

## **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, May 14, 2013

Meeting No. 08-13

**PRESENT:**

Chair:	Bruce Chegus
Vice Chair	Craig McGregor
Trustees:	Ed Hume
	Craig Johnson
	Scott Johnston
	Sandy Lethbridge
	Bryan Metcalfe
	Cheryl Smukowich

Absent with Regrets: Jennifer Lawson, Trustee

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

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

Attendance - recorded above.

**ADOPTION OF MINUTES**

08-01-13      MOVED: Trustee Craig McGregor:  
“That the minutes of the Board Meeting of April 23, 2013 be adopted.”

CARRIED

**HEARING OF DELEGATIONS**

No Delegations registered

**REPORT ON EDUCATION**

**Roots of Empathy**

A presentation from ESS and Assiniboine School staff, and selected parents with babies who participated this year in the Roots of Empathy program. This program is internationally recognized as having a major impact in “changing the world child by child”.

**FINANCE/FACILITIES COMMITTEE**

Meeting held April May 7, 2013 (No. 06-13 Appendix A)  
Committee Chair – Scott Johnston, Trustee

1. Attendance – for information
2. Approval of Agenda – noted
3. Network Wiring/BYOD/VOIP

08-02-13 MOVED: Trustee Scott Johnston:  
“That the Board approve the transfer of \$590,000 from the Capital IT Reserve to the 2013/2014 IT operating budget to support additional costs associated with completing the network wiring project.”

CARRIED

4. City of Winnipeg

08-03-13 MOVED: Trustee Scott Johnston:  
That the correspondence from the City of Winnipeg 2013 Mill Rates for the Education Support Levy and Special Levy be received as information.”

CARRIED

5. Education Tax on Commercial Property

08-04-13 MOVED: Trustee Scott Johnston:  
“That the CFIB Report on Education Tax on Commercial Property be received as information; and further,  
That the information received from the CFIB Report on Education Tax on Commercial Property be referred to the MSBA Region 5/6 meeting.”

CARRIED

6. Linwood Parent Council

08-05-13 MOVED: Trustee Scott Johnston:  
“That the Linwood School Parent Council request for approval to develop a natural play area and grounds enhancement project be approved, subject to the approval of construction plans by the Manager of Facilities and Maintenance in accordance with Regulation ADF-R/Policy ECBCB, as well as adherence to Policy DIAD and that there is no cost to the Division.”

CARRIED

## 7. Financial Statements

- 08-06-13 MOVED: Trustee Scott Johnston:  
"That the financial statements for the period ended February 28, 2013 and March 31, 2013 be received as information."  
CARRIED

## 8. Letter from Resident re: Safety Issues in Vicinity of Portage Avenue and Ferry Road

- 08-07-13 MOVED: Trustee Scott Johnston:  
"That correspondence be sent over the signature of the Board Chair to the City of Winnipeg formally requesting confirmation of the action(s) that will be undertaken in order to address the safety concerns identified; and further,  
That the correspondence from a resident be forwarded to the City of Winnipeg indicating the Board's support of the recommendation as outlined in his letter; and further,  
That a copy of the correspondence to the City of Winnipeg be forwarded to the resident whose correspondence was discussed by the Committee."  
CARRIED

## 9. PSFB Correspondence

- 08-08-13 MOVED: Trustee Scott Johnston:  
"That the Public Schools Finance Board correspondence regarding approval and debenture of the Voyageur School Ventilator Replacement be received as information."  
CARRIED

## 10. Staff Survey

- 08-09-13 MOVED: Trustee Scott Johnston:  
"That the March 2013 Staff Survey be received as information."  
CARRIED

## 11. Organizational By-Law

- 08-10-13 MOVED: Trustee Scott Johnston:  
"That the request for submission of proposals for amendments to the Organizational by-Law be received as information."  
CARRIED

Concluded: Report of the Finance/Facilities Committee No. 6-13

FILED

**GOVERNANCE COMMITTEE**

Meeting held May 7, 2013 (No. 01-13 Appendix B)  
Committee Chair – Ed Hume, Trustee

1. Attendance – for information
2. Approval of Agenda – noted
3. Organizational By-Law Review  
For information
4. Board Member Compensation  
For information
5. Policy AG – Board Governance Framework – Matrix of Reports (pp 3-4)

08-11-13 MOVED: Trustee Ed Hume:  
“That there be no change in Policy AG at the current time and that the updated Matrix of Reports on pages 3-4 be received as information.”

CARRIED

6. Trustee PD Workshop

08-12-13 MOVED: Trustee Ed Hume:  
“That the April 13, 2013 Trustee PD workshop exercise and responses be received as information; and further  
That a copy of the Board Member Code of Conduct and Statement of Integrity, including the 14 points of a Board with Integrity, be posted in the Boardroom; and further,  
That a wallet-sized laminated copy of the Board Member Code of Conduct and Statement of Integrity, including the 14 points of a Board with Integrity be provided to each trustee.”

CARRIED

Concluded: Report of the Governance Committee No. 01-13

FILED

#### **RETIREMENT PLAN COMMITTEE**

Meeting held April May 9, 2013 (No. 03-12/13 Appendix C)

Trustee Craig McGregor reported on the meeting of the Retirement Plan Committee. This item was for trustees' information.

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

Ron Weston, Chief Superintendent  
Report 08-13 (Appendix D)

#### **FOR ACTION**

1. Drop-Out Study Report 1989-2012

08-13-13 MOVED: Trustee Craig McGregor:  
“That the Drop-Out Study report 1989-2012 be referred to the Education Committee for review.”

CARRIED

2. Draft Senior Years' Graduates Survey – October 2013

08-14-13

MOVED: Trustee Craig McGregor

"That the Draft Senior Years' Graduates Survey – October 2013 be referred to the Education Committee for consideration."

CARRIED

3. Proposed Administrative Appointment and Coordinator Assignments  
Refer to Motions 08-24-13 and 08-25-13 for Board Action.

**FOR INFORMATION**

1. Board Actions and Referrals – for information
2. Graduation and Celebration of Learning 2013
3. Provincial Concours d'art oratoire 2013
4. Everybody in School Every Day
5. Winnipeg Police Chief Devon Clunis - Community Forum – May 15<sup>th</sup>
6. Roots of Empathy's 10 Year Celebration – May 22<sup>nd</sup>
7. KeNaNow Aboriginal Music Festival – May 24, Westwood Collegiate
8. Notice of Important Meeting for Parents of All Grades 5, 6 and 7 Students –  
May 29<sup>th</sup>
9. Congratulations! Ms Sarah Lundgren, Westwood Collegiate
10. Congratulations! Ms Teresa Armstrong, Stevenson/Brooklands Schools
11. Congratulations! Ms Tara McLauchlan, Collège Sturgeon Heights Collegiate
12. The Arthritis Society Backpack Program

08-15-13

MOVED: Trustee Craig Johnson:

"That a letter of congratulations over the signature of the Chair of the Board be sent to Sarah Lundgren, Teresa Armstrong and Tara McLauchlan for their outstanding accomplishments in their respective disciplines."

CARRIED

CONCLUDED: Report of the Chief Superintendent No. 08-13

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 08-13 (Appendix E)

**FOR ACTION**

1. Report on Senior Management Expenses
2. Requests for Permit Fees Waived
3. Request for Financial Support
4. PSFB Correspondence

08-16-13

Trustee Scott Johnston:

"That the following items be referred to the Finance/Facilities Committee for consideration:

- Report on Senior Management Expenses – Auditor General of Manitoba
- Requests for Permit Fees Waived – Manitoba School for the Deaf, Alpha Delta Kappa Sorority
- Request for Financial Support – St. James-Assiniboia Teachers' Association Golf Tournament Committee
- PSFB Correspondence – authorization to proceed with Grooming Room at John Taylor Collegiate

CARRIED

**INFORMATION**

1. Cheque Registers  
April 23, 29, May 6/2013; May 8, 2013 (US Bank)
2. Permit Report – May 9, 2013
3. Letter of appreciation –The Historical Museum Association of St. James-Assiniboia

CONCLUDED: Report of the Secretary-Treasurer No. 08-13

FILED

**CORRESPONDENCE****For Action**

1. Rev. Canon Dr. Murray Still, Rector, The Parish of St. James, invitation to the opening service of the historic St. James Anglican Church, Sunday, June 23, 2013

Bruce Chegus, Chair of the Board, will attend.

2. Jan Sanderson, Deputy Minister of Children and Youth Opportunities, re: School Resource Officer (SRO) Program

08-17-13 MOVED: Trustee Scott Johnston:  
"That the correspondence from the Deputy Minister of Children and Youth Opportunities re: School Resource Officer (SRO) Program be referred to the Finance/Facilities Committee for consideration."

CARRIED

08-18-13 MOVED: Trustee Scott Johnston:  
"That the Board authorize the Finance/Facilities Committee to advise the Administration to act in regards to the financing of the School Resource Officers."

CARRIED

**For Information**

1. Manitoba School Boards Association (MSBA):

- a. e-News April 24, 2013
- b. e-News May 8, 2013
2. M. Sicotte, Chair, Red River Valley School Division, letter to the Hon. Nancy Allan, Minister of Education, in support of Bill 18 "Safe and Inclusive Schools"
3. W. Bloomfield, Chair, Seine River School Division, letter to the Minister of Education in support of Bill 18
4. D. Johnson, Chair of the Board, Pembina Trails School Division, letter to the Minister of Education in support of Bill 18
5. Pembina Trails School Division announcement of the appointment of Mr. Ted Fransen as new Superintendent of Education
6. *Quality and Equity in Education: Finnish Lessons*, August 19, 2013 – sponsored by the Manitoba Association of Superintendents
7. Manitoba Healthy Living and Manitoba Education re: provincial Bed Bug strategy and providing the *Bed Bug Guide for Schools*
8. Rob Simpson and Bobbi Éthier, Co-Chairs, 2013 CAPSLE Conference Team, re: appreciation for financial support and providing the conference booklet
9. Letter of Thanks from a resident, copy of a letter sent to Mark Chipman re: the Winnipeg Jets Hockey Academy program at Ness Middle School
10. Letter of Thanks from the Chair, Support Staff Dinner organizing committee re: the Board's support for the annual dinner

#### INFORMATION CORRESPONDENCE

FILED

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

##### Second Reading - Borrowing By-Law 238-13

- 08-19-13      MOVED: Trustee Craig McGregor:  
"That By-Law 238-13, a By-Law to provide for the borrowing of monies to meet current expenses for July 1, 2013 to June 30, 2014 in the amount of \$97,688,404 be given second reading."

CARRIED

##### Third/Final Reading - Borrowing By-Law 238-13

- 08-20-13      MOVED: Trustee Craig McGregor:  
"That By-Law 238-13, a By-Law to provide for the borrowing of monies to meet current expenses for July 1, 2013 to June 30, 2014 in the amount of \$97,688,404 be given third/final reading."

CARRIED

#### QUESTIONS FROM THE PUBLIC

There were no questions from the public.

**NEW BUSINESS****1. Notice of Motion First Reading – By-Law 240-13**

- 18-21-13 Trustee Craig McGregor gave notice:  
That By-Law 240-13, a By-Law to provide for compensation of members of the Board of Trustees of the Division as additional indemnities, shall be given first reading at the May 28, 2013 regular Board meeting

**2. Board Self Evaluation**

Timeline for response for information as per the memorandum circulated to trustees – For information.

**3. Evening with Kevin Cameron – May 1, 2013**

- 08-22-13 MOVED: Trustee Craig Johnson:  
“That a letter be sent over the signature of the Chair of the Board to the Manitoba School Boards Association in support of the development of a multi-agency city-wide Violence Threat Risk Assessment model.”

CARRIED

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 9:20 p.m.**

- 08-23-13 MOVED: Trustee Craig McGregor:  
“That the Board recess to Committee of the Whole In Camera.”

CARRIED

**RETURN TO REGULAR BOARD MEETING – PUBLIC SESSION – 9:55 p.m.****1. Administrative Staffing**

- 08-24-13 MOVED: Trustee Cheryl Smukowich:  
“That Mr. Adam Lister be appointed as Vice-Principal, .f FTE, at Bruce Middle School, and Curriculum Coordinator .5 FTE effective September 3, 2013.”

CARRIED

**2. Coordinator Staffing**

- 08-25-13 MOVED: Trustee Cheryl Smukowich:  
“That the Coordinator Assignments for the 2013-14 school year be approved as listed:



<b>COORDINATOR 2013-14</b>	<b>AREA</b>	
Desiree Narvey	Student Services	100%
Potoula Locken	Student Services	100%
Jacqueline Gagne	Arts	100%
John Ross	Physical Education	100%
Adam Lister	Curriculum	50%
Linda Romeo	Curriculum	100%
Julie Cordova	Assessment and Evaluation	50%
	Instruction	50%
Dianne Soltess	Instruction	50%
	Curriculum	50%
Andy McKiel	Curriculum (IT Focus)	100%
Darren Kuropatwa	Curriculum (IT Focus)	100%
Joan Badger	Curriculum (IT Focus)	100%
<b>Total Coordinator Positions</b>		<b>10.5</b>

CARRIED

**ADJOURNMENT**

On motion of Trustee Craig McGregor, the regular board meeting adjourned at 10:00 p.m.

Bruce Chegus  
Chair of the Board

Ron Weston  
Chief Superintendent