



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Minutes of the Inaugural Board Meeting of the St. James-Assiniboia School Division Board of Trustees

Tuesday, November 6, 2018, 7:00 p.m.

*Held in the Board Room of the Aidan Conklin Building
2574 Portage Avenue, Winnipeg*

No. 1265582

Meeting No. 16-18

PRESENT:

Nicole Bowering, King Edward Deer Lodge
Bruce Chegus, Kirkfield St. Charles
Craig Glennie, Silver Heights Booth
Holly Hunter, King Edward Deer Lodge
Jennifer Lawson, King Edward Deer Lodge
Sandy Lethbridge, Kirkfield St. Charles
Bryan Metcalfe, Silver Height Booth
Cheryl Smukowich, Kirkfield St. Charles

Michael Friesen, Secretary-Treasurer / Chief Financial Officer
Brett Lough, Chief Superintendent
Mike Wake, Assistant Superintendent, Education (6-12) & Administration
Doreen Cost, Assistant Superintendent, Education (K-8) & Student Services
Carrie Melville, Assistant Secretary-Treasurer (until 8:00 p.m.)
Bernice Kitsch, Senior Executive Assistant
Elizabeth Rothery, Executive Secretary

Absent with Regrets: Craig Johnson, Silver Heights Booth
(Trustee Johnson presented his affidavit of qualification and declaration and was sworn in by the Secretary-Treasurer on October 30, 2018)

WELCOME & INTRODUCTION:

Michael Friesen, Secretary-Treasurer / Chief Financial Officer of the St. James-Assiniboia School Division, presided as Chair at the Inaugural Meeting of the St. James-Assiniboia School Division Board in accordance with Section 29(2) of the Public Schools Act. Mr. Friesen congratulated the trustees on their election and welcomed those present in the gallery at the Inaugural meeting.

OATHS OF OFFICE:

In accordance with the Public Schools Act, Section 25(8), Mr. Friesen called each trustee-elect forward to take the Oath of Office and Allegiance, and to present their Affidavit of Qualifications and Declarations.

Following the induction ceremony, the Chair proceeded to the posted agenda.

VOTING PROCEDURES

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

16-01-18 MOVED: Trustee Cheryl Smukowich:

“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Mike Wake, Doreen Cost and Carrie Melville 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/Chief Financial Officer 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 Cheryl Smukowich

16-02-18 MOVED: Trustee Sandy Lethbridge:

“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich, Chair of the Board for the period November 6, 2018 until the annual meeting September 2019.

VICE CHAIR OF THE BOARD

Nominated: Trustee Jennifer Lawson

16-03-18 MOVED: Trustee Bruce Chegus:

“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Vice Chair of the Board for the period November 6, 2018 until the annual meeting September 2018.

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, EDUCATION COMMITTEE

Nominated: Trustee Bruce Chegus

16-04-18 MOVED: Trustee Jennifer Lawson:
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus, Chair of the Education Committee for the period November 6, 2018 until the annual meeting September 2019.

CHAIR, FINANCE/FACILITIES COMMITTEE

Nominated: Trustee Bryan Metcalfe
Trustee Craig Johnson

16-05-18 MOVED: Trustee Nicole Bowering:
“That nominations cease.”

CARRIED

Following a vote by secret ballot, the Chair declared Trustees Bryan Metcalfe, Chair of the Finance/Facilities Committee for the period November 6, 2018 until the annual meeting September 2019.

CHAIR, PERSONNEL COMMITTEE

Nominated: Trustee Sandy Lethbridge

16-06-18 MOVED: Trustee Jennifer Lawson:
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge, Chair of the Personnel Committee for the period November 6, 2018 until the annual meeting September 2019.

CHAIR, GOVERNANCE COMMITTEE

Nominated: Trustee Bruce Chegus
Trustee Bryan Metcalfe (*Respectfully Declined*)

16-07-18 MOVED: Trustee Cheryl Smukowich:
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus, Chair of the Governance Committee for the period November 6, 2018 until the annual meeting September 2019.

CHAIR, MARKETING COMMITTEE

Nominated: Trustee Nicole Bowering
Trustee Craig Glennie

16-08-18 MOVED: Trustee Cheryl Smukowich:
"That nominations cease."

CARRIED

Following a vote by secret ballot, the Chair declared Trustee Nicole Bowering, Chair of the Marketing Committee for the period November 6, 2018 until the annual meeting September 2019.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, EDUCATION COMMITTEE (3)

Nominated: Trustee Holly Hunter
Trustee Jennifer Lawson
Trustee Sandy Lethbridge

16-09-18 MOVED: Trustee Jennifer Lawson
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Holly Hunter, Jennifer Lawson, and Sandy Lethbridge members of the

Education Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)

Nominated: Trustee Craig Glennie
Trustee Craig Johnson
Trustee Nicole Bowering

16-10-18 MOVED: Trustee Jennifer Lawson:
"That nominations cease."

CARRIED

Since no further nominations were received the Chair declared trustees Craig Glennie, Craig Johnson, and Nicole Bowering members of the Finance/Facilities Committee for the period November 6, 2018 until the annual meeting September 2018.

MEMBERSHIP, PERSONNEL COMMITTEE (3)

Nominated: Trustee Jennifer Lawson
Trustee Bryan Metcalfe
Trustee Holly Hunter (*Respectfully Declined*)
Trustee Craig Johnson

16-11-18 MOVED: Trustee Cheryl Smukowich:
"That nominations cease."

CARRIED

Since no further nominations were received the Chair declared trustees Jennifer Lawson, Bryan Metcalfe, and Craig Johnson members of the Personnel Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, GOVERNANCE COMMITTEE (2)

Nominated: Trustee Holly Hunter
Trustee Craig Johnson

16-12-18 MOVED: Trustee Nicole Bowering
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Holly Hunter, and Craig Johnson members of the Governance Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, MARKETING COMMITTEE (2)

Nominated: Trustee Craig Glennie
Trustee Sandy Lethbridge

16-13-18 MOVED: Trustee Jennifer Lawson:
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Glennie, and Sandy Lethbridge members of the Marketing Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Bruce Chegus
Trustee Craig Glennie

16-14-18 MOVED: Trustee Jennifer Lawson:
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus, and Craig Glennie members of the Retirement Plan Committee for the period November 6, 2018 until the annual meeting September 2018.

MEMBERSHIP, SCHOOL BOARD/COUNCIL LIAISON (2)

Nominated: Trustee Craig Glennie
Trustee Craig Johnson
Trustee Nicole Bowering

16-15-18 MOVED: Trustee Bryan Metcalfe
"That nominations cease."

CARRIED

Following a vote by secret ballot, the Chair declared Trustees Craig Glennie, and Nicole Bowering members of the School Board/Council Liaison Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, BOARD/ASSOCIATION LIAISON (2)

Nominated: Trustee Bryan Metcalfe
Trustee Jennifer Lawson

16-16-18 MOVED: Trustee Sandy Lethbridge:
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bryan Metcalfe, and Jennifer Lawson members of the Board/Association Liaison Committee for the period November 6, 2018 until the annual meeting September 2019.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS/SCHOLARSHIPS FOUNDATION

Nominated: Trustee Sandy Lethbridge
Trustee Holly Hunter
Trustee Bryan Metcalfe (*Respectfully Declined*)

16-17-18 MOVED: Trustee Cheryl Smukowich:
"That nominations cease."

CARRIED

Following a vote by secret ballot, the Chair declared Trustee Holly Hunter member of the Awards and Scholarships Committee for the period November 4, 2018 until the annual meeting September 2019.

STUDENT COUNCIL LIAISON

Nominated: Trustee Nicole Bowering
Trustee Sandy Lethbridge
Trustee Holly Hunter

16-18-18 MOVED: Trustee Nicole Bowering:
"That nominations cease."

CARRIED

Following a vote by secret ballot, the Chair declared Trustee Nicole Bowering, Student Council representative for the period November 6, 2018 until the annual meeting September 2019.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Craig Johnson

16-19-18 MOVED: Trustee Jennifer Lawson
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson, Assiniboia Chamber of Commerce representative for the period November 6, 2018 to the annual meeting of the Board in September 2019.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson

16-20-18 MOVED: Trustee Sandy Lethbridge:
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson, representative on the Division Early Childhood Education Committee for the period November 6, 2018 until the annual meeting September 2019.

NEW CHAIR PRESIDES:

Trustee Cheryl Smukowich assumed the Chair at 7:38 p.m. Trustee Cheryl extended her congratulations to her fellow trustees on their election to the Board and the Board leadership positions. She welcomed new trustees to the Board and expressed her appreciation of the other fellow trustees.

DIVISION SIGNING OFFICERS

16-21-18 MOVED: Trustee Jennifer Lawson:

"That the signing officers for the St. James-Assiniboia School Division be as follows:

Cheryl Smukowich, Chair of the Board
Jennifer Lawson, Vice Chair of the Board
Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/CFO
Carrie Melville, Assistant Secretary-Treasurer
James Dunlop, Accounting Supervisor"

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

16-22-18 MOVED: Trustee Jennifer Lawson:
"That the Board affirm and adopt By-Law 290-18 to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period November 6, 2018 until the annual meeting September 2019."

CARRIED

MEETING DATES, TIME AND PLACE

16-23-18 MOVED: Trustee Jennifer Lawson
"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 By-Law No. 290-18."

CARRIED

THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION ACKNOWLEDGES THAT WE ARE ON TREATY ONE LAND, THE TRADITIONAL TERRITORY OF THE ANISHINAABE, ININIW, AND DAKOTA, AND THE HOMELAND OF THE MÉTIS NATION.

ADOPTION OF MINUTES PREVIOUS MEETING

16-24-18 MOVED: Trustee Chegus
"That the minutes of the October 9, 2018 school board meeting be adopted."

CARRIED

REPORT OF THE CHIEF SUPERINTENDENT

Brett Lough, Chief Superintendent
Report 16-18

FOR ACTION

- 16-25-18 1. English as an Additional Language (EAL) Report 2017-2018
MOVED: Trustee Bruce Chegus:
"That the English as an Additional Language (EAL) Report 2017-2018 be referred to the November Education Committee for review."
CARRIED
- 16-26-18 2. Indigenous Education Aboriginal Academic Achievement (AAA) Grant Year-End Report 2017-2018
MOVED: Trustee Bruce Chegus:
"That the Indigenous Education Aboriginal Academic Achievement (AAA) Grant Year-End Report for 2017-2018 be referred to the December Education Committee for review."
CARRIED
- 16-27-18 3. Family Access Program Year End Report 2017-2018
MOVED: Trustee Bruce Chegus:
"That the Family Access Program Year End Report for 2017-2018 be referred to the December Education Committee for review."
CARRIED
- 16-28-18 4. Behaviour Intervention Team Annual Report June 2018
MOVED: Trustee Bruce Chegus:
"That the Behaviour Intervention Team Annual Report June 2018 be referred to the December Education Committee for review."
CARRIED
- 16-29-18 5. Learning to Age 18 Support Teacher Final Report June 2018
MOVED: Trustee Bruce Chegus:
"That Learning to Age 18 Support Teacher Final Report June 2018 be referred to the December Education Committee for review."
CARRIED
- 16-30-18 6. Protocol for Initial Intake and Assessment of EAL & LAL Students Grade 9 to 12
MOVED: Trustee Bruce Chegus:
"That Protocol for Initial Intake and Assessment of EAL & LAL Students Grade 9 to 12 be referred to the December Education Committee for review."
CARRIED
- 16-31-18 7. Early Development Instrument (EDI) 2016-2017 Report
MOVED: Trustee Bruce Chegus:

“That the Early Development Instrument (EDI) 2016-2017 Report be referred to the November Education Committee for review.”

CARRIED

8. Divisional Choir Fall Concert – November 8, 2018
Cheryl Smukowich, Board Chair, will represent the Board at the November 8, 2018 concert.

9. Remembrance Day Service - November 11, 2018
Trustee Bruce Chegus will represent the Board at the November 11, 2018 Remembrance Day Service at Bruce Park/St. James Branch of the Royal Canadian Legion.

10. Voyageur School 50th Anniversary Celebration - November 30, 2018
The Board Chair and will advise if she or a designate will bring greetings on November 30, 2018 Voyageur School 50th Anniversary Celebration.

16-32-18 11. Extended Field Trip Proposal - Collège Sturgeon Heights
MOVED: Trustee Jennifer Lawson:
“That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for Grade 11-12 students to travel to New York City and Boston in the Fall of 2019 or Spring of 2020; with the understanding that the Chief Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”

CARRIED

FOR INFORMATION

1. Board Actions and Referrals

CONCLUDED

FILED

REPORT OF THE SECRETARY-TREASURER / Chief Financial Officer
Mike Friesen, Secretary-Treasurer/CFO
Report 16-18

FOR ACTION

1. PSFB Correspondence
 - École Assiniboine – Stand-alone Child Care – Authorization to Proceed to 99% Construction Document Phase
2. Financial Statements
 - September, 2018

16-33-18

Trustee Bryan Metcalfe:
 “That items #1 and #2 be referred to the Finance/Facilities Committee.”

CARRIED

FOR INFORMATION

1. Attached are the Cheque Registers for payments issued:
 - a) October 3, 2018
 - b) October 12, 2018
 - c) October 19, 2018 (INP Payroll Clearing)
 - d) October 23, 2018 (US Bank)
 - e) October 29, 2018
2. Permit Report – November 1, 2018
3. Fund Raising Report – Collège Sturgeon Heights Collegiate
4. October 24, 2018 School Trustee Election Results

CONCLUDED

FILED

CORRESPONDENCE:**For Action**

1. Manitoba School Boards Association (MSBA)
 - a. H. Demetriooff, Director, Education and Communication Services - November 29 and 30 events New Trustee Orientation; Returning Trustee Professional Development, Association General meeting; and Regional Meetings – Trustees to contact Bernice Kitsch by Friday, November 16th.

16-34-18

b. Revised Call for Nominations and Resolutions 2019
 MOVED: Trustee Sandy Lethbridge:
 “That the Revised MSBA Call for Nominations and Resolutions be referred to the three Standing Committees of the Board; Education, Finance/Facilities, and Personnel for review and response.”

CARRIED

16-35-18

c. 2018 Election and key MSBA Documents, and Provincial Executive By-Election - Executive vacancies to be filled.
 MOVED: Trustee Jennifer Lawson:
 “That Trustee Sandy Lethbridge be nominated as Director, Region 5 of the

Manitoba School Boards Association 2018-2019 Executive.”

CARRIED

16-36-18 d. Distribution of Board Ballots

MOVED: Trustee Bruce Chegus:

“That the Board designate Cheryl Smukowich, Board Chair to receive the Board ballots at the MSBA Annual Convention to be held in March 2019.”

CARRIED

16-37-18 e. Manitoba Pre-Budget Consultation - An Educational Perspective:
Summary

MOVED: Trustee Bryan Metcalfe:

“That the Manitoba Pre-Budget Consultation - An Educational Perspective: Summary be referred to the Finance/Facilities Committee for review.”

CARRIED

For Information

1. Manitoba School Boards Association:

- a) J. Watt, Executive Director – MSBA Provincial Executive October meeting highlights.
- b) E-News Bulletin October 10, 2018
- c) J. Watt, Executive Director – “Talking to Kids About Cannabis” Fact Sheet
- d) J. Esau, Administrative Assistant – 2018-19 Association Membership Form
- e) E-News Bulletin October 24, 2018
- f) Frontier School Division Job Posting – Assistant Superintendent
- g) Manitoba Education Excellence in Education Awards
- h) Southwest Horizon School Division Letter to MSBA – Pending Launch & Request for Input Communications Initiative
- i) Provincial Executive – Editorial sent to Winnipeg Free Press for consideration.

2. Western School Division Response to Manitoba Pre-Budget Consultation

3. Minister of Education and Training – 2018-19 Manitoba Excellence in Education Awards

4. Swan Valley School Division – Nomination of Kelli Riehl for MSBA President

5. Pembina Trails School Division – Nomination of Julie Fisher for MSBA Region 5 Director

CONCLUDED

FILED

UNFINISHED BUSINESS

There is no unfinished business.

QUESTIONS FROM THE PUBLIC

Kent McPherson, President of the St. James-Assiniboia Teachers' Association brought greetings and congratulations to the re-elected and elected Trustees, and expressed gratitude to the past Trustees.

NEW BUSINESS:

1. **Board Picture and Trustee Bios:** Board group photos will be taken on December 11, 2018, followed by individual photographs. Trustees are also requested to prepare a brief bio.
3. **Cancellation of November 13, 2018 Board Meeting**
16-38-18 MOVED: Trustee Jennifer Lawson:
"That the Board meeting scheduled for November 13, 2018 be cancelled." CARRIED
4. **Standing Committee Meeting Dates:** Attention was drawn to the schedule of board and committee meetings previously approved by the Board.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA: 8:06 p.m.

- 16-39-18 MOVED: Trustee Sandy Lethbridge:
"That the Board recess to Committee of the Whole in Camera." CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:59 p.m.

1. Manitoba School Board Association (MSBA)
 - a. Federal Employment Insurance Changes EI Parental Sharing Benefit
16-40-10 MOVED: Trustee Sandy Lethbridge:
"That the Federal Employment Insurance Changes EI Parental Sharing Benefit be referred to the Personnel Committee for consideration." CARRIED
 - b. Update October 25, 2018 – CPI, Unemployment Rate, Regional Trends
16-41-10 MOVED: Trustee Sandy Lethbridge:
"That the Update October 25, 2018 – CPI, Unemployment Rate, Regional Trends be referred to the Personnel Committee for consideration." CARRIED

On motion of Trustee Sandy Lethbridge, the meeting adjourned at 10:00 p.m.

Chairman of the Board

Secretary-Treasurer