

## 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 26, 2015

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### Meeting No. 10-15

#### PRESENT:

Chair: Craig McGregor  
Vice Chair Cheryl Smukowich

Trustees: Bruce Chegus  
Ed Hume  
Craig Johnson  
Scott Johnston (7:39 p.m.)  
Jennifer Lawson  
Sandy Lethbridge  
John Mulligan

Ron Weston, Chief Superintendent  
Mike Friesen, Secretary-Treasurer  
Brett Lough, Assistant Superintendent, Administration  
Tanis Pshebniski, Assistant Superintendent, Education & Program  
Nora Wood, Accounting Manager  
Kazia Paradis, Senior Executive Assistant

### CALL TO ORDER / ATTENDANCE

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The Board Meeting was called to order at 7:32 p.m. Attendance - recorded above.

### ADOPTION OF MINUTES

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**10-01-15     MOVED: Trustee Craig Johnson:**

“That the minutes of the Board Meeting of May 12, 2015 be adopted.”

CARRIED

## REPORT ON EDUCATION

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### Stevenson-Britannia School – Leadership in Action

**Presented By:** Teachers - Amanda Havixbeck, Kristin Kaczmarz, and Tracey Smith. Vice-Principal - Ryan Miller and Principal - Jane Couch as well as students who participated in the presentation.

The presentation highlighted the promotion of overall student well-being and student leadership at Stevenson-Britannia School. This is demonstrated by providing students with opportunities to show their potential through their natural strengths. The staff endeavor to empower their students to be successful and build confidence in themselves through the activities they choose to lead.

## HEARING OF DELEGATIONS

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No delegations registered.

## COMMITTEE REPORTS

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### EDUCATION COMMITTEE 08-15

Meeting held May 19, 2015

Committee Chair – Jennifer Lawson

1. Attendance – for information
2. Approval of Agenda – noted
3. Early Development Instrument Presentation with Deidre Sagert, Early Years Support Teacher

**10-02-15** **MOVED: Trustee Jennifer Lawson:**

“That the Early Development Instrument (EDI) results 2012-2013 be received as information.”

CARRIED

4. Bring Your Own Device (BYOD) – Coordinators D. Kuropatwa and A. Lister

**10-03-15** **MOVED: Trustee Jennifer Lawson:**

“That the Bring Your Own Device (BYOD) information provided be received as information.”

CARRIED

CONCLUDED: Report of the Education Committee No. 08-15

FILED

**PERSONNEL COMMITTEE 04-15**

Meeting held May 19, 2015

Committee Chair: Sandy Lethbridge

1. Attendance – for information
2. Approval of Agenda – noted
3. Confidential Employee Requests

**10-04-15** **MOVED: Trustee Sandy Lethbridge:**

“That the employee requests to carry-over additional vacation be approved.”

CARRIED

4. Confidential Employee Requests for Leave

**10-05-15** **MOVED: Trustee Sandy Lethbridge:**

“That the employee requests for leave both be approved for the full school year;  
And further,  
That Senior Administration follow-up with MTS Officials regarding Division  
policy in this regard.”

CARRIED

5. Confidential Update on Employee Discipline

**10-06-15** **MOVED: Trustee Sandy Lethbridge:**

“That the confidential update shared be received as information.”

CARRIED

6. Assistant Superintendent Terms

**10-07-15** **MOVED: Trustee Sandy Lethbridge:**

“That the term for the Assistant Superintendents be July 1, 2015 – June  
30, 2016.”

CARRIED

7. Staff Survey Questions (Draft)

**10-08-15** **MOVED: Trustee Sandy Lethbridge:**

“That the recommended edits be approved;  
And further,  
That the survey be sent to all employees rather than a sampling;  
And further,  
That an additional open-ended question be added around planned technology  
improvements.”

CARRIED

10-09-15 8. Consultation with Parent Organizations – Administrative Staffing  
**MOVED: Trustee Sandy Lethbridge:**  
“That the information shared be received as information.”  
CARRIED

10-10-15 9. MSBA Confidential Collective Bargaining Updates  
**MOVED: Trustee Sandy Lethbridge:**  
“That the correspondence shared be received as information.”  
CARRIED

CONCLUDED: Report of the Personnel Committee No. 04-15  
FILED

### **BOARD SPRING PLANNING SESSION**

Meeting held May 9, 2015

Trustee Smukowich shared that a timeline for the Strategic Plan was discussed at the meeting and it was decided a presentation will be given to the Board at the August 25, 2015 Board Meeting. No formal minutes were taken.

CONCLUDED: Report of the Board Spring Planning Session  
FILED

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

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Ron Weston, Chief Superintendent  
Report 10-15

#### **FOR ACTION**

1. WWAC Scholar-Athlete Award Luncheon  
Superintendent Weston will advise that due to other school events occurring on this date, a representative is unable to attend.

10-11-15 2. Assistant Superintendent Designates – June Committee Meetings  
**MOVED: Trustee Craig Johnson:**  
“That the Assistant Superintendent Designates attend the June 2015 Committee Meetings.”  
CARRIED

**FOR INFORMATION**

1. Board Actions and Referrals
2. Article – Students' disposition to be assessed
3. Ness 50<sup>th</sup> Anniversary – June 4, 2015
4. Thank you from Block Parent Program of Winnipeg, Inc.
5. Congratulations!

**10-12-15**     **MOVED: Trustee Cheryl Smukowich:**

“That the Board send a letter, over signature of the Board Chair, congratulating Ms. McLauchlan, English Teacher at Collège Sturgeon Heights Collegiate who was selected as The Manitoba Association in Computing Educators, Educator of the Year 2015.”

CARRIED

6. Junior Concert Choir Performance – May 27, 2015 7 p.m.

CONCLUDED: Report of the Superintendent No. 10-15

FILED

**REPORT OF THE SECRETARY-TREASURER**

Mike Friesen, Secretary-Treasurer  
Report 10-15

**FOR ACTION**

- 10-13-15**     1. PSFB Correspondence  
**MOVED: Trustee Scott Johnston:**

“That the PSFB Correspondence (classroom renovation at École Assiniboine/ award the tender for Kindergarten classroom renovation at École Assiniboine / classroom renovations at Crestview School) be referred to the Finance/Facilities Committee.”

CARRIED

**FOR INFORMATION**

1. Cheque Registers
  - a) May 8, 2015 (US Bank)
  - b) May 14, 2015
  - c) May 19, 2015 (INP Payroll Clearing)
  - d) May 21, 2015
2. Permit Report – May 20, 2015
3. Fund Raising Report – École Robert Browning

CONCLUDED: Report of the Secretary-Treasurer No. 10-15

FILED

## CORRESPONDENCE

### Action Correspondence

1. B. Alexander, President, St. James Scholarship Foundation re: Recognition of Division Employees

The Board acknowledged the correspondence received and provided recognition, of employees mentioned, for their contributions made this year to the St. James Scholarship Foundation.

2. B. Alexander, President, St. James Scholarship Foundation re: Review of Policies

**10-14-15** **MOVED: Trustee Craig Johnson:**

“That the correspondence from B. Alexander, President, St. James Scholarship Foundation re: Review of Policies be referred to the Awards & Scholarship Committee for review of Policy JM as well as JM-R and JM-E-1.”

CARRIED

3. B. Alexander, President, St. James Scholarship Foundation re: Presentation Request

**10-15-15** **MOVED: Trustee Cheryl Smukowich:**

“That the correspondence from B. Alexander, President, St. James Scholarship Foundation re: Presentation Request be referred to Administration for review and response.”

CARRIED

### Information Correspondence

1. Manitoba School Boards Association:
  - a) E-Bulletin – May 13, 2015
  - b) River East Transcona School Division – Assistant Superintendent, Educational Programming Employment Opportunity
  - c) Mountain View School Division – Press Release re: Assistant Superintendent Appointment
2. J. Trenholm, Awards Chair, Collège Sturgeon Heights Collegiate re: 2015 Graduation Ceremony

CONCLUDED – Information Correspondence

FILED

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**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

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- 10-16-15**      • **First Reading, Debenture By-Law 257-15**  
**MOVED: Trustee Cheryl Smukowich:**

“That the Board give first reading to By-Law 257-15, a debenture by-law for projects at Lincoln Middle School, Heritage School, Phoenix School, École Robert Browning, St. James Collegiate, Strathmillan School, John Taylor Collegiate, Westwood Collegiate and Golden Gate Middle School totaling \$1,162,600.00 dollars.”

CARRIED
  
- 10-17-15**      • **First Reading, By-Law 259-15 – Religious Instruction at Strathmillan School**  
**MOVED: Trustee Cheryl Smukowich:**

“That the Board give first reading to By-Law 259-15, a By-law to allow for instruction in religion at Strathmillan School.”

CARRIED
  
- 10-18-15**      • **Second Reading, By-Law 258-15 – Religious Instruction at École Robert Browning**  
**MOVED: Trustee Cheryl Smukowich:**

“That the Board give second reading to By-Law 258-15, a By-law to allow for instruction in religion at École Robert Browning School.”

CARRIED
  
- 10-19-15**      • **Third/Final Reading, By-Law 258-15 – Religious Instruction at École Robert Browning**  
**MOVED: Trustee Cheryl Smukowich:**

“That the Board give third/final reading to By-Law 258-15, a By-law to allow for instruction in religion at École Robert Browning School.”

CARRIED
  
- **Trustee Presentation/Photo List – Annual Division Retirement/Silver Circle Dinner**

This item was provided as information.

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**QUESTIONS FROM THE PUBLIC**

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There were no questions from the public.

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**NEW BUSINESS**

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There were no New Business items.

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**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:20 PM**

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**10-20-15    MOVED: Trustee Craig Johnson:**

“That the Board recess to Committee of the Whole In-Camera.”

CARRIED

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**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:12 PM**

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**10-21-15    MOVED: Trustee Sandy Lethbridge:**

“That the Board approve the request from the St. James-Assiniboia Teachers’ Association with regard to the secondment of the employee discussed (document # 812164) to the position of President for the 2015-2016 school year.”

CARRIED

**10-22-15    MOVED: Trustee Sandy Lethbridge:**

“That Mr. Adam Lister be appointed as Supervising Vice-Principal at Golden Gate effective September 8, 2015 as discussed in Committee of the Whole in Camera.”

CARRIED

**10-23-15    MOVED: Trustee Sandy Lethbridge:**

“That, Ms. Julie Cordova be appointed as Teaching Vice-Principal at Bruce effective September 8, 2015; and at her discretion, either retain a 50% Coordinator position or be appointed a 50% teaching position at the school as discussed in Committee of the Whole in Camera.”

CARRIED



**10-24-15    MOVED: Trustee Cheryl Smukowich:**

“That administration prepare a public presentation on the proposed middle years school reorganization for the Board’s consideration on August 25, 2015;

And further,

That a public meeting be held on September 23, 2015 at Collège Sturgeon Heights Collegiate to discuss a reorganization of École Golden Gate Middle School and Ness Middle School to establish a French Milieu middle school;

And further,

That the public meeting be advertised in the June 2015 issue of CONTACT and on school billboards and newsletters;

And further,

That correspondence be sent to all parent councils and parent advisory groups inviting representatives to attend.”

CARRIED

**10-25-15    MOVED: Trustee Sandy Lethbridge:**

“That the MSBA Confidential Collective Bargaining Updates dated May 14, 2015 and May 21, 2015 be referred to the Personnel Committee.”

CARRIED

**ADJOURNMENT**

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On motion of Trustee Bruce Chegus, the regular board meeting adjourned at 9:18 PM.

Craig McGregor  
Chair of the Board

Ron Weston  
Chief Superintendent