

## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Minutes of the Regular Meeting of the St. James-Assiniboia School Division Board  
Held in the Board Room of the  
Aidan Conklin Building, 2574 Portage Avenue  
Tuesday, January 13, 2015

Meeting No. 01-15

### **PRESENT:**

Chair:	Craig McGregor
Vice Chair	Cheryl Smukowich

### **Trustees:**

Ed Hume  
Craig Johnson  
Scott Johnston  
Jennifer Lawson  
Sandy Lethbridge  
John Mulligan

Ron Weston, Chief Superintendent  
Mike Friesen, Secretary-Treasurer  
Brett Lough, Assistant Superintendent, Administration  
Carrol Harvey, Manager, Human Resources  
Kazia Paradis, Senior Executive Assistant  
Bernice Kitsch, Executive Assistant

Absent with Regrets – Bruce Chegus, Trustee

### **CALL TO ORDER/ATTENDANCE – 7:33 p.m.**

Attendance recorded above.

### **HEARING OF DELEGATIONS**

**No delegations registered.**

### **ADOPTION OF MINUTES**

01-01-15      MOVED: Trustee Scott Johnston:  
“That the minutes of the Board Meeting of December 9, 2014 be adopted.”

**CARRIED**

**REPORT ON EDUCATION****Ness Middle School – Community Partnerships****Presented by: Mr. Irvine, Phys-Ed Teacher, Principal T. Baydock and students**

Ness Middle School Grade 6, 7 and 8 students participated in an electronic presentation highlighting the use of technology via iPads, downloaded apps and QR codes that promote 'tech-infused' activities with the ability for the students to track their fitness goals, and self-reflect on their progress. The teacher can monitor the student's activity and in-turn this information can assist in the teaching concepts in their Phys-Ed and health classes. Additionally the students have the ability to submit confidential, anonymous health-related questions electronically to the Phys-Ed teacher, which eliminates the awkwardness for the students who would not normally ask the question publically. Students are using technology to enhance their learning and are continuing to use it responsibly and in a balanced way.

**COMMITTEE REPORTS****EDUCATION COMMITTEE**

Meeting held December 15, 2014 (Appendix A)

Committee Chair – Jennifer Lawson, Trustee

Report 03-15

1. Attendance – for information
2. Approval of Agenda – noted
3. Policy Revisions
  - IMDE Smudging Practices in Schools (Revised – for Approval)
  - IMDE-R Smudging Practices (Revised – for Information)
  - IMDE-E-1 Smudging Location (Revised – for Information)
  - IMDE-E-2 Smudging Parent Permission Form (Revised – for Information)

01-02-15

MOVED: Trustee Jennifer Lawson:

“That the revisions to IMDE Smudging Practices in Schools be approved;

and further,

That revisions to regulation IMDE-R Smudging Practices and exhibits IMDE-E-1 Smudging Location and IMDE-E-2 Smudging Parent Permission Form be received as information.”

CARRIED

01-03-15 4. Information Items  
MOVED: Trustee Jennifer Lawson:

“That the following items be received as information:

- L2 and L3 Student Application and Staffing
- Continuing Education Program / International Program Reports
- Manitoba Education – Provincial Assessments and Report Card Documents
- School Division Planning Reports and Reports to the Community 2014/2015
- Free the Children - We Act Program Activity Report 2013/2014
- Division Annual Student Attendance Report 2013-2014
- Student Suspension Report 2013-2014
- Reading Recovery Report 2013-2014
- Welcome to Kindergarten 2013-2014 Report
- Kids in the Know Program Overview Guide
- Aboriginal Academic Achievement Year End Grant Report 2013-14”

CARRIED

CONCLUDED: Report of the Education Committee

FILED

#### **FINANCE/FACILITIES COMMITTEE**

Meeting held Tuesday, January 6, 2015 (Appendix B)  
Committee Chair – Scott Johnston, Trustee  
Report 01-15

1. Attendance – for information
2. Approval of Agenda – noted
3. Full Day Caretaker
  - a) Full Day Caretakers Motion
  - b) Full Day Caretakers Rationale
  - c) Petition for Full Day Caretakers September 2014
  - d) Memo to Personnel Committee 2011 re Full Day Caretakers
  - e) Maintenance Incident Log – March 2010
  - f) Email in Support of Full Day Caretakers
  - g) Memo re Full Day Caretakers

01-04-15 MOVED: Trustee Scott Johnston:

“That the petition in favor of Full Day Caretakers be received as information.

And further;

That no change be made to the School Divisions current Caretaker staffing allocation.

And further;

That correspondence over the signature of the Chair of the Board be forwarded to all Petitioners on the Division's Custodial staffing practices and the importance the Division places on strong safety and health standards.

And further;

That Administration continue to monitor the caretaking needs of the Division and provide an update to the Finance/Facilities Committee in 2015/2016."

01-05-15

MOVED: Trustee Ed Hume:

"That the vote for motion 01-04-15 be recorded."

CARRIED

**Consideration of Main Motion 01-04-15 with Recorded Vote**

"That the petition in favor of Full Day Caretakers be received as information.

And further;

That no change be made to the School Divisions current Caretaker staffing allocation.

And further;

That correspondence over the signature of the Chair of the Board be forwarded to all Petitioners on the Division's Custodial staffing practices and the importance the Division places on strong safety and health standards.

And further;

That Administration continue to monitor the caretaking needs of the Division and provide an update to the Finance/Facilities Committee in 2015/2016."

CARRIED

In accordance with By-Law 239-13 Rules and Procedures, the vote was recorded as follows:

**Record of the Vote**

<u>Affirmative</u>	<u>Negative</u>
Craig McGregor	Ed Hume
Cheryl Smukowich	Jennifer Lawson
Craig Johnson	
Scott Johnston	
Sandy Lethbridge	
John Mulligan	

\*Bruce Chegus - Absent

## 4. PSFB Correspondence

01-06-15 MOVED: Trustee Scott Johnston:

“That the correspondence from the Public Schools Finance Board regarding Smaller Class Size Initiative – Kindergarten Classroom Renovation at École Assiniboine and Smaller Class Size Initiative – One (1) Classroom Renovation at Crestview School be received as information.”

CARRIED

## 5. Province of Manitoba News Release

01-07-15 MOVED: Trustee Scott Johnston:

“That correspondence over the signature of the Chair of the Board be forwarded to Honourable Peter Bjornson, Minister of Education and Advanced Learning expressing concern the Government of Manitoba is introducing legislation to Protect Early Learning, Child-Care Centres in Schools.”

And further;

That the correspondence be copied to all Manitoba School Boards, MSBA, Honourable Deanne Crothers, Minister of Healthy Living and Seniors, Honourable Sharon Blady, Minister of Health, Jim Rondeau, MLA, Assiniboia and Brian Pallister, Leader of the Official Opposition.”

CARRIED

## 6. Policies &amp; Regulations

- a) DFCD Leasehold Improvements
- b) DFCD-R Leasehold Improvements Requests
- c) DIAD External Grants
- d) GBEC Staff Gifts and Solicitations

01-08-15 MOVED: Trustee Scott Johnston:

“That the proposed policy DFCD Leasehold Improvements and DIAD External Grants be approved.

And further:

That Regulation DFCD-R Leasehold Improvements Requests be received as information.

And further;

That Policy GBEC Staff Gifts and Solicitations be archived.”

CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

**PERSONNEL COMMITTEE**

Meeting held December 16, 2014 (Appendix C)  
Committee Chair – Sandy Lethbridge, Trustee

1. Attendance – for information
2. Approval of Agenda – noted
3. Substitute Teacher Update

01-09-15 MOVED: Trustee Sandy Lethbridge:

“That the updates shared with respect to the policies and procedures in other school divisions, as well as plans to enhance assessment practices for substitute staff be received as information.”

CARRIED

4. Admin Staffing Update

01-10-15 MOVED: Trustee Sandy Lethbridge:

“That the updates shared with respect to two current School-Based Administrators on medical leave be received as information.”

CARRIED

5. Employee Pending Disciplinary Action Update

01-11-15 MOVED: Trustee Sandy Lethbridge:

“That the updates shared with respect to the status of the employee on suspension pending disciplinary action be received as information.”

CARRIED

6. Extra-Curricular Activity Guidelines

01-12-15 MOVED: Trustee Sandy Lethbridge:

“That the guidelines shared for School-Based Administrators re: extra-curricular activities be received as information.”

CARRIED

CONCLUDED – Personnel Committee

FILED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent (Appendix D)

Report 01-15

**FOR ACTION**

- 01-13-15      1.      Reallocation of Funds Request  
MOVED: Trustee Cheryl Smukowich:
- “That \$90,000.00 be reallocated within the Student Services budget to fund the increase of 2.0 FTE staff positions for physiotherapy and occupational therapy staff for the remainder of the 2014-15 school year.”
- CARRIED
- 01-14-15      2.      InForm Net Report 2013-14  
MOVED: Trustee Jennifer Lawson
- “That the InForm Net Report 2013-14 be referred to the Finance and Facilities and Education Committees for review.”
- CARRIED
- 01-15-15      3.      Advance Placement Schools Report – 2013-2014  
MOVED: Trustee Jennifer Lawson
- “That the St. James-Assiniboia Advanced Placement Schools Report – 2013-2014 be referred to the Education Committee for review.”
- CARRIED
- 01-16-15      4.      International Baccalaureate Schools Report – 2013-14  
MOVED: Trustee Jennifer Lawson
- “That the St. James-Assiniboia International Baccalaureate School Report – 2013-2014 be referred to the Education Committee for review.”
- CARRIED
- 01-17-15      5.      Non-Resident Entrance and Exit Survey Results  
MOVED: Trustee Craig Johnson
- “That the Non-Resident Entrance and Exit Survey Results be referred to the Marketing Committee for review and recommendation.”
- CARRIED
- 01-18-15      6.      PCAP 2013 – SJASD Results Interpretation  
MOVED: Trustee Jennifer Lawson
- “That the PCAP 2013 – SJASD Results Interpretation be referred to the Education Committee for review.”
- CARRIED

- 01-19-15 7. Policy JFABB – Admission of International and Exchange Students  
MOVED: Trustee Jennifer Lawson

“That Policy JFABB – Admission of International and Exchange Students be referred to the Education Committee for review.”

CARRIED

- 01-20-15 8. Early Development Instrument (EDI) 2012/13 Report  
MOVED: Trustee Jennifer Lawson

“That the Early Development Instrument (EDI) 2012/13 Report be referred to the Education Committee for information.”

CARRIED

### FOR INFORMATION

1. Board Actions and Referrals
2. Manitoba Education – 2015/16 School Day Calendar
3. Manitoba Education – Music Month Information (April 2015)
4. Professional Development Conference – April 26 – 28 in Kelowna, BC
5. New Senior Executive Assistant

CONCLUDED: Report of the Superintendent No. 01-15

FILED

### REPORT OF THE SECRETARY-TREASURER

Mike Friesen, Secretary-Treasurer (Appendix E)  
Report 01-15

### FOR ACTION

- 01-21-15 1. By-Law 255-15 - Debenture  
MOVED: Trustee Cheryl Smukowich

“That a Trustee provide notice that Debenture By-Law 255-15 shall be given first reading at the January 27, 2015 Board Meeting.”

CARRIED

2. Financial Statement
3. City of Winnipeg Portioned Assessment
4. Student Fees
5. PSFB Correspondence

- 01-22-15 MOVED: Trustee Scott Johnston:  
“That the items 2-5 above be referred to the Finance/Facilities Committee.”

CARRIED



**FOR INFORMATION**

1. Cheque Registers
  - a) December 10, 2014
  - b) December 15, 2014 (INP Payroll Clearing)
  - c) December 17, 2014
  - d) December 22, 2014 (INP Payroll Clearing)
  - e) December 24, 2014
  - f) January 5, 2015 (INP Payroll Clearing)
  - g) January 7, 2015
2. Permit Report - January 8, 2015.
3. Fund Raising Report from
  - a) John Taylor Collegiate
  - b) Stevenson Britannia Parent Council
4. Card of Appreciation from the Executive Director of the Winnipeg Music Festival.
5. Tender Award Summary – January 2, 2015
6. Phoenix School - Request for Replacement of Two Portables
7. Phoenix School Addition

CONCLUDED: Report of the Secretary-Treasurer No. 01-15

FILED

**CORRESPONDENCE****Action Correspondence**

- 01-23-15      1. MSBA Executive Director re: Matters Arising during the 2014 School  
Trustee Elections  
MOVED: Trustee Cheryl Smukowich:

“That the correspondence from MSBA re: Matters Arising during the 2014 School Trustee Elections be placed on the agenda of the Spring Planning Workshop for review.”

CARRIED

- 01-24-15      2. Community Resident re: City of Winnipeg Property Concern  
MOVED: Trustee Cheryl Smukowich:

“That the matter regarding the community resident re: City of Winnipeg Property Concern be referred to the Finance/Facilities Committee for review.”

CARRIED

3. Bruce G. Alexander, President – St. James Scholarship Foundation  
requesting to present delegation at January 27, 2015 Board Meeting

The Senior Executive Assistant will notify Mr. Alexander of the approval to present delegation at the January 27, 2015 Board Meeting.

4. MSBA Regional Meeting Agenda Package – January 24, 2015

The Senior Executive Assistant will notify MSBA re: trustee attendance at the January 24<sup>th</sup> Regional Meeting.

**Information Correspondence**

1. Manitoba School Boards Association:
  - a) Safe School 2015 Manitoba Conference – February 9, 2015
  - b) E-Bulletin – December 17, 2014
  - c) Borderland School Division re: Secretary-Treasurer appointment
  - d) Acknowledgement of Nomination for Craig McGregor 2015 Long Service Award
2. Canadian School Board Association:
  - a) Newsletter – Noting Date for Annual Congress July 2 -4, 2015 in Saskatoon, SK.
  - b) Call for Presentations – CSBA Congress 2015
3. Reminder re: MERN Winter Forum *Grassroots Engagement in Manitoba Schools* detailed program, January 30, 2015
4. Director, Education Administration Branch re: 2015/16 School Year Calendar
5. Letter of Thanks – St. James Volunteer Award
6. B. Fransen, Vice-Chair – Western School Division – Letter Endorsing MSBA Vice-President Candidate
7. Community Resident re: School Christmas Programs (*Sent to Education Committee for review and response*)
8. Brooklands School Grant - Manitoba Education Community Schools Program
9. Email re: Full Day Caretakers
10. D. Naherniak – Chair, Park West School Division re: Vice President Appointment

CONCLUDED – Correspondence

FILED

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

There were no items of Unfinished Business/Business Arising.

**QUESTIONS FROM THE PUBLIC**

Mr. Tom Marche, community resident, requested information and commented on the Full Day Caretaker, item number 3, from the Finance/Facilities Committee report. The Board Chair responded.

## **NEW BUSINESS**

### **Board Group Photo – Change of date**

It was decided that Tuesday, February 24<sup>th</sup> will be the new date for the scheduled group photo.

### **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:35 p.m.**

- 01-25-14 MOVED: Trustee Craig Johnson:  
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

### **REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 10:25 p.m.**

#### **MSBA - CPI Update**

- 01-26-14 MOVED: Trustee Cheryl Smukowich  
“That the correspondence respecting MSBA CPI Update for November 2014 be placed on agenda of the Spring Planning Workshop for review as discussed by the Committee of the Whole in Camera.”

CARRIED

#### **Confidential Employment Matter / Personnel Matter**

- 01-27-14 MOVED: Trustee Cheryl Smukowich  
“That the Superintendent re-assign the employee as discussed by the Committee of the Whole in Camera.”

CARRIED

## **ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 10:28 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent