

## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

# 748116



**Inaugural Meeting  
of the St. James-Assiniboia School Division Board  
Held in the Board Room of the  
Aidan Conklin Building, 2574 Portage Avenue  
Tuesday, November 4, 2014, 7:00 p.m.**

### **PRESENT:**

Bruce Chegus, Kirkfield St. Charles Ward  
Ed Hume, King Edward Deer Lodge (arr. 7:22 p.m.)  
Scott Johnston, King Edward Deer Lodge  
Jennifer Lawson, King Edward Deer Lodge  
Sandy Lethbridge, Kirkfield St. Charles  
Craig McGregor, Silver Heights Booth  
John Mulligan, Silver Heights Booth  
Cheryl Smukowich, Kirkfield St. Charles

Michael Friesen, Secretary-Treasurer  
Ron Weston, Chief Superintendent  
Brett Lough, Assistant Superintendent Administration  
Tanis Pshebniski, Assistant Superintendent Education and Program  
Carrie Melville, Assistant Secretary-Treasurer  
Mari-Jean Nachtigall, Senior Executive Assistant

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 November 3, 2014)

### **WELCOME & INTRODUCTION:**

Michael Friesen, Secretary-Treasurer 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.

17-01-14      MOVED: Trustee Cheryl Smukowich:

“That the Board vote by secret ballot;  
That the ballots be destroyed after each vote;  
That Brett Lough, Tanis Pshebniski 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 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 Craig McGregor

17-02-14      MOVED: Trustee Scott Johnston:  
“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig McGregor Chair of the Board for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee Cheryl Smukowich

17-03-14      MOVED: Trustee Scott Johnston:  
                  "That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich Vice Chair of the Board for the period November 4, 2014 until the annual meeting September 2015.

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

### **CHAIR, EDUCATION COMMITTEE**

Nominated:    Trustee Jennifer Lawson

17-04-14      MOVED: Trustee Scott Johnson:  
                  "That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Chair of the Education Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated:    Trustee Scott Johnston

17-05-14      MOVED: Trustee Jennifer Lawson:  
                  "That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Scott Johnston Chair of the Finance/Facilities Committee for the period November 4, 2014 until the annual meeting September 2015.

### **CHAIR, PERSONNEL COMMITTEE**

Nominated:    Trustee Sandy Lethbridge

17-06-14      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 4, 2014 until the annual meeting September 2015.

### **CHAIR, GOVERNANCE COMMITTEE**

Nominated: Trustee Bruce Chegus

17-07-14 MOVED: Trustee Scott Johnston:  
"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 4, 2014 until the annual meeting September 2015.

### **CHAIR, MARKETING COMMITTEE**

Nominated: Trustee Craig Johnson

17-08-14 MOVED: Trustee Craig McGregor:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Chair of the Marketing Committee for the period November 4, 2014 until the annual meeting September 2015.

### **ELECTION OF COMMITTEE MEMBERSHIPS**

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

Nominated: Trustee John Mulligan  
Trustee Cheryl Smukowich  
Trustee Sandy Lethbridge

17-09-14 MOVED: Trustee Jennifer Lawson  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees John Mulligan, Cheryl Smukowich and Sandy Lethbridge members of the Education Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee Bruce Chegus  
Trustee Craig Johnson  
Trustee John Mulligan

17-10-14 MOVED: Trustee Jennifer Lawson:  
"That nominations cease."

CARRIED

Since no further nominations were received the Chair declared trustees Bruce Chegus, Craig Johnson and John Mulligan members of the Finance/Facilities Committee for the period November 4, 2014 until the annual meeting September 2015.

RECESS:

A five-minute recess was called at 7:25 p.m.

The Board took a five minute recess at which time Trustee Ed Hume presented his Affidavit of Qualification and Declaration and was sworn in by the Secretary-Treasurer.

**MEMBERSHIP, GOVERNANCE COMMITTEE (2)**

Nominated: Trustee Scott Johnston  
Trustee Ed Hume

17-11-14 MOVED: Trustee Jennifer Lawson  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Scott Johnston and Ed Hume members of the Governance Committee for the period November 4, 2014 until the annual meeting September 2015.

**MEMBERSHIP, MARKETING COMMITTEE (2)**

Nominated: Trustee Sandy Lethbridge  
Trustee John Mulligan

17-12-14 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Sandy Lethbridge and John Mulligan members of the Marketing Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee John Mulligan  
Trustee Bruce Chegus

17-13-14 MOVED: Trustee Craig McGregor:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees John Mulligan and Bruce Chegus members of the Retirement Plan Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee Jennifer Lawson  
Trustee Craig Johnson  
Trustee Ed Hume  
Trustee Scott Johnston

17-14-14 MOVED: Trustee Cheryl Smukowich:  
"That nominations cease."

CARRIED

Following a vote by secret ballot, the Chair declared Trustees Craig Johnson and Ed Hume members of the School Board/Council Liaison Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee Cheryl Smukowich  
Trustee Jennifer Lawson

17-15-14 MOVED: Trustee Jennifer Lawson:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Cheryl Smukowich and Jennifer Lawson members of the Board/Association Liaison Committee for the period November 4, 2014 until the annual meeting September 2015.

#### **MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE**

Nominated: Trustee Bruce Chegus

17-16-10 MOVED: Trustee Cheryl Smukowich:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus member of the Awards and Scholarships Committee for the period November 4, 2014 until the annual meeting September 2015.

#### **MEMBERSHIP, SCHOLARSHIP FOUNDATION**

Nominated: Trustee Craig Johnson

17-17-10 MOVED: Trustee Craig McGregor:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Johnson Scholarship Foundation representative for the period November 4, 2014 until the annual meeting September 2015.

#### **STUDENT COUNCIL LIAISON**

Nominated: Trustee Sandy Lethbridge

17-18-10 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Student Council representative for the period November 4, 2014 until the annual meeting September 2015.

#### **ASSINIBOIA CHAMBER OF COMMERCE**

Nominated: Trustee Craig Johnson

17-19-10 MOVED: Trustee Scott Johnston  
"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 9, 2010 to the annual meeting of the Board in September 2011.

### **DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE**

Nominated: Trustee Sandy Lethbridge  
Trustee Jennifer Lawson

17-20-10 MOVED: Trustee Scott Johnston:  
"That nominations cease."

CARRIED

Following a vote taken by secret ballot the Chair declared Trustee Jennifer Lawson Board representative on the Division Early Childhood Education Committee for the period November 4, 2014 until the annual meeting September 2015.

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

Nominated: Trustee Ed Hume  
Trustee Cheryl Smukowich  
Trustee Craig Johnson

17-21-14 MOVED: Trustee Jennifer Lawson:  
"That nominations cease."

CARRIED

Since no further nominations were received the Chair declared trustees Ed Hume, Cheryl Smukowich and Craig Johnson members of the Personnel Committee for the period November 4, 2014 until the annual meeting September 2015.

### **NEW CHAIR PRESIDES:**

Trustee McGregor assumed the Chair at 7:30 p.m.



Trustee McGregor extended his congratulations to his fellow trustees on their election to the Board and the Board leadership positions. He welcomed new trustee John Mulligan to the Board and expressed his appreciation to his fellow trustees for placing their confidence in his leadership.

#### **DIVISION SIGNING OFFICERS**

- 17-22-14      MOVED: Trustee Cheryl Smukowich:  
"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  
Carrie Melville, Assistant Secretary-Treasurer  
Nora Wood, Accounting Manager"
- CARRIED

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

- 17-23-14      MOVED: Trustee Cheryl Smukowich:  
"That the Board affirm and adopt By-Law 239-13 to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period November 4, 2014 until the annual meeting September 2015."
- CARRIED

#### **MEETING DATES, TIME AND PLACE**

- 17-24-14      MOVED: Trustee Cheryl Smukowich:  
"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. 239-13."
- CARRIED

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

- 17-25-14      MOVED: Trustee Sandy Lethbridge  
"That the minutes of the October 14, 2014 school board meeting be adopted."
- CARRIED

**REPORT OF THE CHIEF SUPERINTENDENT**

Ron Weston, Chief Superintendent  
Report 17-14 (Appendix A)

**FOR ACTION**

- 17-26-10 1. School/Division Planning Reports 2014/2015  
MOVED: Trustee Jennifer Lawson:  
"That the School/Division Planning Reports 2014/15 be referred to the Education Committee for information."  
CARRIED
- 17-27-14 2. Free the Children – We Act Program Activity Report 2013/2014  
MOVED: Trustee Jennifer Lawson:  
"That the Free the Children – We Act Program Activity Report 2013/2014 be referred to the Education Committee for information."  
CARRIED
3. Divisional Choir Fall Concert  
Craig McGregor, Board Chair, will represent the Board at the November 6, 2014 concert.
4. Manitoba Health and Wellness: *Educating for ACTION Conference*  
Trustees Ed Hume and Bruce Chegus will attend.
- 17-28-14 5. Extended Field Trip Proposal – Westwood Collegiate  
MOVED: Trustee Sandy Lethbridge:  
"That the Board approve the extended field trip proposal from Westwood Collegiate for the Grade 10-12 students to participate in the 100<sup>th</sup> Anniversary World War 1 educational tour in Belgium and France on March 30 to April 8, 2016; 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
- 17-29-14 6. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate  
MOVED: Trustee Cheryl Smukowich:  
"That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for the Grade 11-12 hairstyling program students to observe the highest quality of hairstyling at a world level in Italy in March, 2016; 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

- 17-30-14 7. St. James Collegiate Request for variance to Policy Field Trips IJOA-R  
 MOVED: Trustee Cheryl Smukowich:  
 "That due to the number of students participating in the Asper Foundation Washington, DC Human Rights and Holocaust Program field trip in April/May 2015, and given the supports provided by the Asper Foundation, a variance to Policy IJOA-R be approved permitting St. James Collegiate to travel with two supervisors."

CARRIED

**FOR INFORMATION**

1. Board Actions and Referrals
2. St. James-Assiniboia School Division K-3 Class Size Report, September 2014
3. Summer Professional Development Allocation (SPDA) Reports – 2013/14
4. School concerts/Plays/Dramas/Musical & Band Events 2014/2015
5. Gimli Planning retreat – November 28 and 29, 2014
6. Manitoba Education – Grade 11 History of Canada
7. Low Cost Bike Helmet Initiative Overview
8. Governor General's Caring Canadian Award - Congratulations to John Taylor Collegiate student, Shaye Kembell

CONCLUDED

FILED

**REPORT OF THE SECRETARY-TREASURER****FOR ACTION**

- 17-31-14 1. Notice of First Reading of Debenture By-Law 254-14
- Trustee Cheryl Smukowich gave notice:  
 "That Debenture By-Law 254-14 shall be given first reading at the November 25, 2014 Board Meeting."
2. Policy DJDA – Trustee Computer Purchase
  3. Requests for Financial Support:
    - a) Deer Lodge Centre Foundation's Inaugural Honour Gala
    - b) Grant's Old Mill
    - c) Winnipeg Music Festival
  4. Public Schools Finance Board Correspondence  
 - authorization to proceed with the expansion/replacement of the windows for Lakewood School Child Care renovation

- 17-32-14 MOVED: Trustee Scott Johnston:  
 "That items 2, 3 and 4 above be referred to the Finance/Facilities Committee."

CARRIED

**FOR INFORMATION**

1. Cheque Registers: October 26, 2010, October 29, 2010
2. Permit Report – November 4, 2010
3. Fund Raising Report
4. 2014 Civic Election Results

CONCLUDED

FILED

**CORRESPONDENCE:****For Action**

1. Manitoba School Boards Association (MSBA) New Trustee Orientation Sessions and Board Chair Workshop, November 26 and 27, 2014  
For information – Trustees to contact Senior Executive Assistant
2. Executive Director MSBA, First Call for Nominations, MSBA Provincial Executive Elections and Call for Resolutions to be held at March 2015 Annual convention

17-33-14

MOVED: Trustee Cheryl Smukowich:

“That the MSBA First Call for Nominations and Call for Resolutions be referred to the three standing committees of the Board (Education, Personnel and Finance/Facilities Committees).”

CARRIED

3. Executive Director MSBA, Provincial Executive By-Election – Executive vacancies to be filled

17-34-14

MOVED: Trustee Cheryl Smukowich:

“That the Secretary-Treasurer, Mike Friesen, serve as returning officer for the by-election required to fill vacancies on the MSBA Provincial Executive.”

CARRIED

**For Information**

1. Manitoba School Boards Association:
  - a) MSBA Learning Opportunities 2014-2015 Calendar of Events
  - b) Government of Manitoba – Budget Consultations meetings/presentations
  - c) MSBA e-bulletin October 22, 2014
  - d) Webinar for incumbent and new trustees “Share the Sandbox” November 5, 2015 12:00 noon
  - e) MSBA Committee Vacancy Opportunities – volunteer application form [mbschoolboards.ca](http://mbschoolboards.ca)

2. Canadian Education Association (CEA) announcing the appointment of Ron Weston, Chief Superintendent, to the Council for Canadian Education, a pan-Canadian advisory council for countrywide issues and trends in public education
3. Manitoba Education Research Network (MERN) – Winter Forum 2015 “Grassroots Engagement in Manitoba Schools” – call for presentations
4. Aboriginal Education Leadership Institute – three-day institute to be held January 16, 2015, February 27, 2015 and April 24, 2015 jointly sponsored by MSBA, Manitoba Association of School Superintendents, Manitoba Association of School Board Officials and the Aboriginal Education Directorate
5. Cards of Thanks - Undergrad Awards Recipients

## CORRESPONDENCE:

FILED

**UNFINISHED BUSINESS****Second Reading By-Law 253-14**

- 17-35-14 MOVED: Trustee Cheryl Smukowich:  
“That the Board give second reading to By-law 253-14, a by-law to allow for religious instruction at Linwood School for the 2014-15 school year.”

CARRIED

**Third/Final Reading By-Law 253-14**

- 17-36-14 MOVED: Trustee Cheryl Smukowich:  
“That the Board give third/final reading to By-law 253-14, a by-law to allow for religious instruction at Linwood School for the 2014-15 school year.”

CARRIED

**QUESTIONS FROM THE PUBLIC:**

There were no questions from the public.

**NEW BUSINESS:**

1. **Remembrance Day:** Trustees were advised of the Remembrance Day ceremony and arrangements made with the St. James Branch of Royal Canadian Legion for participation in the services at Bruce Park.
2. **Trustee Bio’s and Board Picture:** Trustees were requested to submit bio’s by the end of November. Board group photos will be taken on January 27<sup>th</sup> with individual photographs to be scheduled.

3. **Cancellation of November 10, 2014 Board Meeting**

17-37-14 MOVED: Trustee Cheryl Smukowich:  
"That the Board meeting scheduled for November 10, 2014 be cancelled."

CARRIED

4. **Standing Committee Meeting Dates:** Attention was drawn to the schedule of board and committee meetings previously approved by the Board.

5. **Trustee Home Workstations:** Trustees were requested to complete the order form for the replacement home computer system.

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA: 8:10 p.m.**

17-38-14 MOVED: Trustee Cheryl Smukowich:  
"That the Board recess to Committee of the Whole in Camera."

CARRIED

**REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:35 P.M.**

17-39-10 MOVED: Trustee Jennifer Lawson:  
"That the teacher hiring policy be referred to the Personnel Committee for consideration."

CARRIED

On motion of Trustee Cheryl Smukowich, the meeting adjourned at 8:40 p.m.

---

Chairman of the Board

---

Secretary-Treasurer