

## **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, October 14, 2014

Meeting No. 16-14

**PRESENT:**

Chair:	Craig McGregor
Vice Chair	Cheryl Smukowich

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

Ron Weston, Chief Superintendent  
Mike Friesen, Assistant Secretary-Treasurer  
Brett Lough, Assistant Superintendent Administration  
Cindy Labaty, Manager Human Resources  
Mari-Jean Nachtigall, Senior Executive Assistant

### **CALL TO ORDER IN CAMERA BOARD MEETING**

The In Camera Committee of the Whole in Camera was called to order at 6:30 p.m.

### **HEARING OF DELEGATIONS**

**In Camera Parent Delegation - see Motion 16-29-14 for Board Action.**

16-01-14      MOVED: Trustee Bruce Chegus:  
"That the rules of procedure be suspended to provide for additional time for the  
Delegation presentation."

CARRIED

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 6:35 p.m.**

**RETURN TO REGULAR BOARD MEETING - 7:30 p.m.**

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

Attendance - recorded above.

**ADOPTION OF MINUTES**

- 16-02-14      MOVED: Trustee Craig Johnson:  
"That the minutes of the Board Meeting of September 23, 2014 be adopted."

CARRIED

**REPORT ON EDUCATION****Collège Sturgeon Heights Collegiate Apprenticeship Training - Hairstyling Program****Presented by: Barry Wiess, Principal, Lynn Bell and Meagan Wozney, Teachers and two students**

A report was presented on the Hairstyling Program at Collège Sturgeon Heights Collegiate outlining the apprenticeship training and accreditation program for students in grades 9 – 12. Students graduate with a dual diploma (Diploma and Vocational Certificate) and are fully qualified to embark on a career in the industry upon graduation.

**COMMITTEE REPORTS****FINANCE/FACILITIES COMMITTEE**

Meeting held October 9, 2014 (Appendix A)

Committee Chair – Scott Johnston, Trustee

1. Attendance – for information
2. Approval of Agenda – noted
3. PricewaterhouseCoopers 2013/2014 Presentation/Draft Financial Statements June 30, 2014

- 16-03-14      MOVED: Trustee Scott Johnston:  
"That the 2013/2014 Audit Report presented by PricewaterhouseCoopers be accepted as information; and further,  
That the Draft 2013/2014 Financial Statements be approved; and further  
That the 2013/2014 FRAME Statements be forwarded to the Public Schools Finance Branch."

CARRIED

- 16-04-14      4. 2014-2015 Budget Expenditures  
MOVED: Trustee Scott Johnston:  
"That additional expenditures for 2014/2015 (attached Appendix A) in the amount of \$1,650,000 be approved; and further,  
That the expenditures be funded from the Operating Surplus; and further  
That L2 and L3 Student applications and staffing be referred to the Education Committee."

CARRIED

- 16-05-14 5. Proposed École Robert Browning Parking Lot  
MOVED: Trustee Scott Johnston:  
“That the revised École Robert Browning Parking Lot plan be approved in principle; and further,  
That the revised Parking Lot plan be presented at an additional community meeting; and further,  
That the Parking Lot project be funded from the undesignated capital reserve, subject to obtaining Public Schools Finance Board.”  
CARRIED
- 16-06-14 6. Christmas Lights  
MOVED: Trustee Scott Johnston:  
“That the Christmas Lights be referred to the Committee of the Whole in Public Session.”  
CARRIED
7. Public Schools Finance Board Correspondence  
a) John Taylor collegiate – Elevator Addition Design Authority  
b) Westwood Collegiate – Roof Replacement  
c) Lakewood School – Child Care Renovation
- 16-07-14 MOVED: Trustee Scott Johnston:  
“That the correspondence as listed from the Public Schools Finance Board be received as information.”  
CARRIED
- 16-08-14 8. Financial Statement – August 31, 2014  
MOVED: Trustee Scott Johnston:  
“That the Financial Statement for the period ending August 31, 2014 be received as information.”  
CARRIED
- 16-09-14 9. Phoenix School – Speed Zones  
a) Letter and parent signatures regarding request for SJASD support with new school speed zone and a crosswalk  
b) Reduced Speed in School Zones By-Law Template from MSBA  
MOVED: Trustee Scott Johnston:  
“That a letter of support, over the signature of the Chair of the board, for a reduced speed zone and crosswalk at Phoenix School be sent to the RM of Headingley; and further,  
That the MSBA reduced speed in School Zones By-Law Template be included as an attachment to the letter.”  
CARRIED
- 16-10-14 10. Grace Hospital Emergency Entrance  
MOVED: Trustee Scott Johnston:  
“That the Grace Hospital Administration and City Representatives be invited to attend an upcoming Finance/Facilities Meeting.”  
CARRIED

16-11-14 11. Strathmillan Outdoor Learning Centre  
MOVED: Trustee Scott Johnston:  
"That the Strathmillan School request for development of an Outdoor Learning Centre (Phase 1, 2 & 3) be approved; and further  
That all construction and development be subject to the final review and approval by the Manager of Facilities and Maintenance; and further  
That the project be in accordance with the Division's Sustainable Development Practices Regulation, ADF-R, The Creative Playground Structures Policy ECBCB, adherence to Policy DIAD (pertaining to External Grants); and further,  
That the ongoing maintenance of the plantings and site would be the responsibility of the Strathmillan School, Daycare & Community; and further,  
That there be no cost to the School Division."  
CARRIED

16-12-14 12. Assiniboine Children's Centre – Seeking Approval in Principle to Install Additional Windows  
MOVED: Trustee Scott Johnston:  
"That the request from Assiniboine Children's Centre to install additional windows be approved in principle; and further,  
That all plans be subject to the approval of the Manager of Facilities and Maintenance; and further,  
That there is no cost to the School Division."  
CARRIED

16-13-14 13. West Side Band Permit Request  
MOVED: Trustee Scott Johnston:  
That on an ongoing basis all permit rental fees be waived for the West Side Band with the exception of the \$50 administration fee."  
CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

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

Ron Weston, Chief Superintendent  
Report 15-14 (Appendix B)

### **FOR ACTION**

16-14-14 1. Continuing Education Program/International Program Reports  
MOVED: Trustee Sandy Lethbridge:  
"That the reports for the Continuing Education Program and the International Student Program for 2013-2014 be referred to the Education Committee for review."  
CARRIED

2. Manitoba Education – Provincial Assessments and Report Card Documents

16-15-14

MOVED: Trustee Sandy Lethbridge:

“That the Manitoba Education Provincial Assessment and Report Card documents information be referred to the Education Committee for review.”

CARRIED

3. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

16-16-14

MOVED: Trustee Sandy Lethbridge:

“That the Board approve the extended field trip proposal from College Sturgeon Heights Collegiate for the Grade 10-12 hockey students, to travel to Anaheim, California on November 26-December 1, 2014; 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 the Foreign Affairs and International Trade Canada or other applicable government agencies.”

CARRIED

4. Administrative Staffing

For consideration in Committee of the Whole in camera. See Motion 16-31-14 for Board action.

## FOR INFORMATION

1. Board Actions and Referrals
2. Pan Canadian Assessment Program (PCAP)

All Trustees were encouraged to attend the November 17<sup>th</sup> Education Committee meeting where the annual divisional data analysis report on student performance for the division will be presented. It was noted that a report on the PCAP 2013 provincial results will be provided at that meeting.

3. Information Evening for Parents of Four Year Olds
4. School Resource Officer Funding for 2014-2015
5. Manitoba Education 2014/2015 Minister's Awards
6. Manitoba Education Proclamation – Manitoba School Library Day October 27, 2014
7. Manitoba Education Documents including Supporting Inclusive Schools and Child and Family Services Protocol for Children and Youth in Care – support resources
8. Manitoba Education – Eco Globe Schools – Congratulations to Linwood School on being awarded the Eco-Globe awareness level of sustainability for 2013/14

CONCLUDED: Report of the Superintendent No. 16-14

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 16-14 (Appendix C)

**ACTION**

1. Financial Statement – for the period ended September 30, 2014
2. The Royal Canadian Legion request for support by purchase of advertising space in their “Military Service Recognition Book”

16-17-14 MOVED: Trustee Scott Johnston:

“That the Financial Statement for the period ended September 30, 2014 and the Royal Canadian Legion request for financial support by purchase of advertising space for their “Military Service Recognition Book” be referred to the Finance/Facilities Committee for consideration.”

CARRIED

**INFORMATION**

1. Cheque Registers
  - a) September 23, 2014 (INP Payroll Clearing)
  - b) September 23, 2014
  - c) September 29, 2014 (INP Payroll Clearing)
  - d) September 30, 2014
  - e) October 3, 2014 (US Bank)
  - f) October 6, 2014 (INP Payroll Clearing)
  - g) October 6, 2014
  - h) October 7, 2014
2. Permit Report – October 9, 2014
3. Tender Award Summary – October 1, 2014
4. Fund Raising Report – École Bannatyne, John Taylor Collegiate

CONCLUDED: Report of the Secretary-Treasurer No. 16-14

FILED

**CORRESPONDENCE****Action Correspondence**

1. Rex Ferguson-Baird, Principal, request for a review of Division regulation GBEA-R as it relates to staff involvement in charitable and social justice organization fundraising

16-18-14 MOVED: Trustee Cheryl Smukowich:

“That the correspondence requesting a review of Division GBEA-R be referred to the Committee of the Whole in public session.”

CARRIED

See Motion 16-23-14 for Board action.

2. Carolyn Duhamel, Equity in Education Research Study – Focus Group session response and request for written feedback  
For information

### Information Correspondence

1. Manitoba School Boards Association:

- a) Floyd Martens, President re: Special Meetings on MSBA Revenue Strategy

16-19-14

MOVED: Trustee Craig Johnson:

“That the MSBA Core Services and Revenue Strategies Review Committee Report be referred to the Finance/Facilities Committee for consideration.”

CARRIED

- b) E-Bulletins September 24 & October 8, 2014
  - c) Safe Schools Manitoba – Bullying Prevention documents – *Bullying Prevention - Everyone's Responsibility and Understanding and Responding to Bullying - A Guide for Parents*
  - d) The Manitoba Safe & Caring Schools Conference – February 9, 2015 registration information
  - e) Floyd Martens, re: Selection Criteria for Executive Director Recruitment Process
  - f) New Trustee Orientation Sessions and Board Chair Workshop
  - g) Floyd Martens, letter of appreciation for service to the position of school trustee for those trustees not running for re-election
2. Canadian Education Association, announcing the fifth annual CEA Ken Spencer Award for innovation in education
  3. National Bank of Canada, Guide for submitting a Youth Project to the One for Youth Regional Committees
  4. Manitoba Teachers' Society notice re: African Grandmothers' Tribunal “seeking justice at the frontlines of the AIDS crisis” film presentation and discussion

Letter of Thanks – Annual Division Retirement Dinner

CONCLUDED – Information Correspondence

FILED

### UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

16-20-14

MOVED: Trustee Cheryl Smukowich

“That the Board give first reading to By-Law 253-14, a By-Law to allow for instruction in religion at Linwood School in accordance with Sec.80(1) and 81 of the Public Schools Act.”

CARRIED

**COMMITTEE OF THE WHOLE IN PUBLIC: 8:40 p.m.**

- 16-21-14 MOVED: Trustee Craig Johnson:  
"That the Board convene Committee of the Whole in public."

CARRIED

The Chair convened Committee of the Whole in public for discussion of motions 16-06-14 and 16-18-14.

Following discussion, the Committee of the Whole in public returned to the regular board meeting at 9:15 p.m.

**REPORT OF COMMITTEE OF THE WHOLE IN PUBLIC**

- 16-22-14 MOVED: Trustee Scott Johnston:  
"That the facility presentation of Christmas lights be expanded to include the five Division high schools."

CARRIED

- 16-23-14 MOVED: Trustee Craig Johnson:  
"That the Board grant an exemption to staff members involved in a charitable event with regard to Regulation GBEA-R - Conflict of Interest."

CARRIED

- 16-24-14 MOVED: Trustee Scott Johnston:  
"That Regulation GBEA-R Conflict of Interest be referred to the Finance/Facilities Committee for review."

CARRIED

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**NEW BUSINESS**

**Pan-Canadian Assessment Program (PCAP 2013 Report on the Pan-Canadian Assessment of Science, Reading and Mathematics)**

- 16-25-14 MOVED: Trustee Scott Johnston:  
"That the PCAP 2013 Report be referred to the Education Committee for review and recommendation to the Board."

CARRIED

**Cancellation of Upcoming Committee Meetings**

- 16-26-14 MOVED: Trustee Cheryl Smukowich:  
"That the Board cancel the Education Committee and Personnel Committee meetings scheduled for October 20<sup>th</sup> and 21<sup>st</sup> respectively."

CARRIED



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

- 16-27-14 MOVED: Trustee Craig Johnson:  
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 10:45 p.m.**

**In Camera Personnel Matter**

- 16-28-14 MOVED: Trustee Jennifer Lawson:  
“That the confidential administration recommendation re: Document #736972 be approved as discussed in Committee of the Whole in Camera.”

CARRIED

**In Camera Parent Delegation**

- 16-29-14 MOVED: Trustee Sandy Lethbridge:  
“That the Division administration engage a third party to assess the concerns that the parent delegation has brought to the Board regarding their child’s educational experience in the school division, and to review the effectiveness of the program offered for this child.”

CARRIED

**Substitute Teachers**

- 16-30-14 MOVED: Trustee Jennifer Lawson:  
“That the hiring of substitute teachers be referred to the Personnel Committee for review.”

CARRIED

**Administrative Staffing**

- 16-31-14 MOVED: Trustee Jennifer Lawson:  
“That Ms Leah Jones, Vice Principal at Hedges Middle School be appointed as Acting Principal of Hedges Middle School beginning Monday, October 27, 2014; and further,  
That Rolly Hayward, Teacher at Hedges Middle School, be appointed as Teacher Designate for one week beginning, Monday, October 27, 2014; and further,  
“That Shawn Edinger, Teacher at Hedges Middle School be appointed as Teacher Designate for a week beginning Monday, November 2014.”

CARRIED

- 16-31-14 MOVED: Trustee Jennifer Lawson:  
“That Blaine Abram, Vice Principal at George Waters Middle School be appointed to Acting Principal beginning Monday October 20, 2014 and until such time as Mr. Andrew Mead returns from leave; and further,

That Sherry Ansloos, current Guidance Counsellor at Jameswood Alternative School, and currently in the administrative pool be appointed to Acting Vice Principal at George Waters beginning Monday, October 20, 2014, until such time as Mr. Andrew Mead returns from leave.”

CARRIED

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 10:45 p.m.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent