



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 14, 2016

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

Meeting No.: 11-16

No. 944627

PRESENT:

Craig McGregor	Chair
Cheryl Smukowich	Vice-Chair
Bruce Chegus	Trustee
Ed Hume	Trustee
Craig Johnson	Trustee
Jennifer Lawson	Trustee
John Mulligan	Trustee
Peter Woods	King Edward Deer Lodge Ward

ALSO IN ATTENDANCE:

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Acting Assistant Superintendent, Administration
Carrol Harvey	Manager, Human Resources (7:30 PM)
Kazia Paradis	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:30 PM)

CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

The Chair called the meeting to order at 7:00 pm. Attendance – recorded above.

11-01-16 MOVED - Trustee Craig Johnson:

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

CARRIED

The Board rose from Committee of the Whole In-Camera at 7:28 PM.
The Chair called the Public Session to order at 7:35 PM.

OATH OF OFFICE:

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

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

ADOPTION OF MINUTES

11-02-16

MOVED - Trustee Craig Johnson:

“That the minutes of the Board Meeting of May 24, 2016 be adopted.”

CARRIED**REPORT ON EDUCATION**

Literacy Links – Educational Support Services**Presented by:**

Rosana Montebruno, Certified Reading Clinician

This presentation highlighted the Literacy Links - School Age Summer Program. The program involves students in grade 1-5 with a typical enrolment of 70-80 students each year. The program assists these students over the summer months so as to prevent the “summer slide” where reading levels can drop due to decreased reading activity. Students, parents and teachers expressed their appreciation for the program and as the data highlighted, the program is effective and students’ reading levels have improved.

HEARING OF DELEGATIONS

No delegations registered.

COMMITTEE REPORTS

RETIREMENT PLAN COMMITTEE – 04-15/16

Meeting held May 26, 2016

Committee Chair: Bruce Chegus

Trustee Bruce Chegus reviewed the Report of the Retirement Plan Committee for Trustees’ information.

CONCLUDED: Report of the Retirement Plan Committee

CARRIED

GOVERNANCE COMMITTEE

Meeting held May 31, 2016

Committee Chair: Bruce Chegus

1. Attendance – for information
2. Approval of agenda
3. Board Self Evaluation – Advance Preparation

11-03-16 MOVED - Trustee Bruce Chegus

“That an exercise of review and reflection on the Board Code of Conduct be used to prepare for the Board Self Evaluation process;

And further,

That using elements of the Board Code of Conduct, a Survey Monkey tool be developed to guide board members through assessment exercises for an individual Trustee and the board as a whole;

And further,

That an MSBA facilitator be used to provide guidance on the survey results;

And further,

That the Board Self-Evaluation process be scheduled to begin early Fall 2016.”

4. Process re: Executive Sessions
5. Organizational By-Law Review 239-13

11-04-16 MOVED - Trustee Bruce Chegus:

“That administration prepare amendments to the Organizational By Law (Appendix A) for Board consideration.”

CARRIED**CONCLUDED: Report of the Governance Committee****FILED****FINANCE/FACILITIES COMMITTEE NO. 06-16**

Meeting held June 7, 2016

Committee Chair: Craig Johnson

1. Attendance – for information
2. Approval of agenda
3. External Infrastructure Renewal Grant Opportunities

11-05-16 MOVED - Trustee Craig Johnson:

“That the External Infrastructure Renewal Grant Opportunities compilation be received as information.”

CARRIED

4. PSFB Correspondence
 - a) Golden Gate – Steam Heating System Replacement – Additional Project Support
 - b) St. James Collegiate and George Waters Middle School – Elevator and Grooming Room – Additional Support (supersedes letter dated January 6, 2016)

11-06-16 MOVED - Trustee Craig Johnson:

“That the PSFB correspondence listed above be received as information.”

CARRIED

5. **Stevenson-Britannia School Playground Improvement**
11-07-16 MOVED - Trustee Craig Johnson:
“That Phase 1 & 2 of the Stevenson-Britannia Playground Project be approved, subject to final approval of Randy Calvert, Manager, Facilities and Maintenance.
And further;
That the project adhere to Policy ADF, Sustainable Development.
And further;
That there be no cost to the School Division.”
- CARRIED**
6. **Boundary Adjustment**
- Voyageur and Heritage Catchments
11-08-16 MOVED - Trustee Craig Johnson:
“That the boundary adjustment for Voyageur School and Heritage School Catchments be approved.”
- CARRIED**
7. **Custodial Cleaning Issues**
11-09-16 MOVED - Trustee Craig Johnson:
“That the summary of Custodial Cleaning Issues be received as information.”
- CARRIED**
8. **Lakewood Children’s Centre Leasehold Improvement Request**
a) Request for permission to change flooring in their daycare rooms
b) Quote from Provincial Floorcraft Ltd.
11-10-16 MOVED - Trustee Craig Johnson:
“That the request from Lakewood Children’s Centre to install new flooring be approved.
And further;
That the work be done by qualified tradesmen.
And further;
That there be no cost to the School Division.”
- CARRIED**
9. **Ness Bus Loop Update**
11-11-16 MOVED - Trustee Craig Johnson:
“That the Ness Bus Loop Update be received as information.”
- CARRIED**
10. **France Trip Cancellation**
- Collège Sturgeon Heights Collegiate
11-12-16 MOVED - Trustee Craig Johnson:
“That a one-time reimbursement totaling \$19,932.77 be issued to the families of Collège Sturgeon Heights Collegiate for the cancelled France trip.
And further;
That the policy DD Fundraising section prohibiting proceeds generated by a fundraising activity to be made payable to students or parents for their personal efforts be waived in order to issue a reimbursement.”
- CARRIED**

11. **130 Allard Avenue**

11-13-16

MOVED - Trustee Craig Johnson:

“That the documentation listed above be received as information.
And further;

That an application be forwarded to the Family Choices Building Fund to consider a feasibility study for the establishment of a new child care facility at 130 Allard Avenue.”

CARRIED12. **Middle Years Reorganization****- Memo and Draft Transportation Fee Subsidy Application**

11-14-16

MOVED - Trustee Craig Johnson:

“That the update on transportation related to the middle years reorganization and the Transportation Fee Subsidy Application be received as information.”

CARRIED**CONCLUDED: Report of the Finance/Facilities Committee****FILED****AWARDS AND SCHOLARSHIP COMMITTEE 02-16**

Meeting held June 8, 2016 (via E-Mail)

Committee Chair: Bruce Chegus

1. Approval of agenda
2. The Darcee Gosselin Memorial Award Request

11-15-16

MOVED - Trustee Bruce Chegus:

“That the request from the Gosselin Family to create an annual \$200 award at John Taylor Collegiate be approved;

And further,

That the Darcee Gosselin Memorial Award be forwarded to The St. James Scholarship for future administration.”

CARRIED**CONCLUDED: Report of the Awards and Scholarship Committee 02-16****FILED****REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent

Report No. 11-16

FOR ACTION

1. Partnership Report – June 2016

11-16-16

MOVED - Trustee

“That the June 2016 Partnership report be submitted to the Education Committee for information.”

CARRIED

2. Drop-Out Study Reports for 1989 to 2014 and 1989 to 2015

11-17-16 MOVED - Trustee

“That the Drop-Out Study Reports for 1989 to 2014 and 1989 to 2015 be referred to the Education Committee for review.

CARRIED

FOR INFORMATION

1. Board Actions and Referrals
2. Congratulations – Students of the Canada Wide Science Fair

11-18-16 MOVED - Trustee Cheryl Smukowich

“That the Board send a letter, over signature of the Board Chair, congratulating the student award recipients from the Canada Wide Science Fair.”

CARRIED

3. Westwood Collegiate IB/Advanced Art Show
4. Good News – Lincoln Middle School

CONCLUDED: Report of the Chief Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer / Chief Financial Officer

Report 11-16

FOR ACTION

1. PSFB Correspondence

11-19-16 MOVED - Trustee Craig Johnson:

“That item #1 (Westwood Collegiate Renovation) be referred to the Finance/Facilities Committee.”

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) May 17, 2016 (INP Payroll Clearing)
 - b) May 18, 2016
 - c) May 26, 2016
 - d) May 31, 2016 (INP Clearing)
 - e) May 31, 2016
 - f) June 2, 2016 (US Bank)
2. Permit Report – June 7, 2016
3. Fund Raising Reports
4. Historical Museum Association of St. James-Assiniboia

CONCLUDED: Report of the Secretary-Treasurer / Chief Financial Officer

FILED

CORRESPONDENCE

Action Correspondence

No items for action.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-bulletin – June 1, 2016
 - b. D. Thomas, Risk Manager, MSBA re: Tips for Summer Break
2. Park West School Division – New Secretary-Treasurer Appointment
3. Frontier School Division – New Assistant Superintendent Appointment
4. Swan Valley School Division – Employment Opportunity – Superintendent/CEO
5. Manitoba High Schools Athletic Association Update – June 3, 2016

CONCLUDED: Information Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- First Reading, Debenture By-Law 268-16

11-20-16

MOVED – Trustee Cheryl Smukowich:

“That the Board give first reading to Debenture By-Law 268-16, a debenture by-law for projects totaling \$1,096,200.00 dollars.”

CARRIED

QUESTIONS FROM THE PUBLIC

NEW BUSINESS

- Notice of Motion - Amending By-Law 269-16 (amending 239-13)

11-21-16

MOVED – Trustee Bruce Chegus:

“That notice to be given that First reading of By-Law 269-16, a By-Law to amend Organizational By-Law 239-13 will be given at the June 28, 2016 Board meeting.”

CARRIED

- Student Council Liaison Report – Trustee Sandy Lethbridge

Trustee Lethbridge provided an update for Trustee’s information.

- Central Organic Waste Composting – Trustees Craig McGregor & Craig Johnson

11-22-16

MOVED – Trustee Craig Johnson:

“That the matter of Central Organic Waste Composting be referred to Senior Administration for review and recommendation.”

CARRIED

- Appreciation Night/Awards for Parent Council Members – Trustee Craig Johnson

11-23-16

MOVED – Trustee Craig Johnson:

“That the matter of an Appreciation Night/Awards for Parent Council Members be referred to Senior Administration for review and recommendation.”

CARRIED**RECONVENE TO COMMITTEE OF THE WHOLE IN CAMERA – 8:55 PM**

11-24-16

MOVED: Trustee Craig Johnson:

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

CARRIED**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:06 PM**

11-25-16

MOVED - Trustee Sandy Lethbridge:

“That Manuel Gomes is re-appointed Principal of École Robert Browning effective September 6, 2016 to June 30, 2017;

And further,

That Sandra Melo is re-appointed Principal of École Assiniboine effective September 6, 2016 to June 30, 2017;

And further,

That Jason Braun, currently Supervising Vice Principal (100%) at Westwood Collegiate is appointed to Supervising Vice Principal (100%) at Collège Sturgeon Heights Collegiate effective September 6, 2016;

And further,

That Barry Wiess, currently Supervising Vice Principal (100%) Collège Sturgeon Heights Collegiate is appointed as Supervising Vice Principal (100%) at John Taylor Collegiate effective September 6, 2016;

And further,

That Sarah James, currently Supervising Vice Principal (100%) at John Taylor Collegiate is appointed as Supervising Vice Principal (100%) at Westwood Collegiate effective September 6, 2016;

And further,

That Julie Cordova, currently Coordinator (50%) and Vice Principal (50%) at Bruce Middle School is appointed Coordinator (50%) and Vice Principal (50%) at Westwood Collegiate effective September 6, 2016;

And further,

That Regine Nuytten, currently Teaching (50%) Vice Principal (50%) as an intern term position at Sansome School is appointed Teaching (50%)

and Vice Principal (50%) at Lincoln Middle School effective September 6, 2016;

And further,

That Bev Stephenson, currently Teaching (50%) Vice Principal (50%) at Buchanan School is appointed Teaching (50%) Vice Principal (50%) at Crestview School effective September 6, 2016;

And further,

That Sherri Steuart, currently Supervising Vice Principal (100%) in a term position at Strathmillan School be appointed to Teaching (50%) Vice Principal (50%) at Strathmillan School;

And further,

That Janice Matthewman, currently Coordinator of Community and School Support is appointed Teaching (50%) Vice Principal (50%) at Bruce Middle School on a one year term effective September 6, 2016 to June 30, 2017.”

CARRIED

11-26-16 MOVED - Trustee Sandy Lethbridge:

“That the MSBA Confidential Collective Bargaining Update dated May 27, 2016 be referred to the Personnel Committee.”

CARRIED

11-27-16 MOVED - Trustee Sandy Lethbridge:

“That the MSBA Salary Bulletin for Lakeshore School Division be referred to the Personnel Committee.”

CARRIED

11-28-16 MOVED - Trustee Sandy Lethbridge:

“That the MSBA CPI Update – May 2016 be referred to the Personnel Committee.”

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:08 PM.

Craig McGregor
Chair of the Board

Brett Lough
Chief Superintendent