

## **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 24, 2014

Meeting No. 12-14

### **PRESENT:**

Chair:	Craig McGregor
Vice Chair	Cheryl Smukowich

Trustees:	Bruce Chegus
	Ed Hume
	Scott Johnston
	Jennifer Lawson
	Sandy Lethbridge
	Bryan Metcalfe

Ron Weston, Chief Superintendent  
Mike Friesen, Secretary-Treasurer  
Brett Lough, Assistant Superintendent Administration, Planning and Research  
Greg Mutter, Assistant Superintendent Personnel and Human Resources  
Paul Deacon, Assistant Manager Facilities and Maintenance  
Mari-Jean Nachtigall, Senior Executive Assistant

Absent with regrets: Trustee Craig Johnson

### **CALL TO ORDER / ATTENDANCE – 7:30 p.m.**

Attendance - recorded above.

### **ADOPTION OF MINUTES**

12-01-14      MOVED: Trustee Ed Hume:  
                  "That the minutes of the Board Meeting of June 10, 2014 be adopted."

CARRIED

### **REPORT ON EDUCATION**

**Education for Sustainable Development – Summary of the School  
Division's ESD Journey 2013-14**

Presented by: Rex Ferguson-Baird, Roné Boyko, Michelle Clarke, Jane Couch,  
Sandy Lazar

**HEARING OF DELEGATIONS****Bright Beginnings Educare - Headingley, Manitoba**

Parents representing the School Age Committee of the Board of Directors of Bright Beginnings Educare provided a presentation on the current status of child care availability in Headingley, with a focus on a shortage of school age child care spaces. The delegation expressed their wish to open communication and build a partnership with the school division to ensure child care needs are considered in conjunction with Phoenix Elementary School's space and enrollment planning. In addition the delegation is seeking a short term solution to the space limitations they are experiencing at Phoenix School.

- 12-02-14      MOVED: Trustee Scott Johnston:  
"That the Bright Beginnings Educare presentation be referred to the Finance/Facilities Committee for consideration."

CARRIED

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

Meeting held June 16, 2014 (Appendix A)  
Committee Chair – Sandy Lethbridge, Trustee

1. Attendance – for information
  2. Approval of Agenda – noted
  3. Louis Riel School division Presentation Re: Diversity Policy
- 12-03-14      MOVED: Trustee Sandy Lethbridge:  
"That the Louis Riel School Division Presentation Re: Diversity Policy be received as information; and further,  
That the topic of Human Diversity be referred for inclusion in the divisional strategic planning 2014-2015 process."

CARRIED

4. Out of Division Kindergarten Registrations
- 12-04-14      MOVED: Trustee Sandy Lethbridge:  
"That the out of Division Kindergarten Registrations correspondence be received as information; and further,  
That Administration send a letter to the parents in response to their correspondence."

CARRIED

5. Policy Revisions
- 12-05-14      MOVED: Trustee Sandy Lethbridge:  
"That the revisions to exhibit EAA-E-1 Request for Approval for the Use of a Service Animal be received as information; and further,  
That EAA-E-2 Certified Service Animal Registration Agreement be archived."

CARRIED

- 12-06-14 6. University of Winnipeg Tuition Credit - Brooklands School  
MOVED: Trustee Sandy Lethbridge:  
"That the University of Winnipeg Tuition Credit program be approved."  
CARRIED  
CONCLUDED: Report of the Education Committee  
FILED

**PERSONNEL COMMITTEE**

Meeting held June 17, 2014 (Appendix B)  
Committee Chair – Jennifer Lawson, Trustee

1. Attendance – as noted  
2. Approval of the Agenda
- 12-07-14 3. St. James-Assiniboia Teachers' Association – Association President  
MOVED: Trustee Jennifer Lawson:  
"That the request for secondment of the association President of the St. James-Assiniboia Teachers' Association be approved for the 2014-2015 school year."  
CARRIED
- 12-08-14 4. Administrative Appointments  
MOVED: Trustee Jennifer Lawson:  
"That the Senior Administration recommendation for school based administrative appointments be referred to the in –camera Committee of the Whole session at the Board meeting of June 24, 2014 for consideration and final approval."  
CARRIED
- 12-09-14 5. Job Descriptions  
MOVED: Trustee Jennifer Lawson:  
"That the following job descriptions be revised:  
• AP1-2 Assistant Superintendent, Administration, Planning and Research (new title – Assistant Superintendent, Administration)  
• AP1-4 Assistant Superintendent, Program and Curriculum (new title – Assistant Superintendent, Education and Program)  
• AP1-11 Manager, Human Resources  
And further,  
That job description AP1-3 Assistant Superintendent, Personnel and Human Resources be archived."  
CARRIED
- 12-10-14 6. Policies and Regulations  
MOVED: Trustee Jennifer Lawson:  
"That the revision to regulation GDMB-R MANTE Staff Training Program be received as information."  
CARRIED
- 12-11-14 7. Confidential Employee Support Request  
MOVED: Trustee Jennifer Lawson:  
"That the confidential request for employee support be approved."  
REFERRAL MOTION
- 12-12-14 MOVED: Trustee Bryan Metcalfe:  
"That the previous question be referred to Committee of the Whole in camera for consideration."

CARRIED

See Motion 12-27-14 for Board action

CONCLUDED: Personnel Committee

FILED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent  
Report 12-14 (Appendix C)

**FOR ACTION**

1. Drop Out Study Report 1989-2013

12-13-14 MOVED: Trustee Sandy Lethbridge:  
"That the Drop Out Study Report 1989-2013 be referred to the Education Committee for review."

CARRIED

2. Quality Education Fund 2014-15

12-14-14 MOVED: Trustee Sandy Lethbridge  
"That the Quality Education Fund 2014-2015 be referred to the Education Committee for review."

CARRIED

3. Early Development Instrument (EDI) Results – Community 2010/11

12-15-14 MOVED: Trustee Sandy Lethbridge:  
"That the Early Development Instrument (EDI) Results – Community 2010/11 be referred to the Education Committee for review."

CARRIED

4. Extended Field Trip Proposal – Senior Divisional Choir

12-16-14 MOVED: Trustee Cheryl Smukowich:  
"That the Board approve the extended field trip proposal from the St. James-  
assiniboia School Division Senior Divisional Choir for the Grade 9-12 students to  
travel to New York, NY on March 26-30, 2015 with the understanding that the  
Superintendent will monitor the trip with due diligence and that the trip be subject to  
cancellation following a negative travel advisory from Foreign Affairs and International  
Trade Canada or other applicable government agencies."

CARRIED

5. Administration Reorganization

12-17-14 MOVED: Trustee Sandy Lethbridge:  
"That the Board authorize the Chief Superintendent to review, edit and update  
policies with respect to changes in title and responsibility aligning with recently  
revised senior administration job descriptions."

CARRIED

**FOR INFORMATION**

1. Board Actions and Referrals
2. Department Head, Program Implementation Assistant (PIA) and Teacher Designate Appointments
3. Summer Reading – “Cultural Proficiency – a Manual for School Leaders”
4. SJASD Teacher Professional Development Welcome Back to the 2014-15 School Year
5. École Robert Browning Community Meeting – Traffic and Parking
6. Province of Manitoba – The Accessibility for Manitoba Act (AMA)
7. Hedges Middle School Gym Floor

Concluded : Report of the Superintendent No. 12-14

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 12-14 (Appendix D)

**FOR ACTION**

1. Public Schools Finance Board Correspondence:
  - a) École Robert Browning – One (1) Classroom Renovation – Smaller Class Size Initiative
  - b) St. James Collegiate – Elevator-Site Drainage – Additional Support

12-18-14 MOVED: Trustee Scott Johnston:  
“That items (a) and (b) above be referred to the Finance/Facilities Committee for consideration.”

CARRIED

**FOR INFORMATION**

1. Cheque Registers:

June 9, 2014 (INP Payroll Clearing), June 10, 2014, June 12, 2014 (US Bank), June 16, 2014 (INP Payroll Clearing), June 18, 2014 Permit Report – June 18, 2014
2. Fund Raising Reports – Sansome School, Strathmillan School
3. Correspondence to Resident re: Crestview Mens' Fastball League permit concern

CONCLUDED: Report of the Secretary-Treasurer No. 12-14

**CORRESPONDENCE**

**For Information**

1. John Weselake, A/Executive Director, The Public Schools Finance Board, re: Skill Build Shops Fund capital proposals
2. Manitoba School Boards Association:
  - a) Carolyn Duhamel, Executive Director, re: Canada's Anti-Spam Legislation (CASL)
  - b) MSBA's Strategic Priorities 2014-2015
  - c) E-bulletin June 18, 2014
  - d) Floyd Martens, President, letter of Congratulations to Pauline Lafond-Bouchard, Superintendent of Red River School Division, on receiving the C21 Canada Shifting Minds National Award for Red River School Division's technology initiative "One to the World"
  - e) Floyd Martens letter of appreciation to Morris Glimcher, Executive Director of Manitoba High School Athletic Association regarding the proposed MHSAA Transfer Policy
  - f) Carolyn Duhamel, re: Metro Winnipeg community Safety Protocol and meeting with Healthy Child Manitoba Deputy Ministers Committee
3. Minister of Family Services Kerri Irvin-Ross and Minister of Education James Allum, re: 2014-2015 Child Care Proposals

Letters of Thanks – Silver Circle (25 Year) Celebrants

#### INFORMATION CORRESPONDENCE

FILED

#### UNFINISHED BUSINESS

##### **Second Reading By-Law 251-14 – Designating Mr. Marc Lemoine Senior Election Official for the Municipal Elections**

12-19-14

MOVED: Trustee Cheryl Smukowich:

"That the Board give second reading to By-Law 251-14, a by-law to designate Mr. Marc Lemoine of the City of Winnipeg Senior Election Official for the Municipal Elections in St. James-Assiniboia School Division."

CARRIED

##### **Third/Final Reading By-Law 251-14 – Designating Mr. Marc Lemoine Senior Election Official for the Municipal Elections**

12-20-14

MOVED: Trustee Cheryl Smukowich:

"That the Board give third/final reading to By-Law 251-14, a by-law to designate Mr. Marc Lemoine of the City of Winnipeg Senior Election Official for the Municipal Elections in St. James-Assiniboia School Division."

CARRIED

##### **Second Reading by-Law 252-14 – Debenture By-Law for Projects at Various Schools**

12-21-14

MOVED: Trustee Cheryl Smukowich:

"That the Board give second reading to By-Law 252-14, a by-law to for the purpose of borrowing funds and issuing debentures for various school projects."

CARRIED

##### **Third/Final Reading by-Law 252-14 – Debenture By-Law for Projects at Various Schools**

12-22-14

MOVED: Trustee Cheryl Smukowich:

"That the Board give third/final reading to By-Law 252-14, a by-law to for the purpose of borrowing funds and issuing debentures for various school projects."

CARRIED

### QUESTIONS FROM THE PUBLIC

There were no questions from the public.

### NEW BUSINESS

There were no items of New Business.

### RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:25 p.m.

12-23-14

MOVED: Trustee Scott Johnston:

"That the Board recess to Committee of the Whole in Camera."

CARRIED

### REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:45 p.m.

#### 1. Coordinator Staffing

12-24-14

MOVED: Trustee Jennifer Lawson:

"That the Coordinator Staffing for the 2014-15 school year be approved as listed:

COORDINATOR	AREA	
Desiree Narvey	Student Services	100%
Potoula Locken	Student Services	100%
Jacqueline Gagne	Arts	100%
John Ross	Physical Education	100%
Julie Cordova	School and Community Support	100%
Adam Lister	Curriculum	50%
Linda Romeo	Curriculum	100%
Dianne Soltess	Curriculum	100%
Andy McKel	Curriculum	100%
Darren Kuropatwa	Curriculum	100%
Joan Badger	Curriculum	100%
<b>Total Coordinator Positions</b>		<b>10.5</b>

CARRIED

#### 2. Administrative Appointments

- 12-25-14      MOVED: Trustee Jennifer Lawson:  
“That Ms. Samantha Amaral return to Sansome School as a Teaching Vice-Principal (50%), Intern, for the 2014-15 school year;  
and further  
That Ms. Heather Palmer continue as the Supervising Vice-Principal, (100%), at John Taylor Collegiate, until the return of Stacy Kent;  
and further  
That Ms Sherri Steuart, currently in our Administrative Pool, be appointed as Supervising Vice-Principal, (100%) at Strathmillan School, until the return of Heather Palmer.”

CARRIED

**3.      Employee Leave Request**

- 12-26-14      MOVED: Trustee Jennifer Lawson:  
“That the employee leave request be denied as discussed in Committee of the Whole in Camera.”

CARRIED

**4.      Confidential Employee Support Request**

- 12-27-14      MOVED: Trustee Jennifer Lawson:  
“That the confidential employee request (doc. #693800) be approved as discussed in Committee of the Whole in Camera.”

CARRIED

**Retirement of Greg Mutter, Assistant Superintendent of Personnel**

Board Chair, Craig McGregor, extended congratulations to Greg Mutter, Assistant Superintendent of Personnel and Human Resources on his retirement from the school division after 45 years of service.

**ADJOURNMENT**

On motion of Trustee Sandy Lethbridge, the regular Board meeting adjourned at 10:05 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent