



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, March 24, 2020, 7:30 p.m.

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

#1446739

Meeting No. 06-20

### PRESENT:

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair (Skype)
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee (Skype)
Holly Hunter	Trustee
Craig Johnson	Trustee
Sandy Lethbridge	Trustee (Skype)
Bryan Metcalfe	Trustee (Skype)

### ALSO IN ATTENDANCE:

Mike Wake	Acting Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Jeness Moffatt	Asst. Superintendent, Education (K-12) and Administration (Skype)
Doreen Cost	Asst. Superintendent, Student Services K-12 (Skype)
Carrie Melville	Asst. Secretary-Treasurer (Skype)
Gillian Muir	Senior Executive Assistant (Skype)

### REGRETS:

### CALL TO ORDER

The Chair called the meeting to order at 7:02 p.m. Attendance – recorded above.

06-01-20

**MOVED: Trustee Bruce Chegus**

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

**CARRIED**

**RETURN TO REGULAR BOARD MEETING – 7:32 p.m.**

**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

06-02-20

**MOVED: Trustee Craig Johnson**

“That the minutes of the Board Meeting of March 10, 2020 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

*There was no Report on Education.*

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**HEARING OF DELEGATIONS**

*There were no delegations registered.*

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**COMMITTEE REPORTS**

**RETIREMENT COMMITTEE No. 03-19/20**

Meeting held March 5, 2020

Committee Chair: Craig Glennie

Trustee Craig Glennie reviewed the Report of the Retirement Plan Committee for Trustees' Information.

CONCLUDED: Report of the Retirement Committee

**FILED**

**MEETING WITH MLA'S**

Meeting held March 10, 2020

Presented by: Vice Chair Jennifer Lawson

1. Approval of Agenda
2. Britannia Lease/Discovery & Horizons
3. Rollaway Programs
4. Manitoba Education Review
5. 130 Allard Avenue
6. Ecole Assiniboine New Building

CONCLUDED: Report of the Meeting with MLA's

**FILED**

**PERSONNEL COMMITTEE No. 03-20**

Meeting held March 17, 2020

Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Policy GCF – Hiring of Professional Staff and Appointment of School-Based Administrators

**06-03-20**

**MOVED: Trustee Sandy Lethbridge**

“That Policy GCF – Hiring of Professional Staff and Appointment of School-Based Administrators be approved as recommended.”

**CARRIED**

**06-04-20**

4. CCA – Organizational Chart

**MOVED: Trustee Sandy Lethbridge**

“That Policy CCA- Organizational Chart be approved as recommended.”

**CARRIED**

## 5. Job Descriptions

- AP2-15 Social Worker Clinician - REVISED
- AP2-42 Coach – NEW
- AP2-43 Reading Recovery Teacher Leader - NEW
- AP2-44 Early Years Numeracy Teacher Leader - NEW
- AP2-37 Literacy and Numeracy Coach - ARCHIVED
- AP2-41 Deep Learning Coach – ARCHIVED

06-05-20

**MOVED: Trustee Sandy Lethbridge**

“That job descriptions AP2-42, AP2-43 and AP2-44 be approved as recommended.

And further;

That changes to job description AP2-15 be received as information.

And further;

That job descriptions AP2-37 and AP2-41 be archived as recommended.”

**CARRIED**

## 6. Confidential Employee Leave Request

06-06-20

**MOVED: Trustee Sandy Lethbridge**

“That the leave be denied, and the Human Resources Manager advise the employee of the Board’s decision in this regard.”

**CARRIED**

## 7. CPI Update

06-07-20

**MOVED: Trustee Sandy Lethbridge**

“That the CPI Update as referred from the Board meeting held February 25, 2020 be received as information.”

**CARRIED**

## 8. Personnel Report to the Board

06-08-20

**MOVED: Trustee Sandy Lethbridge**

“That the Personnel Report to the Board be received as information.”

**CARRIED**

CONCLUDED: Report of the Personnel Committee

**FILED****EDUCATION COMMITTEE No. 7~19-20**

Meeting held March 17, 2020

Committee Chair: Bruce Chegus

1. Attendance
2. Approval of Agenda
3. Indigenous Education – Presented by Indigenous Educators – Richelle Scott, Meagan Manimtim and Cindy Swampy

06-09-20

**MOVED: Trustee Bruce Chegus**

“That the Indigenous Education presentation be deferred to the April 21, 2020 Education Committee meeting.”

**CARRIED**

## 4. Policy Review Motion 04-12-20

06-10-20

**MOVED: Trustee Bruce Chegus**

“That Regulation IMDE-R Smudging Practices and Exhibit IMDE-E-2 Parent/Guardian Consent to Participation in Smudging at School be reviewed by school administration with feedback shared at a future Education Committee meeting.

And further;

That a handout be developed and shared with families based on Regulation IMDE-R Smudging Practices once the regulation is finalized.

And further;

That revised policy IMDE Smudging Practices in School be approved.

And further;

That the following be received as information:

- IMDE-E-1 Smudging Location
- IMDE-E-3 Smudging Poster”

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED****REPORT OF THE CHIEF SUPERINTENDENT**

Mike Wake, Acting Superintendent

Report 06-20

**FOR ACTION**

1. Annual Re-Affirmation of the Organizational By-Law

06-11-20

**MOVED: Trustee Bruce Chegus**

“That the Organizational By-Law be referred to the Board’s standing committees for review.”

**CARRIED**

2. Consultation with Parent Organizations – Administrative Staffing

06-12-20

**MOVED: Trustee Sandy Lethbridge**

“That the Consultation with Parent Organizations – Administrative Staffing be referred to the Personnel Committee.”

**CARRIED****FOR INFORMATION**

1. Board Actions and Referrals

CONCLUDED: Report of the Chief Superintendent No. 06-20

**FILED****REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

Mike Friesen, Secretary-Treasurer

Report 06-20

**FOR ACTION**

1. PSFB Correspondence

- Brooklands School – 2020/2021 Modular Classroom Assessment
- Ecole Assiniboine – 2020/2021 Modular Classroom Assessment
- John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade

- 06-13-20** Project Support  
**MOVED: Trustee Craig Glennie**  
 “That item #1 be referred to the Finance/Facilities Committee.”

**CARRIED****FOR INFORMATION**

1. Cheque Registers:
  - a) March 6, 2020 (Payroll)
  - b) March 9, 2020
  - c) March 16, 2020 (Payroll)
  - d) March 16, 2020
2. Permit Report
3. Fundraising Report

CONCLUDED: Report of the Secretary-Treasurer/CFO No. 06-20

**FILED****CORRESPONDENCE****Action Correspondence***There were no action correspondence items.***Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Social Work Research Symposium
  - b. Women in Politics with Right Honourable Kim Campbell
  - c. Old Republic School Trip Notice effective March 10, 2020
  - d. Travel Update March 10, 2020 and March 12, 2020
  - e. Mountain View School Division Letter re: Gravel Road Agreements
  - f. Resolutions to the Minister of Education 2020
  - g. School Board Meetings during the COVID-19 Pandemic
  - h. Memo re: Government of Manitoba Budget 2020
  - i. Memo re: Closures of Playstructures on School Property
  - j. Memo re: Correspondence of March 18 and March 20, 2020 sent to All School Divisions COVID-19
2. Minister of Education March 10, 2020 Letter re: Coronavirus
3. Manitoba Education Letter re: Test Material Package, January 2020 Grade 12 Francais langue seconde – immersion 40S

CONCLUDED: Correspondence

**FILED****UNFINISHED BUSINESS**

- 06-14-20** 1. First Reading – Borrowing By-Law 306-20  
**MOVED: Trustee Jennifer Lawson**  
 “That the Board give first reading of By-Law 306-20, a by-law to allow for the borrowing of monies to meet current expenses July 1, 2020 to June 30, 2021.”

**CARRIED**

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

*There were no agenda-based questions from the public.*

Ms. C. Love asked if the suspension of in-class learning will get prolonged. M. Wake, Acting Superintendent indicated that the Division is being updated daily by the Government of Manitoba. Any prolonged suspension of in-class learning has not been communicated to school divisions.

**TRUSTEE PD SUMMARIES**

*There were no Trustee PD Summaries.*

**NEW BUSINESS**

*There were no New Business items.*

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:20 p.m.**

06-15-20

**MOVED: Trustee Holly Hunter**

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

**CARRIED****REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:03 p.m.**

06-16-20

1. Administrative Appointments 2020-2021

**MOVED: Trustee Sandy Lethbridge**

“That Jonathan Baker be appointed Principal of Strathmillan School effective September 8, 2020.

And further;

That Ryan Miller be appointed Principal of Athlone School effective September 8, 2020.

And further;

That Patrick Betz be appointed Principal of Phoenix School effective September 8, 2020.

And further;

That Kyle Lizotte be appointed Principal of Lincoln Middle School effective September 8, 2020.

And further;

That Henrietta Hoch be appointed Principal of Sansome School effective September 8, 2020.

And further;

That Neil Moffatt be appointed Principal of Buchanan School effective September 8, 2020.

And further;

That the job postings for vacant term Principal positions at Heritage School and Linwood School be advertised internally on March 25, 2020.”

**CARRIED**

06-17-20

2. Day Care Rent

**MOVED: Trustee Craig Glennie**

“That the rental fees charged to Childcare Centres be waived for the centres closed during the provincial mandated closure due to the COVID-19 pandemic.

And further;

That the Childcare Centres remaining open for essential service provide independent reports detailing the impact to their operations to the Secretary-Treasurer/CFO for consideration of rental reduction during the COVID-19 pandemic.

And further;

That correspondence be sent to the Childcare Centres from administration.

**CARRIED**

### **ADJOURNMENT**

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On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:04 p.m.

Cheryl Smukowich  
Chair of the Board

Mike Wake  
Acting Superintendent