



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, November 24, 2015**

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

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No. 874712

**Meeting No.: 20-15**

### **PRESENT:**

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	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
Mike Wake	Acting Assistant Superintendent, Administration
Carrol Harvey	Manager, Human Resources (7:30 - regular board meeting only)
Kazia Paradis	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:30 - regular board meeting only)

### **CALL TO ORDER IN CAMERA BOARD MEETING – 7:00 PM**

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The Committee of the Whole in-Camera was called to order at 7:00 p.m.

### **CALL TO ORDER – REGULAR BOARD MEETING – 7:30 PM**

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

### **ADOPTION OF MINUTES**

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20-01-15

**MOVED - Trustee Craig Johnson:**

“That the minutes of the Board Meeting of November 10, 2015 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

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**Collège Sturgeon Heights Collegiate - Comprehensive Literacy Planning at the High School****Presented by: Dan MacNeil, Vice-Principal and Barb Engel, Teacher**

The presentation highlighted the outcomes of the program achieved to date. In January of 2013, using data derived from the Reading Assessment / Diagnostic program, Ms. Engel identified and worked with students who demonstrated particular needs with regards to reading. Fluency, comprehension, vocabulary and metacognitive strategies are some examples of needs that have been addressed. In 2014-15 the program was complimented with a focus on targeted literacy interventions for individual students with a school-wide literacy program.

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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 – 03-16**

Meeting held November 16, 2015

Committee Chair: Jennifer Lawson

1. Attendance – for information
2. Approval of agenda
3. Data Analysis to Inform Professional Learning 2014-2015–  
Annual Coordinator Presentation

**20-02-15 MOVED - Trustee Jennifer Lawson:**

“That the Data Analysis to Inform Professional Learning 2014-2015 Presentation be received as information.”

**CARRIED**

4. – 9. Agenda Items 4 – 9
  - Truth and Reconciliation Commission Report Motion 17-15-15
  - Continuing Education Program and International Program Reports Motion 17-14-15
  - French Milieu Correspondence Motions 16-17-15, 17-19-15 and 18-11-15
  - InForm Net Report 2014-15 Motion 16-11-15
  - Aboriginal Academic Achievement Report 14-15 Motion 18-08-15
  - School/Division Planning Reports and Reports to the Community 2015/2016

**20-03-15 MOVED - Trustee Jennifer Lawson:**

“That the deferred items be presented at an extra scheduled Education Meeting on December 14, 2015 at 5:30 PM.”

**CARRIED**

**CONCLUDED:** Report of the Education Committee

**FILED**

**PERSONNEL COMMITTEE – 08-15**

Meeting held November 24, 2015

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of agenda
3. Supervision of Growth Regulation Revision

**20-04-15 MOVED - Trustee Sandy Lethbridge:**

“That the revision to regulation GCNA-R Supervision for Growth Procedures be received for information.”

**CARRIED**

4. **Service Animal Policy/Regulation/Form Revision**

**20-05-15 MOVED - Trustee Sandy Lethbridge:**

“That the revision to policy EAA Use of a Certified Service Animal in a School be approved;

and further,

That the revision to regulation EAA-R Guidelines for use of a Service Animal in a School and form EAA-E-1 Request for Approval for the Use of a Certified Service Animal be received for information.”

**CARRIED**

5. **Confidential Employee Request for Accommodation**

**20-06-15 MOVED - Trustee Sandy Lethbridge:**

“That the confidential recommendation be referred to the in-camera Committee of the Whole session at the Board meeting of November 24, 2015 for approval.”

**CARRIED**

6. **Confidential Employee Status Update**

**20-07-15 MOVED - Trustee Sandy Lethbridge:**

“That the status update be received as information.”

**CARRIED**

7. **Confidential Employee Status Update**

**20-08-15 MOVED - Trustee Sandy Lethbridge:**

“That the status update be received as information.”

**CARRIED**

8. **Staff Wellness Account**

**20-09-15 MOVED - Trustee Sandy Lethbridge:**

“That Staff Wellness Accounts receive no further consideration at this time; and further;

That administration seek out alternate opportunities to focus on increased wellness initiatives within the Division; and further;

That administration provide a report to the Committee at some future point in this regard.”

**CARRIED**

9. **MSBA Confidential Collective Bargaining Updates**

20-10-15 **MOVED - Trustee Jennifer Lawson:**

“That the correspondence shared be received as information.”

**CARRIED**

10. **MSBA Salary Bulletin**

20-11-15 **MOVED - Trustee Sandy Lethbridge:**

“That the correspondence shared be received as information.”

**CARRIED**

CONCLUDED: Report of the Personnel Committee

**FILED**

## **REPORT OF THE CHIEF SUPERINTENDENT**

**Brett Lough, Acting Chief Superintended**

Report No. 19-15

### **FOR ACTION**

No items for Action.

### **FOR INFORMATION**

1. Board Actions and Referrals
2. Safe Schools – Cool to Care School Activities 2015-16
3. The Winnipeg Police Service CopShop – Update
4. Winnipeg Police Service – SRO Presentations
5. 2015 Peg – A report on Health Equity in our City
6. Westwood Collegiate Senior Musical Production - West Side Story

CONCLUDED: Report of the Acting Chief Superintendent

**FILED**

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

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

Report 19-15

### **FOR ACTION**

1. Draft Budget Timeline 2016/2017
2. Financial Statement – October 31, 2015
3. Stevenson-Britannia Adult Literacy Program Inc. 2014/2015 Audit
4. City of Winnipeg Portioned Assessment as at November 13, 2015
5. Request for Financial Support – Winnipeg Music Festival

20-12-15 **MOVED - Trustee Craig Johnson:**

“That item #1 - #5 be referred to the Finance/Facilities Committee.”

**CARRIED**

6. By-Law 264-15 Debenture – Notice of First Reading at December 8, 2015 Board Meeting

### **FOR INFORMATION**

1. Cheque Registers
  - a) November 12, 2015
  - b) November 18, 2015 (INP Payroll Clearing)
  - c) November 19, 2015
2. Permit Report – November 19, 2015
3. Fundraising Report – Collège Sturgeon Heights Collegiate

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

**FILED**

### **CORRESPONDENCE**

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#### **Action Correspondence**

1. Email from Community Member re: Proposed Middle School Reorganization

20-13-15

#### **MOVED - Trustee Cheryl Smukowich:**

"That the email correspondence from the community member re: Proposed Middle School Reorganization be referred to the Committee of the Whole In-Camera at this evening's meeting (see Motion No. 20-22-15)."

**CARRIED**

2. Email from Community Member re: Proposed Middle School Reorganization

20-14-15

#### **MOVED - Trustee Cheryl Smukowich:**

"That the email correspondence from the community member re: Proposed Middle School Reorganization be referred to the Committee of the Whole In-Camera at this evening's meeting (see Motion No. 20-22-15)."

**CARRIED**

3. MSBA, J. Watt, Executive Director re: School Board Member Profile Survey

Trustees to complete this survey online by the deadline. The link can be found on the attached memo.

CONCLUDED: Action Correspondence

**FILED**

#### **Information Correspondence**

1. Manitoba School Boards Association
  - a) Webinar Invitation – Effective and Efficient Governance – November 25th, 12:00 noon

- b) Effective and Efficient Governance (E2G) Resource List
  - c) E-Bulletin – November 12, 2015
  - d) 2015 MSBA Fall Regional Meeting Minutes – All Regions
  - e) MSBA Advocacy Discussion Document – Regional Response Report
  - f) J. Rempel, Labour Relations Consultant re: MSBA MUST Fund July 1, 2016 Fee Assessment
  - g) Sympathy Card to Trustees re: Mr. George Waters
- 2. Manitoba High Schools Athletic Association Update – November 17, 2015
  - 3. Winnipeg Youth Orchestras Holiday Concert Invitation – December 6, 2015

CONCLUDED: Information Correspondence

**FILED**

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

There were no unfinished business/business arising from the meeting.

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#### **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

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#### **NEW BUSINESS**

- Multiplex Building – Trustee John Mulligan

**20-15-15**

**MOVED - Trustee John Mulligan:**

"That the subject of the feasibility of a multiplex on the Sturgeon Heights campus be referred to the Finance/Facilities Committee for review and recommendation."

**CARRIED**

**CARRIED**

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#### **RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 9:20 PM**

**20-16-15**

**MOVED: Trustee Craig Johnson:**

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

**CARRIED**

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

- 20-17-15 MOVED: Trustee Craig Johnson:**  
"That the email correspondence re: Confidential Parent Concern be referred to Administration for review."  
**CARRIED**
- 20-18-15 MOVED: Trustee Sandy Lethbridge:**  
"That the Division approve the employee's (document #868649) leave with pay, without prejudice, for the required training period."  
**CARRIED**
- 20-19-15 MOVED: Trustee Sandy Lethbridge:**  
"That the MSBA Confidential Collective Bargaining Update dated November 20, 2015 be referred to the Personnel Committee."  
**CARRIED**
- 20-20-15 MOVED: Trustee Sandy Lethbridge:**  
"That the MSBA Salary Bulletin – Ratified Agreement be referred to the Personnel Committee."  
**CARRIED**
- 20-21-15 MOVED: Trustee Cheryl Smukowich:**  
"That the minutes of the Committee of the Whole meeting of November 21, 2015 be adopted."  
**CARRIED**
- 20-22-15 MOVED: Trustee Cheryl Smukowich:**  
"That the emails from community members re: Proposed Middle Years School Reorganization be received as information."  
**CARRIED**
- 20-23-15 MOVED: Trustee Craig Johnson:**  
"That the Board send a letter, over signature of the Board Chair, to the Chief Operating Officer of the Grace Hospital, with copy to the Honorable Sharon Blady as well as the St. James MLA's (Hon. Deanne Crothers; Jim Rondeau) stating that Booth Drive, across from Bruce Middle School needs to be a "No-Go" zone for ambulatory traffic / emergency medical services vehicles with the exclusive use of Pearl McGonigal Way only."  
**CARRIED**

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**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 10:39 PM.

Craig McGregor  
Chair of the Board

Brett Lough  
Acting Chief Superintendent