



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, May 23, 2017**

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

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**Meeting No.: 09-17**

No. 1067506

### **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
Mike Wake	Assistant Superintendent, Education (6-12) & Administration
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 7:01 p.m. Attendance – recorded above.

**09-01-17 MOVED - Trustee Craig Johnson**

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

**CARRIED**

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

### **ADOPTION OF MINUTES**

**09-02-17 MOVED - Trustee Craig Johnson:**

"That the minutes of the Board Meeting of May 9, 2017 be adopted."

**CARRIED**

### **REPORT ON EDUCATION**

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**Cirque Du Stevenson (Stevenson-Britannia School - Performing Arts)**

**Presented by:** Curt McKinnon, Tracey Smith, Lanette Griffith, Ashely Engstrom, Jane Couch, Samantha Amaral, Tracey Smith and a number of students.

Stevenson students shared their performing arts experience, as well as demonstrating the skills they have achieved; juggling, pogo stick, unicycle, tap dance, balance skills, and gymnastics. All students can participate in one way or another. This Cirque program began in September 2016 at Stevenson, as well as at École Robert Browning. It has been a very positive experience and they will continue to offer a variety of performing arts for the years to come.

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**HEARING OF DELEGATIONS**

No Delegations Registered.

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**COMMITTEE REPORTS****THE AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE**

**No. 01-17**

Meeting held: May 4, 2017

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of Agenda
3. Review of minutes from previous meeting
4. Manitoba Beef Producers (MBP) Bursaries

**09-03-17 MOVED - Trustee Sandy Lethbridge:**

“That the Manitoba Beef Producers Bursaries to create six annual \$500 bursaries be approved for the 2016-17 school year.”

**CARRIED**

5. Westview Dance Club

**09-04-17 MOVED - Trustee Sandy Lethbridge:**

“That Westview Dance Club Scholarship Award be received as information.”

**CARRIED**

6. Doug Eyolfson Youth Action Award

**09-05-17 MOVED - Trustee Sandy Lethbridge:**

“That the request to create an annual \$250 Dr. Dough Eyjolfson Youth Action Award to a graduating student who has voluntarily taken action to make a positive difference at school and/or in the Charleswood – St. James-Assiniboia – Headingley constituency at each of Collège Sturgeon Heights Collegiate, Westwood Collegiate, St. James Collegiate, John Taylor Collegiate, and Jameswood Alternative School be approved.”

**CARRIED**

7. Emergent Biosolutions Scholarship

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

“That Emergent Biosolutions Scholarship Award be received as information.”

**CARRIED**

8. MLA Awards

9. Payment of 2017 Awards

10. Cambrian Credit Union Life Award

**09-07-17 MOVED - Trustee Sandy Lethbridge:**

“That the 2017 Cambrian Credit Union Life Award be approved in principle based on previously established criteria.”

**CARRIED**

**CONCLUDED: Report of the Awards and Scholarship Advisory Committee**

**FILED**

11. Business Arising

**09-08-17 MOVED - Trustee Sandy Lethbridge:**

“That amendments to Policy JM-R be received as information.”

**CARRIED**

**RETIREMENT PLAN COMMITTEE MEETING No. 04-16/17**

Meeting held: May 11, 2017

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**

**FILED**

**EDUCATION COMMITTEE No. 09-16-17**

Meeting held: May 15, 2017

Committee Chair: Jennifer Lawson

1. Attendance – for information

2. Approval of the agenda

3. Advanced Placement Schools Report - 2015/2016 Motion 07-12-17

4. International Baccalaureate Schools Report 2015/2016 Motion 07-13-17

5. Correspondence Re: Collège Sturgeon Heights Collegiate Music Program Motion 08-18-17

6. Wind Ensemble and Jazz Combo courses at Collège Sturgeon Heights Collegiate Motion 08-20-17

**09-09-17 MOVED - Trustee Jennifer Lawson:**

“That the following items be received for information:

- Advanced Placement Schools Report - 2015/2016

- International Baccalaureate Schools Report - 2015/2016

- Correspondence Re: Collège Sturgeon Heights Collegiate Music Program

- Wind Ensemble and Jazz Combo courses at Collège Sturgeon Heights Collegiate.”

**CARRIED**

**CONCLUDED: Report of the Education Committee**

**FILED**

**PERSONNEL COMMITTEE No. 04-17**

Meeting held: May 16, 2017

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of the agenda
3. Staffing Presentation

**09-10-17 MOVED - Trustee Sandy Lethbridge:**

“That the staffing presentation be received as information.”

**CARRIED**

4. Partial Secondment of STJATA Vice-President

**09-11-17 MOVED - Trustee Sandy Lethbridge:**

“That the partial secondment of the STJATA Vice-President be supported.”

**CARRIED**

5. Letter of Understanding re: Administrative Salary

**09-12-17 MOVED - Trustee Sandy Lethbridge:**

“That the Letter of Understanding re: Administrative Salary be approved.”

**CARRIED**

6. Job Descriptions

- AP1-19 Assistant Director, International Student Program
- AP1-39 Assistant Director, Continuing Education Program
- AP1-43 Special Projects Coordinator

**09-13-17 MOVED - Trustee Sandy Lethbridge:**

“That revisions to the following job descriptions be approved:

- AP1-19 Assistant Director, International Student Program
- AP1-39 Assistant Director, Continuing Education Program
- AP1-43 Special Projects Coordinator

And further;

That Job Description AP1-51, Director, InForm Net be archived.”

**CARRIED**

7. Personnel Report to the Board

**09-14-17 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**

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**Brett Lough, Chief Superintendent**

Report No. 09-17

**FOR ACTION**

1. New Draft French Immersion Policy IGBF & Regulation IGBF-R

**09-15-17 MOVED - Trustee Jennifer Lawson:**

“That the new draft Policy IGBF - French Immersion and new draft Regulation IGBF-R - Guiding Principles in French Immersion be referred to the Education Committee for review.”

**CARRIED****FOR INFORMATION**

1. Board Actions and Referrals
2. Provincial Concours d'art oratoire 2017

**09-16-17****MOVED - Trustee Cheryl Smukowich:**

"That the Board send a letter, over the signature of the Board Chair, congratulating the participants who successful in the Provincial Concours d'art oratoire 2017."

**CARRIED**

3. Policy Exhibit BIBA-E – Board Member Development
4. Treaty Day at École Assiniboine – May 26, 2017

**CONCLUDED: Report of the Chief Superintendent****FILED****REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

**Mike Friesen, Secretary-Treasurer / Chief Financial Officer**  
Report 09-17

**FOR INFORMATION**

1. Cheque Registers
  - a) May 2, 2017 (INP Payroll Clearing)
  - b) May 4, 2017
  - c) May 11, 2017
2. Permit Report – May 18, 2017

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

1. D. Bush, Former Parent, Collège Sturgeon Heights Collegiate – re Wind Ensemble and the Jazz Combos

**09-17-17****MOVED: Trustee Cheryl Smukowich:**

"That the Board send a letter, over the signature of the Board Chair, acknowledging Ms. D. Bush's letter."

**CARRIED****INFORMATION CORRESPONDENCE**

1. Manitoba School Boards Association (MSBA)
  - a. K. Cameron, President, 2017/18 Appointment of Auditor Process and Outcomes
  - b. J. Esau, Administrative Assistant, 2017-18 Association Datebook
  - c. E-Bulletin – May 17, 2017
  - d. D. Thomas, Risk Manager, 2017 Canada Games / School Bus Usage
  - e. J. Watt, Executive Director, Winnipeg Blue Bombers Special Offer

2. L. Kublick, Chair, Lord Selkirk School Division – re: KPMG auditor for MSBA in 2017/2018

**09-18-17 MOVED: Trustee Cheryl Smukowich:**

“That the Board send a letter, over the signature of the Board Chair, to Manitoba School Board Association (MSBA) in regards to their communication process.”

**CARRIED**

3. A Path for Governance Education – September 25-27, 2017

**CONCLUDED: Information Correspondence**

**FILED**

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

There was no unfinished business.

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### **QUESTIONS FROM THE PUBLIC**

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Mr. T. Sutcliffe and K. Ryback asked questions pertaining to the consideration of the disposition of the 130 Allard site; what is the footprint of the property, the process of the disposition, any current interest in the site, what is the cost to renovate. Clarification was provided and a copy of the zoning map/site map was provided to those who left their email addresses.

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### **NEW BUSINESS**

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- Addition of cumulative tracking of short term and long term sick leave under "Personnel Report to the Board" – Trustee Ed Hume

**09-19-17 MOVED: Trustee Ed Hume:**

“That the issue of cumulative tracking of short term and long term sick leave be regularly reported to the Board under “Personnel Report to the Board” and that this issue be referred to the next Personnel Committee meeting for review and discussion.”

#### **AMENDMENT:**

**MOVED: Trustee Bruce Chegus:**

**09-20-17** “That this issue of cumulative tracking of short term and long term sick leave be referred to the next Personnel Committee meeting for review and discussion.”

**CARRIED**

- The implementation of our new draft policy AC-R Respect for Human Diversity Transgender and Gender Diverse Staff and Students – Trustee Ed Hume

**09-21-17 MOVED: Trustee Ed Hume:**

“That senior administration develop a fair and equitable plan to inform the parents/public about policy AC-R Respect for Human Diversity Transgender and Gender Diverse Staff and Students.”

**DEFEATED**

- Notice of Motion – By-Law 276-17 - Religious Instruction at Strathmillan School

**09-22-17 MOVED: Cheryl Smukowich**

"That notice is hereby given that By-Law 276-17, a By-Law to allow for religious instruction at Strathmillan School for the 2016-17 school year, shall be given first reading at the June 13, 2017 Board Meeting."

**CARRIED**

**RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 9:48 PM**

**09-23-17 MOVE: Trustee Craig Johnson**

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

**CARRIED**

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 10:40 PM**

1. Lakewood Drop Off Lane and Parking Lot Expansion

**09-24-17 MOVED - Trustee Craig Johnson gave notice:**

"That the request from Lakewood Children's Centre to construct a cut out lane and expand the parking lot at Lakewood School be approved."

**CARRIED**

2. Administrative Staffing 2017-18

**09-25-17 MOVED - Trustee Sandy Lethbridge:**

"That Mr. Rob Bell be appointed Vice-Principal at George Waters Middle School effective September 5, 2017 until June 29, 2018, as discussed in the Committee of the Whole in Camera."

**CARRIED**

**ADJOURNMENT**

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On motion of Trustee John Mulligan, the regular board meeting adjourned at **10:42 p.m.**

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent