

**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, June 23, 2015

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**Meeting No. 13-15**

**PRESENT:**

Chair:	Craig McGregor
Vice Chair	Cheryl Smukowich

Trustees:	Bruce Chegus
	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  
Tanis Pshebniski, Assistant Superintendent, Education & Program  
Rob Carnegie, Director, Information Technology  
Paul Deacon, Assistant Manager, Facilities and Maintenance  
Kazia Paradis, Senior Executive Assistant

**CALL TO ORDER / ATTENDANCE**

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

**ADOPTION OF MINUTES**

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**13-01-15     MOVED: Trustee Craig Johnson:**

“That the minutes of the Board Meeting of June 9, 2015 be adopted.”

CARRIED

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**REPORT ON EDUCATION**

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**IBM - Middle Years Digital Learning Initiative - Year Two Assessment Results**

Presented by: Anne Saftich, Chief Education Officer, IBM Canada, K-12 Division

The Board was presented with an analysis of the results after year two of the Digital Learning Initiative. The presentation was provided electronically for Trustee's review. The report is detailed and extensive so the Trustees were provided with the complete report to review over the summer. An additional information meeting with IBM will be scheduled in the fall with the objective to answer questions and set future goals and objectives for this Initiative.

**13-02-15      MOVED: Trustee Jennifer Lawson:**

"That the IBM - Middle Years Digital Learning Initiative - Year Two Assessment Results be referred to the Education Committee."

CARRIED

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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**

Meeting held June 15, 2015 (Appendix A)  
Committee Chair – Jennifer Lawson

1. Attendance – for information
2. Approval of Agenda – addition noted
3. Update on Parent Chaperones

**13-03-15      MOVED: Trustee Jennifer Lawson:**

"That Senior Administration review the Update on Parent Chaperones with school administrators as per Policy IJOA, IJOA-R."

CARRIED

4. Focus of the Future Grant
5. Final Copy of BYOD Brochure
6. ELA Curriculum Pilot Process

**13-04-15      MOVED: Trustee Jennifer Lawson:**

"That the following items be received as information:

- Focus on the Future Grant
- Final Copy of BYOD Brochure
- ELA Curriculum Pilot Process."

CARRIED

CONCLUDED: Report of the Education Committee No. 08-15

FILED

**PERSONNEL COMMITTEE**

Meeting held June 16, 2015 (Appendix B)

Committee Chair – Sandy Lethbridge

1. Attendance – for information
2. Approval of Agenda – addition noted
3. Policy Revisions

**13-05-15      MOVED: Trustee Sandy Lethbridge:**

“That revisions to the following policies be approved:

- Policy GCBBA Excluded Staff Compensation and Benefits
- Policy CDA-E Performance Review of Administration Team Evaluation Instrument.”

CARRIED

4. Staffing Update

**13-06-15      MOVED: Trustee Sandy Lethbridge:**

“That the update with respect to professional staffing for the 2015/16 school year be received as information.”

CARRIED

5. Coordinator Appointment

**13-07-15      MOVED: Trustee Sandy Lethbridge:**

“That the Senior Administration recommendation for the School and Community Support Coordinator be referred to the in-camera Committee of the Whole session at the Board meeting of June 23, 2015 for consideration and final approval.”

CARRIED

6. Coordinator Assignments 2015-16

**13-08-15      MOVED: Trustee Sandy Lethbridge:**

“That the Senior Administration recommendation for Coordinator assignments for the 2015-16 school year be referred to the in-camera Committee of the Whole session at the Board meeting of June 23, 2015 for consideration and final approval.”

CARRIED

- 13-09-15 7. Manitoba Teachers' Society Request  
**MOVED: Trustee Sandy Lethbridge:**
- "That the request from MTS for a two year leave for Mr. Norm Gould as he continues in an executive capacity for the 2015-16 and 2016-17 school years be approved."
- CARRIED
- 13-10-15 8. MSBA Confidential Collective Bargaining Updates  
**MOVED: Trustee Sandy Lethbridge:**
- "That the correspondence shared be received as information."
- CARRIED
- 13-11-15 9. MSBA Salary Bulletins  
**MOVED: Trustee Sandy Lethbridge:**
- "That the correspondence shared be received as information."
- CARRIED
- 13-12-15 10. Anniversary Celebration Stats  
**MOVED: Trustee Sandy Lethbridge:**
- "That the correspondence shared be received as information;  
And further,  
That Administration consider requesting school administration to assist in soliciting responses from invited employees, consider inviting one school-based administrator per invited school and to bring these and next year's stats to next year's Committee meeting for further review."
- CARRIED
- CONCLUDED: Report of the Personnel Committee No. 05-15
- FILED

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#### **REPORT OF THE CHIEF SUPERINTENDENT**

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Ron Weston, Chief Superintendent  
Report 12-15 (Appendix C)

#### **FOR ACTION**

- 13-13-15 1. Grounds - Herbicides  
**MOVED: Trustee Scott Johnston:**
- "That the memo from R. Calvert re: Grounds and Herbicides be referred to the Finance/Facilities Committee for review."
- CARRIED

2. Trustee Contact Information of the SJASD Website  
**13-14-15 MOVED: Trustee Cheryl Smukowich:**

"That the SJASD web site be updated with Trustees' preferred phone numbers, schools in each ward, and biographies in addition to the emails which are already listed."

CARRIED

3. Report of the Truth and Reconciliation Commission  
**13-15-15 MOVED: Trustee Jennifer Lawson:**

"That the Report on the Truth and Reconciliation Commission be referred to the Education Committee for review."

CARRIED

**FOR INFORMATION**

1. Board Actions and Referrals  
2. School Based Administrators 2015/2016  
3. Department Head, Program Implementation Assistant (PIA) and Teacher Designate Appointments  
4. Early, Middle and Senior Years Safe School Activities  
**REFERRAL MOTION:**  
**13-16-15 MOVED: Trustee Ed Hume:**

"That the Early, Middle and Senior Years Safe School Activities be referred to the Education Committee."

DEFEATED

5. Manitoba Education and Advanced Learning – Grades 9 to 12 American Sign Language (ASL) and Deaf Culture (DC): Manitoba Curriculum Framework of Outcomes  
6. Manitoba Education and Advanced Learning – Mental Math: Grade 10 Essential Mathematics  
7. Manitoba Education and Advanced Learning – Grade 12 Global Issues: Citizenship and Sustainability Poster  
8. Congratulations! John Taylor Collegiate  
**13-17-15 MOVED: Cheryl Smukowich**

"That the Board send a letter, over signature of the Board Chair, to the Principal of John Taylor Collegiate, congratulating the award recipients on their Young Idealist Award Certificate of Recognition by Free the Children."

CARRIED

CONCLUDED: Report of the Superintendent No. 12-15

FILED

## **REPORT OF THE SECRETARY-TREASURER**

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Mike Friesen, Secretary-Treasurer  
Report 12-15 (Appendix D)

### **FOR ACTION**

1. By-Law 260-15 – Debenture  
**13-18-15 MOVED: Trustee Cheryl Smukowich:**

“That a Trustee provide notice that Debenture By-Law 260-15 shall be given first reading at the August 25, 2015 Board Meeting.”

2. PSFB Correspondence – Repairs to Modular Classrooms and Link at Phoenix School  
**13-19-15 MOVED: Trustee Scott Johnston:**

“That item #2 be referred to the Finance/Facilities Committee.”

CARRIED

### **FOR INFORMATION**

1. Cheque Registers
  - a) June 10, 2015
  - b) June 15, 2015 (INP Payroll Clearing)
  - c) June 17, 2015
2. Permit Report – June 18, 2015
3. Fund Raising Reports
  - a) Buchanan School
  - b) Stevenson Britannia School
  - c) Strathmillan School

CONCLUDED: Report of the Secretary-Treasurer No. 12-15

FILED

## **CORRESPONDENCE**

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### **Action Correspondence**

No Items for Action.

### **Information Correspondence**

1. Manitoba School Boards Association:
  - a) MSBA Strategic Priorities 2015-2016
  - b) K. Cameron, MSBA President - Meeting Request with Political Parties
  - c) C. Duhamel, Executive Director, MSBA re: 2015 Fall Regional Meetings
  - d) Education for Sustainable Well-Being Research Group & U of M - Working Conference Announcement – Nov. 19, 2015
  - e) D. Thomas, Risk Manager, MSBA re: Risk Management

#### **REFERRAL MOTION:**

**13-20-15 MOVED: Trustee Ed Hume:**

“That the Correspondence from D. Thomas, Risk Manager, MSBA re: Risk Management be referred to the Finance/Facilities Committee.”

DEFEATED

- f) MSBA Fall Workshop – Change of Date (Dec. 2-3, 2015 – Brandon)
- g) E-Bulletin – June 17, 2015

2. MHSAA Updates – June 10, 2015 & June 17, 2015

CONCLUDED – Information Correspondence

FILED

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

There were no unfinished business items.

### **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

### **NEW BUSINESS**

- Letter from Parent re: French Milieu School – Trustee John Mulligan

**13-21-15 MOVED: Trustee Craig Johnson:**

“That the Board send a letter, over signature of the Board Chair, to acknowledge receipt of the letter and encourage the parent to attend the information session / public meeting on September 23, 2015.”

CARRIED

- **Student Council Liaison Report – Trustee Sandy Lethbridge**

A verbal report was provided by Trustee Sandy Lethbridge for Trustees' information.

- **Notice of Motion – By-Law 261-15 - Religious Instruction at Linwood School**

**13-22-15 MOVED: Trustee Cheryl Smukowich:**

"That notice is hereby given that By-Law 261-15, a By-Law to allow for religious instruction at Linwood School shall be given first reading at the August 25, 2015 Board Meeting."

- **Notice of Motion – By-Law 262-15 - Religious Instruction at École Bannatyne School**

**13-23-15 MOVED: Trustee Cheryl Smukowich:**

"That Notice is hereby given that By-Law 262-15, a By-Law to allow for religious instruction at École Bannatyne School shall be given first reading at the August 25, 2015 Board Meeting."

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:11 P.M.**

**13-24-15 MOVED: Trustee Craig Johnson:**

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

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:48 P.M.**

**13-25-15 MOVED: Trustee Sandy Lethbridge:**

"That the Board approve the Coordinator assignments for the 2015-2016 school year."

CARRIED

**13-26-15 MOVED: Trustee Sandy Lethbridge:**

"That Ms. Janice Matthewman be appointed to the position of School and Community Support Coordinator effective September 8, 2015 ending June 30, 2016."

CARRIED



**13-27-15 MOVED: Trustee Cheryl Smukowich:**

“That the revised Policy CCA Organizational Chart be approved;  
And further,  
That the revised job descriptions CBA/AP1-1, Chief Superintendent be approved;  
And further,  
That the revised job description AP1-7, Secretary-Treasurer/Chief Financial Officer be approved;  
And further,  
That the Board develop an evaluation instrument for the position of Secretary-Treasurer/Chief Financial Officer as discussed in Committee of the Whole In-Camera.”

CARRIED

**13-28-15 MOVED: Trustee Cheryl Smukowich:**

“That PricewaterhouseCoopers LLP be contracted to assess the management positions and reporting relationships within the School Division’s organizational chart.”

CARRIED

**13-29-15 MOVED: Trustee Sandy Lethbridge:**

“That the MSBA Confidential Collective Bargaining Update dated June 17, 2015 be referred to the Personnel Committee.”

CARRIED

**13-30-15 MOVED: Trustee Sandy Lethbridge:**

“That the MSBA Confidential Salary Bulletin be referred to the Personnel Committee.”

CARRIED

**ADJOURNMENT**

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On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:52 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent