Information
2. Approval of Agenda
3. Cumulative Tracking of Short/Long Term Sick Leave

- 11-05-17 MOVED - Trustee Sandy Lethbridge:**  
“That the information provided be received as information.” **CARRIED**
4. Staff Survey 2017
- 11-06-17 MOVED - Trustee Sandy Lethbridge:**  
“That the Staff Survey 2017 be received as information.” **CARRIED**
5. Trustee Requests for Personal Information
- 11-07-17 MOVED - Trustee Sandy Lethbridge:**  
“That revisions to Policy BC School Board Member Conduct be approved;  
And further,  
That revision to Regulation BC-R Board Confidentiality be received as  
information.” **CARRIED**
6. Release Time Request Manitoba Teachers’ Society
- 11-08-17 MOVED - Trustee Sandy Lethbridge:**  
“That the request from MTS for a two-year leave for Mr. Gould be approved.” **CARRIED**
7. Job Descriptions
- 11-09-17 MOVED - Trustee Sandy Lethbridge:**  
“That revisions to the following job descriptions be approved:  
• AP3-18 Continuing Education, Head Administrative Assistant  
• AP3-31 International Education, Head Administrative Assistant.” **CARRIED**
8. CUPE Letter of Understanding re: Article 18.08
- 11-10-17 MOVED - Trustee Sandy Lethbridge:**  
“That the CUPE Letter of Understanding re: Article 18.08 be approved.” **CARRIED**
9. CPI Update
- 11-11-17 MOVED - Trustee Sandy Lethbridge:**  
“That the CPI Update as referred from the Board meeting held June 13, 2017 be  
received as information.” **CARRIED**
10. Personnel Report to the Board
- 11-12-17 MOVED - Trustee Sandy Lethbridge:**  
“That the Personnel Report to the Board be received as information.” **CARRIED**

**CONCLUDED: Report of the Personnel Committee**

**FILED**

**REPORT OF THE CHIEF SUPERINTENDENT**

**Brett Lough, Chief Superintendent**  
Report No. 11-17

**FOR ACTION**

There were no action items

**FOR INFORMATION**

1. Board Actions and Referrals
2. Report on Music Festival Activities 2017
3. Innovative Grant Reports 2016/2017

**CONCLUDED: Report of the Chief Superintendent****FILED****REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER****Mike Friesen, Secretary-Treasurer / Chief Financial Officer**

Report 11-17

**FOR ACTION**

1. PSFB Correspondence Phoenix School – Two Modular Classrooms and Link Repairs – Project Support

**11-13-17 MOVED - Trustee Craig Johnson:**

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

**CARRIED****FOR INFORMATION**

1. Cheque Registers
  - a) June 8, 2017
  - b) June 13, 2017 (INP Payroll Clearing)
  - c) June 14, 2017
2. Permit Report – June 22, 2017
3. Fundraising Reports
  - a) Hedges Middle School
  - b) Buchanan School
  - c) Collège Sturgeon Heights Collegiate

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

1. MSBA Call for Nominations Committee / MSBA Resolutions and Policy Committee

**11-14-17 MOVED - Trustee Cheryl Smukowich:**

“That the MSBA Call for Nominations and Resolutions be referred to the 3 Standing Committees of the Board; Education, Finance/Facilities, and Personnel for review and response.”

**CARRIED**

2. Parents, students, alumni, and friends of the Sturgeon Heights Music Program and petition, re Sturgeon Heights Music program.

**11-15-17 MOVED - Trustee Jennifer Lawson:**

“That the Parents, students, alumni, and friends of the Sturgeon Heights Music Program and petition be referred to the Education Committee for review.”

**CARRIED**

3. B. Workman, J. Paulson, J. MacKay, T. Klein, former band directors in the division, re Sturgeon Heights Wind Ensemble and Band program.

**11-16-17 MOVED - Trustee Jennifer Lawson:**

“That the correspondence from the former band directors from our division regarding the Sturgeon Heights Wind Ensemble and Band program be referred to the Education Committee for review.”

**CARRIED**

**Information Correspondence**

1. Manitoba School Boards Association (MSBA):
  - a. K. Cameron, President, 2017 MSBA AGM: Referral Back to Executive of Motion re: 2012 MSBA Policies to be Archived
    - Attached was also the MSBA Committee Volunteer Form – Trustee Cheryl Smukowich encouraged all Trustees to review and consider volunteering.
  - b. K. Cameron, President, Recent MSBA timeframes for urgent communication and response deadlines
  - c. D. Thomas, Risk Manager, Memo: Soccer Net Safety
  - d. E – Bulletin – June 7, 2017
  - e. Manitoba Education re Continuity of Learning for Children in Care
  - f. University of Winnipeg Faculty of Education Outreach re Newsletters
  - g. University of Manitoba Asper/University of Toronto Rotman School re Directors Education Program

**CONCLUDED: Information Correspondence**

**FILED**

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

- Second Reading - By-Law 276-17 - Religious Instruction at Strathmillan School

**11-17-17 MOVED - Trustee Cheryl Smukowich:**

“That the Board give Second Reading to By-Law 276-17, a By-Law to allow for religious instruction at Strathmillan School for the 2017-2018 school year.”

**CARRIED**

- Third/Final Reading - By-Law 276-17 - Religious Instruction at Strathmillan School

**11-18-17 MOVED - Trustee Cheryl Smukowich:**

“That the Board give third/final Reading to By-Law 276-17, a By-Law to allow for religious instruction at Strathmillan School for the 2017-2018 school year.”

**CARRIED**

- First Reading, Amending By-Law 277-17

**11-19-17 MOVED - Trustee Cheryl Smukowich:**

“That the Board give first reading of By-Law 277-17, a By-Law to amend Organizational By-Law 273-16.”

**CARRIED**

- First Reading - Borrowing By-Law 278-17

**11-20-17 MOVED - Trustee Cheryl Smukowich:**

“That the Board give first reading to By-Law 278-17, a By-Law to allow for the borrowing of monies to meet current expenses for July 1, 2017 to June 30, 2018. ”

**CARRIED****QUESTIONS FROM THE PUBLIC**

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There was no questions from the public.

**NEW BUSINESS**

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- Bus Safety Issues

**11-21-17 MOVED - Trustee John Mulligan:**

“That administration present to the Finance/Facilities Committee a review of bus safety issues independent of the next provincial review.”

**CARRIED**

- Process for Adopting AC-R

**11-22-17 MOVED - Trustee Ed Hume:**

“I move that the process used for adopting AC-R Respect for Human Diversity Transgender Diverse Staff and Students be reviewed as to its legitimacy, which can be substantiated in our present governance / policy manual.”

**DEFEATED****RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 8:49 p.m.**

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**11-23-17 MOVED: Trustee Craig Johnson**

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

**CARRIED****REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:09 p.m.**

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**1. CPI Update – June 23, 2017****11-24-17 MOVED - Trustee Sandy Lethbridge**

“That the CPI Update of June 23, 2017 be referred to the Personnel Committee for review.”

**CARRIED****2. Secondment Request - St. James-Assiniboia Teachers' Association****11-25-17 MOVED – Trustee Sandy Lethbridge**

“That the request from the St. James-Assiniboia Teachers' Association for the Secondment of Kent McPherson for the 2017-2018 school year be approved.”

**CARRIED**

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**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:11 p.m.

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent