

# **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

# 596630



## **Annual Meeting of the St. James-Assiniboia School Division Board Held in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue Tuesday, September 10, 2013, 7:30 p.m.**

Meeting No. 14-13

### **PRESENT:**

#### **Trustees:**

Bruce Chegus  
Ed Hume  
Craig Johnson  
Scott Johnston  
Jennifer Lawson  
Bryan Metcalfe  
Sandy Lethbridge  
Cheryl Smukowich

Ron Weston, Chief Superintendent  
Michael Friesen, Secretary-Treasurer  
Greg Mutter, Assistant Superintendent Personnel and Human Resources  
Tanis Pshebniski, Assistant Superintendent Program and Curriculum  
Paul Deacon, Assistant Manager Facilities and Maintenance  
Mari-Jean Nachtigall, Senior Executive Assistant

### **WELCOME & INTRODUCTION:**

Michael Friesen, Secretary-Treasurer of the St. James-Assiniboia School Division, presided as Chair at the Annual Meeting of the St. James-Assiniboia School Division Board in accordance with Section 29(2) of the Public Schools Act.

The Chair called the meeting to order at 7:30 p.m. Attendance was as noted above.

## **VOTING PROCEDURES**

The Chair requested Board direction on the voting procedures to be used.

14-01-13      MOVED: Trustee Craig McGregor:

“That the Board vote by secret ballot;  
That the ballots be destroyed after each vote;  
That Tanis Pshebniski, Greg Mutter and Paul Deacon act as scrutineers;  
That only the outcome and not the count of each vote be announced;  
That, in the event of a tie vote,  
The Chair will initial one ballot of the set; and further,  
That the School Board will determine by lot which ballot will be received by each trustee; and further,  
That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote;  
And further,  
That the Secretary-Treasurer remain in the Chair until all elections are completed.”

CARRIED

The Chair called for nominations for Board positions according to the order on the agenda.

## **ELECTION OF CHAIR AND VICE CHAIR**

### **CHAIR OF THE BOARD**

Nominated:    Trustee Scott Johnston  
                     Trustee Craig McGregor

14-02-13      MOVED: Trustee Bruce Chegus:  
“That nominations cease.”

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Craig McGregor Chair of the Board for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **VICE CHAIR OF THE BOARD**

Nominated:    Trustee Cheryl Smukowich

14-03-13      MOVED: Trustee Craig McGregor:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee, Cheryl Smukowich Vice Chair of the Board for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

## **ELECTION OF CHAIRS OF STANDING COMMITTEES**

### **CHAIR, EDUCATION COMMITTEE**

Nominated:    Trustee Sandy Lethbridge  
                     Trustee Ed Hume

14-04-13      MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Sandy Lethbridge Chair of the Education Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **CHAIR, FINANCE/FACILITIES COMMITTEE**

Nominated:    Trustee Scott Johnston

14-05-13      MOVED: Trustee Craig Johnson:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Scott Johnston Chair of the Finance/Facilities Committee September for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **CHAIR, PERSONNEL COMMITTEE**

Nominated:    Trustee Craig Johnson  
                     Trustee Jennifer Lawson

14-06-13      MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Jennifer Lawson Chair of the Personnel Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

#### **CHAIR, GOVERNANCE COMMITTEE**

Nominated:    Trustee Ed Hume

14-07-13      MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Ed Hume Chair of the Governance Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

#### **CHAIR, MARKETING COMMITTEE**

Nominated:    Trustee Craig Johnson

14-08-13      MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Chair of the Marketing Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

#### **ELECTION OF COMMITTEE MEMBERSHIPS**

##### **MEMBERSHIP, EDUCATION COMMITTEE (3)**

Nominated:    Trustee Ed Hume  
                     Trustee Bruce Chegus  
                     Trustee Bryan Metcalfe

- 14-09-13      MOVED: Trustee Jennifer Lawson:  
                  "That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Ed Hume, Bruce Chegus and Bryan Metcalfe members of the Education Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)**

Nominated:    Trustee Bruce Chegus  
                     Trustee Craig Johnson  
                     Trustee Bryan Metcalfe

- 14-10-13      MOVED: Trustee Craig Johnson:  
                  "That nominations cease."

CARRIED

Since no further nominations were received the Chair declared Trustees Bruce Chegus, Craig Johnson and Bryan Metcalfe members of the Finance/Facilities Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **MEMBERSHIP, PERSONNEL COMMITTEE (3)**

Nominated:    Trustee Cheryl Smukowich  
                     Trustee Craig Johnson  
                     Trustee Sandy Lethbridge

- 14-11-13      MOVED: Trustee Scott Johnston:  
                  "That nominations cease."

CARRIED

Since no further nominations were received the Chair declared Trustees Cheryl Smukowich, Craig Johnson and Sandy Lethbridge members of the Personnel Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, GOVERNANCE COMMITTEE (2)**

Nominated: Trustee Bruce Chegus  
Trustee Scott Johnston

14-12-13 MOVED: Trustee Craig Johnson:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus and Scott Johnston members of the Governance Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, MARKETING COMMITTEE (2)**

Nominated: Trustee Bryan Metcalfe  
Trustee Sandy Lethbridge

14-13-13 MOVED: Trustee Craig Johnson:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bryan Metcalfe and Sandy Lethbridge members of the Marketing Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)**

Nominated: Trustee Bryan Metcalfe  
Trustee Bruce Chegus

14-14-13 MOVED: Trustee Craig McGregor:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bryan Metcalfe and Bruce Chegus members of the Retirement Plan Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, SCHOOL BOARD/COUNCIL LIAISON (2)**

Nominated: Trustee Scott Johnston  
Trustee Bryan Metcalfe

14-15-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Scott Johnston and Bryan Metcalfe members of the School Board/Council Liaison Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, BOARD/ASSOCIATION LIAISON (2)**

Nominated: Trustee Cheryl Smukowich  
Trustee Sandy Lethbridge  
Trustee Ed Hume

14-16-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustees Cheryl Smukowich and Sandy Lethbridge members of the Board/Association Liaison Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

**MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE**

Nominated: Trustee Jennifer Lawson

14-17-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson member of the Awards and Scholarships Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

## **MEMBERSHIP, SCHOLARSHIP FOUNDATION**

Nominated: Trustee Craig Johnson

14-18-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Craig Johnson Scholarship Foundation representative for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

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## **STUDENT COUNCIL LIAISON**

Nominated: Trustee Sandy Lethbridge

14-19-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Student Council Liaison representative for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

## **ASSINIBOIA CHAMBER OF COMMERCE**

Nominated: Trustee Craig Johnson

14-20-13 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnston Assiniboia Chamber of Commerce representative for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

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## **DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE**

Nominated: Trustee Sandy Lethbridge

14-21-13 MOVED: Trustee Jennifer Lawson:



"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Board representative on the Division Early Childhood Education Committee for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

### **NEW CHAIR PRESIDES:**

Trustee Craig McGregor assumed the Chair at 7:45 p.m.

Trustee McGregor thanked his fellow trustees for placing their confidence in his leadership and congratulated the new Committee Chairs on their election. He noted he is looking forward to continuing his work with the Board and administration in the coming year.

### **DIVISION SIGNING OFFICERS**

14-22-13      MOVED: Trustee Bruce Chegus:  
"That the signing officers for the St. James-Assiniboia School Division be as follows:  
Craig McGregor, Chair of the Board  
Cheryl Smukowich, Vice Chair of the Board  
Ron Weston, Chief Superintendent  
Michael Friesen, Secretary-Treasurer  
Nora Wood, Assistant Secretary-Treasurer  
Carol Polonski, Accounting Manager"

CARRIED

### **AFFIRMATION OF ORGANIZATIONAL BY-LAW**

14-23-13      MOVED: Trustee Cheryl Smukowich:  
"That the Board affirm and adopt By-Law 239-13, a By-Law to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 10, 2013 to the Inaugural meeting of the Board in November 2014.

CARRIED

### **BOARD MEETING DATES**

14-24-13      MOVED: Trustee Scott Johnston:  
"That the St. James-Assiniboia School Division Board hold its meetings on

the second and fourth Tuesdays of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:30 p.m. in accordance with the Board Organizational By-Law.”

CARRIED

### **ADOPTION OF MINUTES PREVIOUS MEETING**

- 14-25-13      MOVED: Trustee Bryan Metcalfe:  
“That the minutes of the August 27, 2013 school board meeting be adopted.”

CARRIED

### **COMMITTEE REPORTS**

#### **FINANCE/FACILITIES COMMITTEE**

Meeting held (No. 10-13 Appendix A)

Committee Chair – Scott Johnston, Trustee

1. Attendance – for information
  2. Approval of Agenda – noted
  3. Financial Statement
- 14-26-13      MOVED: Trustee Scott Johnston:  
“That the Financial Statement for the period ending July 31, 2013 be received as information.”
- CARRIED
4. iTunes Store Regulation
- 14-27-13      MOVED: Trustee Scott Johnston:  
“That the draft iTunes Store Regulation DJAC-R be approved.”
- CARRIED
5. Public Schools Finance Board
- 14-28-13      MOVED: Trustee Scott Johnston:  
“That correspondence from Public Schools Finance Board be received as information.”
- CARRIED
6. Redevelopment of Tennis Court Adjacent to Eldon Ross Pool
- 14-29-13      MOVED: Trustee Scott Johnston:  
“That correspondence be sent to the City of Winnipeg indicating support for the redevelopment of the tennis court adjacent to Eldon Ross Pool. In addition, the School Division shall retain ownership of its respective portion of the land, the School Division shall be included as a coinsured in the City’s insurance policy, and that all redevelopment, operational and ongoing maintenance costs related to the new facility be the responsibility of the City of Winnipeg.”
- CARRIED

- 14-30-13 7. Crestview Athletic Fields  
MOVED: Trustee Scott Johnston:  
"That this item be deferred to the next Finance/Facilities Committee meeting."  
CARRIED
- 14-31-13 8. 2013/14 Project Status Report Summary  
MOVED: Trustee Scott Johnston:  
"That the 2013/14 Project Status Report Summary be received as information."  
CARRIED
- 14-32-13 9. Policies  
MOVED: Trustee Scott Johnston:  
"That the draft Regulation DJB-R-3 School Purchases Involving Maintenance/Information Technology and DJB-E-1 Purchase Protocol for Schools be received as information."  
CARRIED
- 14-33-13 10. Winnipeg Chamber of Commerce  
MOVED: Trustee Scott Johnston:  
"That an expenditure of \$483 to join the Winnipeg chamber of Commerce School Division membership program be approved;  
And further,  
"That the School Division looks forward to reviewing the opportunities and benefits that a membership with the Winnipeg Chamber of Commerce offers to students and educators."  
CARRIED
- 14-34-13 11. Discovery Children's Centre Inc.  
MOVED: Trustee Scott Johnston:  
"That the Community Use of the soccer pitch adjacent to Britannia School be maintained; and further,  
That the request for sole access and long-term permit for this soccer pitch by Discovery Children's Centre be declined."  
CARRIED
- 14-35-13 12. Ferry Road Update  
MOVED: Trustee Scott Johnston:  
"That correspondence be sent to Councillor Scott Fielding outlining the rationale for not installing fencing; and further  
That the depressed curb in line with St. James Collegiate's front door and the uncontrolled section of Portage Avenue be replaced with a standard curb."  
CARRIED

CONCLUDED – Finance/Facilities Committee Report 10-13

FILED

**COMMITTEE OF THE WHOLE**

Meeting held September 5, 2013 (Appendix B)

1. Attendance – for information
2. Approval of Agenda – noted

- 14-36-13 3. Consideration of Personnel Matter  
MOVED: Trustee Cheryl Smukowich:  
“That the personnel matter be referred to the Committee of the Whole in  
Camera meeting, September 10, 2013.”

CARRIED

CONCLUDED – Report of the Committee of the Whole

FILED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent  
Report 13-13 (Appendix A)

**FOR ACTION**

1. Extended Field Trip Proposal – St. James Collegiate

- 14-37-12 MOVED: Trustee Bruce Chegus:  
“That the Board approve the extended field trip proposal from St.  
James Collegiate for the Grade 9 students to take part in the Asper  
Foundations Human Rights and Holocaust Education Program in  
Washington, DC in April/May 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  
Foreign Affairs and International Trade Canada or other applicable  
government agencies.”

CARRIED

2. Draft Policy – Naming of School Facilities

- 14-38-13 MOVED: Trustee Craig Johnson:  
“That the draft policy Naming of School Facilities be referred to the  
Marketing Committee for review.”

CARRIED

- 14-39-13 3. Policy GBEF and GBEF-R  
MOVED: Trustee Jennifer Lawson:  
“That Policy GBEF and GBEF-R, Employee Use of Technology and  
Electronic Communication be referred to the Personnel Committee for  
review.”

CARRIED

- 14-40-13 4. 2013 Senior Years Undergrad Awards  
MOVED: Trustee Sandy Lethbridge:  
"That the Board decide on trustee attendance at the 2013 Senior Years Undergraduate Award Ceremonies."

CARRIED

**FOR INFORMATION**

1. Board Actions and Referrals
2. Library/Media Services Annual Report – 2012/2013
3. Community Involvement Activity Analysis Report – June 30, 2013
4. Annual Report on 2012/2013 Monthly enrolment Reports
5. Me to We – Free the Children Reports 2012/2013
6. Guidelines for SRO's in Cluster Schools
7. ME – Kindergarten to Grade 3 (20K3) Class Size Initiative Update
8. Healthy Child Manitoba – Growing Up OK!
9. The Historical Museum Association of St. James-Assiniboia

- 14-41 -13 MOVED: Trustee Ed Hume:  
"That the Library/Media Services Annual Report 2012/2013 be referred to the Education Committee for consideration."

CARRIED

CONCLUDED: Report of the Chief Superintendent 13-13

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 13-13 Appendix "D"

**FOR ACTION**

- 14-42-13 1. Financial Statement – August 31, 2013  
MOVED: Trustee Scott Johnston:  
"That the monthly financial statement for the period ended August 31, 2013 be referred to the Finance/Facilities Committee for consideration."

CARRIED

**FOR INFORMATION**

1. Cheque Registers:  
August 19, 2013, August 21, 2013, August 26, 2013, August 28, 2013 August 30, 2013

2. Permit Report – September 5, 2013
3. 2012/2013 Audit – September 23 to October 4, 2013

CONCLUDED – Report of the Secretary-Treasurer No. 13-13

FILED

## **CORRESPONDENCE:**

### **For Information**

1. Manitoba School Boards Association (MSBA):
  - a. MSBA's presentation to Committee Hearings re: Bill 18, The Public Schools Amendment Act (Safe and Inclusive Schools)
  - b. Letter to Minister of Local Government re: exemption of Public School properties from municipal Special Services Levies
  - c. Letter to Minister of Healthy Living, Seniors and Consumer Affairs/Minister Charged with the administration of The Liquor Control Act re: proximity of liquor sales outlets to schools
  - d. Letter to Minister Kevin Chief, Chair, Healthy Child Committee of Cabinet, re: distribution of Early Development Instrument (EDI) Results
  - e. Letter to Minister Andrew Swan, Minister of Justice and Attorney General, re: Exterior Mounted cameras on school buses
  - f. Treaty Relations Commission of Manitoba – Learning Centre Presentation re: Royal Proclamation of 1763 - Speakers Series event September 11, 2013

Letters of Thanks and Appreciation  
- Student Awards

## **CORRESPONDENCE:**

FILED

## **UNFINISHED BUSINESS**

### **Second Reading – By-Law 242-13 Religious Instruction Voyageur School**

- 14-43 -13 MOVED: Trustee Cheryl Smukowich:  
"That second reading of By-Law 242-13, a by-law to allow for religious instruction at Voyageur School for the 2013-2014 school year be given."

CARRIED

### **Third/Final Reading – By-Law 243-13 Religious Instruction Voyageur School**

- 14-44-13 MOVED: Trustee Cheryl Smukowich:

"That third/final reading of By-Law 243-13, a by-law to allow for religious instruction at Voyageur School for the 2013-2014 school year be given."

CARRIED

### **QUESTIONS FROM THE PUBLIC**

The administration responded to a question regarding the Religious Instruction By-Law.

### **NEW BUSINESS:**

- 14-45 -13 Trustee Ed Hume – English as an Additional Language Report June 2013  
MOVED: Trustee Ed Hume:  
"That the English as an Additional Language Report June 2013 be referred to the Education Committee for review and discussion."

CARRIED

### **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:40 p.m.**

- 14-46-13 MOVED: Trustee Craig Johnson:  
"That the Board recess to Committee of the Whole in Camera."

CARRIED

### **REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:05 p.m.**

- 14-47-13 MOVED: Trustee Jennifer Lawson:  
"That the Board approve the recommendation outlined in document no. 594404 regarding the personnel matter as discussed in Committee of the Whole in Camera."

CARRIED

On motion of Trustee Craig McGregor, the meeting adjourned at 9:07 p.m.

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Chairman of the Board

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Secretary-Treasurer