

## **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, November 22, 2011

Meeting No. 19-11

**PRESENT:**

Chair: Bruce Chegus  
Vice Chair: Craig McGregor

Trustees: Ed Hume  
Craig Johnson  
Scott Johnston  
Sandy Lethbridge  
Bryan Metcalfe  
Cheryl Smukowich

Mike Friesen, Secretary-Treasurer  
Brett Lough, Assistant Superintendent Administration, Planning and Research  
Greg Mutter, Assistant Superintendent Personnel and Human Resources  
Tanis Pshebniski, Assistant Superintendent Program and Curriculum  
Carrol Harvey, Manager Human Resources  
Mari-Jean Nachtigall, Senior Executive Assistant

Absent with Regrets:  
Jennifer Lawson Trustee, Ron Weston, Chief Superintendent

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

Attendance - recorded above.

### **ADOPTION OF MINUTES**

19-01-11 MOVED: Trustee Craig McGregor:  
"That the minutes of the Board Meeting of November 8, 2011 be adopted."

CARRIED

### **REPORT ON EDUCATION**

**Educational Support Services – Building Literacy Success through Proactive Programming Using a Response to Intervention Framework**  
Presented by: Rosana Monteburuno, Certified Reading Clinician, Deidre Sagert, Early Years Support Teacher and Candace Borger, ESS Administrator

### **HEARING OF DELEGATIONS**

There were no delegations registered.

## **COMMITTEE REPORTS**

### **PERSONNEL COMMITTEE**

Meeting held November 15, 2011 (Appendix A)

Committee Chair: Cheryl Smukowich, Trustee

1. Call to Order/Attendance – noted
2. Approval of Agenda – noted
3. MSBA Call for Resolutions  
For information

19-02-11

4. Coordinator Appointment

MOVED: Trustee Cheryl Smukowich:

“That the appointment of the Curriculum Coordinator position effective January 9, 2012 be referred to the committee of the Whole in camera.”

CARRIED

19-03-11

5. CUPE Negotiations Board Committee

MOVED: Trustee Cheryl Smukowich

“That trustees Cheryl Smukowich, Craig Johnson, and Craig McGregor represent the Board of Trustees in the upcoming negotiations with CUPE.”

CARRIED

CONCLUDED: Report of the Personnel Committee No. 10-11

FILED

### **RETIREMENT PLAN COMMITTEE**

Meeting held November 3, 2011 (Appendix B)

Plan Committee Chair: Trustee Bryan Metcalfe

Trustee Metcalfe reviewed the Retirement Plan Committee Report for trustees' information.

FILED

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

Presented by:

Tanis Pshebniski Assistant Superintendent Program and Curriculum  
Report 19-11 (Appendix C)

### **FOR ACTION**

1. Divisional Choir Candlelight Concert  
Bruce Chegus, Chair of the Board, will attend and bring greetings on behalf of the Board at the annual concert on Monday, December 5, 2011.

### **FOR INFORMATION**

1. Board Actions and Referrals
2. School Concerts/Dramas/Musical and Band Events 2011/12

3. Collège Sturgeon Heights Seniors' Christmas Dinner

CONCLUDED: Report of the Superintendent No. 19-11

FILED

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

Mike Friesen, Secretary-Treasurer  
Report 19-11 (Appendix D)

### **ACTION**

- 19-04-11 1. **Financial Statement – October 31, 2011**  
MOVED: Trustee Scott Johnston:  
"That the financial statement for the period ended October 31, 2011 be referred to the Finance/Facilities Committee for consideration."  
CARRIED
- 19-05-11 2. Stevenson-Britannia Adult Literacy Program Inc.  
MOVED: Trustee Scott Johnston:  
"That the Stevenson-Britannia Financial Statement and Audit Report for the period ending June 30, 2011 be referred to the Finance/Facilities Committee for consideration."  
CARRIED
- 19-06-11 3. Business and Finance Staffing  
MOVED: Trustee Scott Johnston:  
"That the memorandum regarding Business and Finance Staffing be referred to the Personnel Committee for consideration."  
CARRIED
- 19-07-11 4. City of Winnipeg Portioned Assessment  
MOVED: Trustee Scott Johnston:  
"That the City of Winnipeg Portioned Assessment as at November 14, 2011 be referred to the Finance/Facilities Committee."  
CARRIED
- 19-08-11 5. Draft Division Budget Timeline  
MOVED: Trustee Scott Johnston:  
"That the Draft Division Budget Timeline for 2012/2013 be referred to the Finance/Facilities for consideration."  
CARRIED

### **INFORMATION**

1. Cheque Registers – November 7, November 14 and November 15, 2011
2. Permit Report – November 17, 2011

CONCLUDED: Report of the Secretary-Treasurer No. 19-11

FILED

**CORRESPONDENCE****For Action**

- 19-09-11 1. Organizing Committee Support Staff Dinner, John Taylor Collegiate, requesting Board grant towards the 2012 annual support staff dinner  
MOVED: Trustee Scott Johnston:  
"That the request for financial support for the Annual Support Staff Dinner 2012 be referred to the Finance/Facilities Committee for consideration and recommendation to the Board."

CARRIED

2. First Call for Nominations – MSBA Executive 2012-2013  
For trustees' information.

- 19-10-11 3. New Rhodes Scholar – Mark Hearson, Lincoln/Westwood Graduate  
MOVED: Trustee Sandy Lethbridge:  
"That a letter of congratulations be sent to Mark Hearson in recognition of his selection as Rhodes Scholar; and further,  
That the letter be over the signature of the Board Chair."

CARRIED

**For Information**

1. Manitoba School Boards Association (MSBA):
- a) E-News, November 19, 2011
  - b) Twitter Highlights, October 27 – November 9, 2011
  - c) News clippings, October 27 – November 16, 2011
  - d) Executive Highlights – November 14, 2011
  - e) News Release RETSD – Appointment of New Superintendent
  - f) News Release CEA – Appointment of Treaty Commissioner James Wilson to CEA Council

**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING****First Reading – Retirement Plan By-Law 225-11**

- 19-11-11 MOVED: Trustee Craig McGregor:  
"That the Board give first reading to By-Law 225-11, a By-Law to amend By-Law 41-78, being the By-Law relating to the retirement Plan for Non-teaching Employees of the School Division."

CARRIED

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

## **NEW BUSINESS**

### **Student Council Highlights – Trustee Sandy Lethbridge**

Trustee Lethbridge highlighted reports presented by high school student council representatives at the annual luncheon sponsored by the Board that was held November 4, 2011.

### **Notice of Motion – By-Law 226-11: A By-Law to Allow for Religious Instruction at Voyageur School**

- 19-12-11 Trustee Craig McGregor gave notice:  
“That By-Law 226-11, a By-Law to allow for religious instruction at Voyageur School shall be given first reading at the December 13, 2011 meeting of the Board.”

### **Retirement Plan for Non-Teaching Employees – Trustee Craig McGregor**

- 19-13-11 MOVED: Trustee Craig McGregor:  
“That funding implications regarding investment returns of the Retirement Plan for Non-Teaching Employees be referred to the Finance/Facilities Committee for consideration and report to the Board.”

CARRIED

### **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:34 p.m.**

- 19-14-11 MOVED: Trustee Ed Hume:  
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

### **REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:25 p.m.**

- 19-15-11 MOVED: Trustee Cheryl Smukowich:  
“That Ms Joan Badger be hired for the position of Curriculum Coordinator effective January 9, 2012.”

CARRIED

- 19-16-11 MOVED: Trustee Cheryl Smukowich:  
“That the letter from a parent be referred to the administration for an appropriate response as discussed in Committee of the Whole in camera.”

CARRIED

## **ADJOURNMENT**

On motion of Trustee Craig McGregor, the regular board meeting adjourned at 9:28 p.m.

Bruce Chegus  
Chair of the Board

Ron Weston  
Chief Superintendent