



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.

AGENDA

Annual Meeting of the St. James-Assiniboia School Division Board

Board Room, Aidan Conklin Building, 2574 Portage Avenue

January 14, 2020

7:30 p.m.

Meeting No. 01-20

Organizational By-Law 300-19 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

CALL TO ORDER/ATTENDANCE

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

RETURN TO REGULAR MEETING

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

Board Meeting of December 10, 2019

REPORT ON EDUCATION

There is no Report on Education scheduled.

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Personnel Committee
Education Committee
Community Engagement Committee
Finance/Facilities Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Memo re Request for Provincial Data and Information Management

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA Provincial Executive November Meeting Highlights
 - b. Kelsey School Division Superintendent Position Advertisement
 - c. Bill 19 The Public Service Act
 - d. Bill 21 The Workers Compensation Amendment Act
 - e. Western School Division Assistant Superintendent Position Advertisement
 - f. Public School Boards Association of Alberta – Executive Director Position Advertisement
 - g. Pine Creek School Division – Secretary-Treasurer Position Advertisement

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading – By-Law 304-19 – Religious Instruction at Linwood School
2. Third/Final Reading – By-Law 304-19 – Religious Instruction at Linwood School

AGENDA-BASED QUESTIONS FROM THE PUBLIC

(This time is allocated to hearing questions from the public regarding items on this agenda.)

TRUSTEE PD SUMMARIES

There are no PD Summaries

NEW BUSINESS

1. Trustee Holly Hunter – Policy BDE Board Committees
2. Trustee Nicole Bowering – Learn to Swim Program for Newcomers

3. Trustee Craig Johnson – Evaluation of Secretary-Treasurer and Chief Superintendent

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE EDUCATION COMMITTEE NO. 3 ~ 19-20

LL#1065531

January 14, 2020

Meeting Held: Tuesday, December 17, 2019 Board Room, 6:30 p.m.

**Present: Bruce Chegus, Chair
Holly Hunter, Trustee
Brian Metcalfe, Trustee**

**Craig Glennie, Trustee
Jennifer Lawson, Board Vice Chair
Cheryl Smukowich, Board Chair (left 6:30)**

**Doreen Cost, Assistant Superintendent, Student Services (K-12)
Mike Wake, Assistant Superintendent, Education (K-12) and Administration**

Regrets: Sandy Lethbridge, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Bruce Chegus called the meeting to order at 6:08 p.m.

Attendance recorded above

2. Approval of Agenda

Agenda approved as circulated.

3. K-12 Annual Report on Continuous Improvement Fall 2019 Motion 19-04-19

Manitoba Education asks all school divisions to submit their K-12 Annual Report on Continuous Improvement by October 31. In 2018-19, protected time was intentionally set aside for all school-based administrators to engage with their data work, both in school teams and across school teams. The data guides assessment and pedagogical discussions between all staff at all levels. Significant growth can be seen in the cohort correlation tables that show how students are doing over time. Coaches in literacy and numeracy worked with the nine early years schools that did not receive support in 17-18.

For the remainder of the school year, the Education Committee will look at one topic at each of the following meetings:

January – Indigenous
February – EAL
March – PISA
April – Literacy
May – Numeracy
June – Interventions

The Education Committee Recommends:

That the K-12 Annual Report on Continuous Improvement Fall 2019 be received as information.

4. SJASD Hockey Academy Changes - 2021-2022 Motion 19-14-19

Committed discussed the suggested SJASD Hockey Academy changes.

The Education Committee Recommends:

That the SJASD Hockey Academy will no longer continue at Collège Sturgeon Heights Collegiate and Westwood Collegiate in the 2021-2022 school year;

and further,

that the SJASD Hockey Academy continue to be offered at St. James Collegiate and John Taylor Collegiate in the 2021-2022 school year.

5. SJASD Elder-in-Residence Feasibility Motion 20-15-19

The position of an Elder-in-Residence and its purpose and implementation were discussed.

The Education Committee Recommends:

That the Indigenous Steering Committee state the purpose and financial cost of an SJASD Elder-in-Residence and present this information and its report at the Education Committee meeting on January 21, 2020.

6. Funding Support Proposal - Indigenous Academic Achievement Scholarship

A funding proposal for 5 EA tuition scholarships to be awarded to self-declared Indigenous students was discussed.

The Education Committee Recommends:

That the Funding Support Proposal - Indigenous Academic Achievement Scholarship be approved for 2020-2021.

INFORMATION ITEMS – AGENDA ITEMS 4, 6 and 9

a) FIPPA Request Correspondence Motion 19-07-19

Metro Superintendents met to discuss the FIPPA request and have agreed not to reply at this time due to the organizational stress it would cause. As more information becomes available or direction is given, it will be brought to the Board.

b) The Facts on Pisa 2018 Motion 20-11-19

The PISA results will be discussed at the March Education Committee. A suggestion was made to remove the MTS statement on PISA that is currently on the SJASD website.

c) Trustee PD Report - Association for Supervision and Curriculum Development (ASDC) November 8-10, 2019 – Holly Hunter Motion 20-19-19

Committee had an opportunity to ask questions about Trustee Hunter's PD Report.

The Education Committee Recommends:

That following items be received as information:

- **FIPPA Request Correspondence**
- **The Facts on Pisa 2018**
- **Trustee PD Report - Association for Supervision and Curriculum Development (ASDC) November 8-10, 2019 – Holly Hunter**

The meeting adjourned at 7:40 pm

Next meeting: January 21, 2020

Report presented by Bruce Chegus, Chair, Education Committee

Minutes recorded by Doreen Cost, Assistant Superintendent, Student Services (K-12)

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 09-19**

January 14, 2020

Meeting Held: Tuesday, December 17, 2019, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair
Holly Hunter, Trustee
Craig Johnson, Trustee
Jennifer Lawson, Board Vice Chair

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee
Bruce Chegus, Trustee
Craig Glennie, Trustee

Carrol Harvey, Manager, Human Resources

Doreen Cost, Assistant Superintendent
Mike Wake, Assistant Superintendent

Regrets: Brett Lough, Chief Superintendent
Cindy Labaty, Manager, Human Resources

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:00 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Review of EY French Immersion Administration Staffing

The Committee discussed plans as they are known with respect to Administrative staffing at the early years schools for the 2020/2021 school year.

The Personnel Committee recommends:

That the discussion concerning EY French Immersion Administration Staffing be received as information.

4. Review of Interview Process

The Committee discussed the interview process as it relates to recent Administrative appointments.

The Personnel Committee recommends:

That the discussion concerning recent Administrative Appointments be received as information.

5. Review of Conflict of Interest Policy GBEA and Regulation GBEA-R

The Committee discussed the Conflict of Interest Policy and Regulation and determined that current policy reflects the wishes of the Board.

The Personnel Committee recommends:

That the discussion concerning the Conflict of Interest Policy be received as information.

6. Policy GCF – Hiring of Professional Staff and Appointment of School-Based Administrators

The Committee discussed further edits made to the policy including a desire to revamp the Administrative Pool in some format moving ahead.

The Personnel Committee recommends:

That Administration incorporate suggestions made by the Committee and bring the policy back for further discussion at the next meeting.

7. GCKA-R Instructional Staff Assignments and Transfers

Administration recommended moving the employee request for transfer date from April 1st up to March 1st, as well as other minor editing changes.

The Personnel Committee recommends:

That revisions to regulation GCKA-R be received as information.

8. Student Services Coordinator (50%) Budget Proposal

Administration proposed the idea of increasing the current Student Services Coordinator time by 50% to be discussed further as part of the 2020-2021 budget process.

The Personnel Committee recommends:

That the Student Services Coordinator (50%) Budget Proposal be received as information.

9. Senior Years Instructional Coaches Budget Proposal

Administration proposed the idea of re-purposing one coach from Deep Learning into Numeracy and one coach from Deep Learning into Literacy, both with a focus on senior years; to be discussed further as part of the 2020-2021 budget process.

The Personnel Committee recommends:

That the Senior Years Instructional Coaches Budget Proposal be received as information.

10. Confidential Personnel Update

Administration shared that the recent request for the Board to convene a Section 92 Hearing was no longer required.

The Personnel Committee recommends:

That the Confidential Personnel Update be received as information.

11. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to December 13, 2019.

The Personnel Committee recommends:

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

12. MSBA Salary Bulletins

Administration provided the Committee with the MSBA Salary Bulletins as referred from the Board meetings held October 22, 2019 and November 26, 2019.

The Personnel Committee recommends:

That the MSBA Salary Bulletins as referred from the Board meetings held October 22, 2019 and November 26, 2019 be received as information.

13. CPI Updates

Administration provided the Committee with the CPI Updates referred from the Board meetings held October 22, 2019 and November 26, 2019.

The Personnel Committee recommends:

That the CPI Update as referred from the Board meetings held October 22, 2019 and November 26, 2019 be received as information.

The meeting adjourned at 6:05 p.m.

Next Committee Meeting: Tuesday, January 21, 2020, 5:30 p.m.

Report presented by Sandy Lethbridge, Chair, Personnel Committee
Minutes recorded by Carrol Harvey, Manager, Human Resources

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 1-20

January 7, 2020

MEETING HELD: Tuesday, January 7, 2020 at 5:30 p.m. in Board Room

DISCUSSIONS AND RECOMMENDATIONS

Trustee Nicole Bowering called the meeting to order at 5:30 p.m.

1. Attendance

PRESENT: Nicole Bowering, Chair
Sandy Lethbridge, Trustee
Craig Glennie, Trustee
Holly Hunter, Trustee
Jennifer Lawson, Vice Chair of the Board
Cheryl Smukowich, Board Chair

Mike Wake, Acting Superintendent
Jenness Moffatt, Assistant Superintendent, Education (K-12) and Administration
Doreen Cost, Assistant Superintendent, Student Services

2. Approval of Agenda

The agenda was approved as distributed and attendance as noted.

3. Opportunities for Media Relations

The Committee spoke to Divisional media relations, including creating a monthly communication from the Board to the public, Divisional Facebook posts, and a message system. Ward reports were considered and will be further investigated.

The Community Engagement Committee recommends:

“That beginning in February, monthly communication will be sent out by trustees via Instagram, Facebook, and St. James-Assiniboia’s Division website.”

4. Social Media Protocols

The Committee discussed the role of social media in Community Engagement and sharing of information on social media platforms. The committee discussed a seminar at the recent MSBA conference on social media and further discussed looking to other school divisions and boards to explore existing protocols.

The Community Engagement Committee recommends:

“That Senior Administration follow up on existing protocols at other school divisions regarding social media.”

5. Assiniboia Chamber of Commerce Collaboration

The Committee discussed leveraging community resources.

The Community Engagement Committee recommends:

“That the Division bring in stakeholders and work on partnerships within the community.”

6. Trustee Forums

The Committee spoke in regards to the Parent/Community Forum, and the Student/Trustee Forum that will be held in Spring 2020.

The Community Engagement Committee recommends:

“That questions and formatting be brought forward at the next Community Engagement Committee meeting.”

7. Pre-Budget Survey Responses

Responses from the Pre-Budget survey were received and reviewed.

The Community Engagement Committee recommends:

“That the Pre-Budget Survey Responses be received as information.”

6. Date of the Next Meeting

The next meeting will be Tuesday, March 3, 2020 at 5:30 pm.

7. Adjournment

The committee adjourned at 6:32 pm.

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 01-20

Meeting Held: Tuesday, January 7, 2020, Aidan Conklin Building, 6:40 p.m.

Present: Craig Glennie, Chair
Nicole Bowering, Trustee
Craig Johnson, Trustee
Sandy Lethbridge, Trustee

Bruce Chegus, Trustee
Holly Hunter, Trustee
Jennifer Lawson, Board Vice Chair
Cheryl Smukowich, Board Chair

Present: Mike Wake, Acting Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer
James Dunlop, Accounting Supervisor
Doreen Cost, Assistant Superintendent, Student Services (K-12) (Item 3, left 7:10 p.m.)
Carrol Harvey, Manager, Human Resources (Item 3, left 7:10 p.m.)

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Budget Location Review

Mike Wake, Acting Superintendent, Doreen Cost, Assistant Superintendent, Student Services (K-12) and Carrol Harvey, Manager, Human Resources presented a detailed report on various budget locations.

The Finance/Facilities Committee recommends:

That the presentation on various locations be received as information.

4. Building Capacity Report

The Committee reviewed the results of the biannual Building Capacity Report – December 2019. This report provides the Board and Administration with building information that reflects the various renovations that take place at each school site as a result of changes in programming and lease agreements.

The Division student capacity increased from 13,841 in 2017 to 13,941 in 2019. The change from the 2017 report stems from class configurations and additional rooms being opened at Ecole Assiniboine, Stevenson school, Bruce Middle School and Ness Middle School.

The School Division utilizes 84% of the total available space. This includes rooms that are utilized on a part-time basis as well as rooms that have been redesigned for educational purposes. Approximately 12% is leased space and 4% is storage space. Based on Provincial guidelines, our schools are at approximately 61% capacity.

The Finance/Facilities Committee recommends:

That the December 2019 Building Capacity Report be received as information.

5. Parent Council Budget Presentation

The Committee discussed various modifications to the Parent Council Budget Presentation.

Several changes to the process were determined:

- 1) The location for the 2020/2021 Draft Public Budget Engagement Presentation would remain at the Board Office.
- 2) Administration will develop a 2020/2021 Draft Budget video presentation for distribution in early March.
- 3) School Messenger will be utilized to distribute invitations to the Community.
- 4) School Principals and Parent Council members will continue to receive an invite to attend the meeting.
- 5) The PowerPoint presentation will be reduced in length, but the more robust Draft Budget Information Package will continue to be available on the Division website.

The Finance/Facilities Committee recommends:

That Administration prepare a Draft Public Budget Engagement presentation for review and implement the changes to the Budget process as discussed.

Adjournment: 8:10 p.m.

Next Meeting: Pre-Budget Committee of the Whole Meeting
Wednesday, January 22, 2020, 5:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer