



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

**Tuesday, October 11, 2016**

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

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**Meeting No.: 16-16**

No. 974135

#### **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
Cindy Labaty	Manager, Human Resources (7:37 PM)
Bernice Kitsch	Executive Assistant
Jennifer Cameron	Information Officer (7:37 PM)

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

The Chair called the meeting to order at 7:02 pm. Attendance – recorded above.

#### **16-01-16 MOVED - Trustee Craig Johnson**

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

**CARRIED**

The Chair called the Public Session to order at 7:37 PM.

#### **ADOPTION OF MINUTES**

#### **16-02-16 MOVED - Trustee Craig Johnson**

"That the minutes of the Board Meeting of September 27, 2016 be adopted."

**CARRIED**

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**REPORT ON EDUCATION**

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**Westwood Collegiate - Using Technology for Personal Fitness Planning**

**Presented by: Peter Sdrolas, Kevin Dueck, Principal, Students; M. Smith and C. Cote**

This presentation was on using measurement in Physical Education meeting numeracy goals with a computer software, Dartfish. This computer software can be used for any sport or activity where visual feedback will benefit the athlete and coach. The students presented examples of how they have used this software to benefit them in their athletic abilities.

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**HEARING OF DELEGATIONS**

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No delegations registered.

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**COMMITTEE REPORTS**

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**RETIREMENT PLAN COMMITTEE NO. 01-16/17**

Meeting held September 22, 2016

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**

**FINANCE/FACILITIES COMMITTEE – AUDIT MEETING**

Meeting held: October 6, 2016

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. PricewaterhouseCoopers LLP

**16-03-16 MOVED - Trustee Craig Johnson:**

“That the 2015/2016 Audit Report presented by PricewaterhouseCoopers be accepted as information.

And further;

That the Draft 2015/2016 Financial Statements be approved.

And further;

That the 2015/2016 FRAME Statements be forwarded to the Public Schools Finance Branch.

And further;

That the Administration handout on Accumulated Surplus be received as information.

And further;

That M. Friesen, Secretary-Treasurer/CFO and his team be complimented for their good work.”

**CARRIED**

4. Organic Diversion at St. James-Assiniboia School Division

**16-04-16 MOVED - Trustee Craig Johnson:**

“That the report on Organic Diversion at St. James-Assiniboia School Division be received as information.”

**CARRIED**

5. Financial Statement – For the period ended August 31, 2016

**16-05-16 MOVED - Trustee Craig Johnson:**

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

**CARRIED**

6. Habitat for Humanity

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

“That the request from Habitat for Humanity to use 100 feet of School Division property nearest their build location be approved for the period June 23 – August 15, 2017.

And further;

That the field usage portion of the Habitat for Humanity permit fee be waived.

And further;

That the land owned by the School Division at Bruce Avenue, adjacent Lyle Street be reviewed by Administration.”

**CARRIED**

7. Lakewood Children’s Centre Delegation

- a) Letter from Lakewood Vice-President, Board of Directors
- b) City of Winnipeg Kay Crescent Drawing
- c) Photos submitted by Lakewood Children’s Centre, Vice-President, Board of Directors
- d) Timeline Submitted by Lakewood Children’s Centre  
Aug. 30, 2016
- e) Map Drawing Submitted by Lakewood Children’s Centre  
– Aug. 30, 2016
- f) Timeline Memo from Randy Calvert, re Drop off Lane at Lakewood School
- g) email from Lisa White – January 25, 2016
- h) Drawing and Letter from Finance Facilities Meeting Feb. 2, 2016
- i) email From Lisa White – July 14, 2016
- j) email to Daycare Director – August 12, 2016
- k) email to Construction Company – August 15, 2016
- l) Carrie Melville Response to Lakewood Children’s Centre re Target Date of Repair to Air Conditioning Unit  
– August 25, 2016

m) email and Attachments from Architect – August 29, 2016

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

“That the update on the Lakewood Children’s Centre Drop Off Lane Delegation be received as information.

And further;

That the cost for the School Division to engage an Architect to prepare concept drawings addressing congestion issues at Lakewood School be approved.”

**CARRIED**

8. K. Cameron, President, MSBA – Education Finance SWOT Analysis to be completed

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

“That the Secretary-Treasurer/CFO complete the SWOT Analysis requested by MSBA for the review by the Board.”

**CARRIED**

9. Staff Recognition/Appreciation

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

“That the maximum staff appreciation amount prescribed in Policy DIA: School Funds be increased to \$35.”

**CARRIED**

10. Brainstorming

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

“That the discussion on the Allard Building, Children’s Centre and crowd funding be received as information.”

**CARRIED**

**CONCLUDED: Report of the Finance/Facilities – Audit Meeting**

**FILED**

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**REPORT OF THE CHIEF SUPERINTENDENT**

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**Brett Lough, Chief Superintendent**

Report No. 16-16

**FOR ACTION**

1. Continuing Education Program / International Program Reports

**16-11-16 MOVED - Trustee**

“That the reports for Continuing Education Program and International Student Program 2015-2016 be referred to the Education Committee for review.”

**CARRIED**

1. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

**16-12-16 MOVED – Trustee Cheryl Smukowich**

“That the Board approved the extended field trip proposal from Collège Sturgeon Heights Collegiate to travel to Paris, France and surrounding area on April 7-15, 2018; with the understanding that the Chief Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”

**16-13-16 REFERRAL MOTION:****MOVED – Trustee Cheryl Smukowich**

“That the Extended Field Trip Proposal from Collège Sturgeon Heights Collegiate to travel to Paris, France and surrounding area on April 7-15, 2018 be referred to the Education Committee for further review.”

**CARRIED****FOR INFORMATION**

1. Board Actions and Referrals
2. Administration Assignments and Committees
3. Good News – The Manitoba Physical Education Teachers Association (MPETA) Outdoor Education Award, C. Lamoureux

**16-14-16 MOVED – Trustee Craig Johnson**

“That the Board send a letter, over signature of the Board Chair, congratulating the recipient of the MPETA Outdoor Education Award, C. Lamoureux.”

**CARRIED****CONCLUDED: Report of the 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 16-16

**FOR INFORMATION**

1. Cheque Registers
  - a) September 20, 2016 (INP Payroll Clearing)
  - b) September 21, 2016
  - c) September 28, 2016 (INP Payroll Clearing)
  - d) September 28, 2016
  - e) September 30, 2016 (US Bank)
  - f) October 4, 2016 (INP Payroll Clearing)
  - g) October 4, 2016

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

## **CORRESPONDENCE**

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### **Action Correspondence**

There were no items for action this evening.

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. E-Bulletin – Sept. 28, 2016
  - b. K. Cameron, President, MSBA re: Manitoba *Lobbyist Registration Act*
  - c. D. Thomas, Risk Manager, MSBA re: Student Workshop on Distracted and Impaired Driving
  - d. MSBA 2016 Committee Survey Results
  - e. MASS/MTS “Educating for ACTION” Conference – April 20-21, 2017
  - f. Job Posting – Assistant Superintendent – Portage la Prairie School Division
  - g. K. Waugh, MP re: Federal Bill C-241 Petition
  - h. Region 5/6 Meeting Package – October 29, 2016
  - i. Fall Trustee Workshop – “The Human Side of Effective & Efficient Governance” – November 25, 2016
  - j. D. Thomas, Risk Manager re: Rehab the Lab Workshops
  - k. D. Thomas, Risk Manager re: Safe Grad Seminar – November 26, 2016
  - l. Lions Clubs International Essay Contest Rules

**CONCLUDED: Information Correspondence**

**FILED**

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

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- First Reading – Consolidated Organizational By-Law 273-16

**16-15-16**

**MOVED – Trustee Cheryl Smukowich:**

“That the Board give first reading to By-Law 273-16, a Consolidated By-law of Organizational By-law 239-13 and amending by-law 269-16.”

**CARRIED**

- First Reading - By-Law 274-16 - Religious Instruction at Linwood School

**16-16-16**

**MOVED – Trustee Cheryl Smukowich:**

“That the Board give first reading to By-Law 274-16, a By-Law to allow for religious instruction at Linwood School for the 2016-17 school year.”

**CARRIED**

- First Reading - Debenture By-Law 272-16

**16-17-16**

**MOVED – Trustee Cheryl Smukowich:**

“That the Board give first reading to by-law 272-16, a debenture by-law for various projects in the amount of \$904,800.”

**CARRIED**

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## **QUESTIONS FROM THE PUBLIC**

Ms T. Hodgins-Rector, Community Member and Parent

The question was asked what would be the time frame for the collection of data for a Middle Years Reorganization community survey. Chief Superintendent, B. Lough advised the Board of Trustees just reviewed a draft format of the survey and that it should be within the next 2 weeks.

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## **NEW BUSINESS**

- There was no new business items this evening.

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## **RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 8:42 PM**

**16-18-16**   **MOVED: Trustee Craig Johnson:**  
“That the Board reconvene to Committee of the Whole In-Camera.”

**CARRIED**

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## **RISE AND REPORT – 8:45 PM**

There were no motions arising from the In-Camera portion of this evening’s meeting.

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## **ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 8:52 PM.

Craig McGregor  
Chair of the Board

Brett Lough  
Chief Superintendent