



## **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.*

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## **AGENDA**

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**January 22, 2019**

**7:30 p.m.**

**Meeting No. 02-19**

Organizational By-Law 290-18 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."

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### **CALL TO ORDER/ATTENDANCE**

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### **RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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### **RETURN TO REGULAR MEETING**

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**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**

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Board Meeting of January 8, 2019

### **REPORT ON EDUCATION**

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Bannatyne's Top Ten Mindframes

## HEARING OF DELEGATIONS

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There are no delegations

## COMMITTEE REPORTS

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Education Committee  
Personnel Committee  
Finance/Facilities Committee  
Committee of the Whole

## REPORT OF THE CHIEF SUPERINTENDENT

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## REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

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## CORRESPONDENCE

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### Action Correspondence

No Action Correspondence

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. J. Watt, Executive Director re Executive Highlights – January 7, 2019
  - b. E-Bulletin – January 9, 2019
  - c. H. Demetriooff, Director, Education & Communication re The Leadership Mandate: A Workshop for School Board Chairs and Vice-Chairs registration form
  - d. H. Demetriooff, Director, Education & Communication re Development of Divisional Policies under *The Public Interest Disclosure (Whistleblowers) Act*
  - e. University of Manitoba EdTalk 2019
  - f. Job Posting – Black Gold School Division (Alberta) re Superintendent/CEO
  - g. H. Demetriooff, Director, Education & Communication re Nominations for Student Panelists at Convention 2019
  - h. CSBA – Governance of public education should rest with the public
  - i. 18<sup>th</sup> Annual Holocaust Symposium – March 13, 2019
2. S. Carlson – Green Action Centre re solutions for school traffic, waste reduction
3. Invite from Robert Browning School re 1<sup>st</sup> Annual Festival du Voyageur Feb. 7<sup>th</sup>
4. Border Land School Division re Nomination of Patricia Wiebe for MSBA Vice President for Boards Under 6000

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

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Second Reading, By-Law 292-18

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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

**TRUSTEE PD SUMMARIES**

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Trustee Sandy Lethbridge – Canadian School Board Association Annual Conference

**NEW BUSINESS**

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First Reading, By-Law 291-18- Debenture By-Law

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

**REPORT OF THE COMMITTEE OF THE WHOLE**

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**ADJOURNMENT**

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 4 ~ 18-19**

LL#456567

**January 22, 2019**

**Meeting Held: Monday, January 14, 2019 Board Room, 5:30 p.m.**

**Present: Bruce Chegus, Chair  
Holly Hunter, Trustee  
Jennifer Lawson, Trustee  
Sandy Lethbridge, Trustee**

**Cheryl Smukowich, Board Chair  
Brian Metcalfe, Trustee**

**Brett Lough, Chief Superintendent  
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Julie Cordova, Assessment and Evaluation Co-ordinator**

**Regrets: NIL**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Bruce Chegus called the meeting to order at 5:31 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. Indigenous Scholar in Residence Final Report Motion 01-08-19**

The 2017-2018 year marked the first Scholar in Residence Program with Dr. Niigaan Sinclair. Dr. Sinclair performed site visits in approximately 90% of SJASD schools and provided twenty-six workshops for SJASD educators, students, and support staff. Dr. Sinclair has committed to further meeting(s) for the 2018-2019 school year to follow up on this report.

The report also suggested areas that SJASD could work on in areas of Indigenous education (capacity, community, curriculum, culture) to close the achievement gap between Indigenous and non-Indigenous students.

**The Education Committee Recommends:**

**That SJASD establish a Steering Committee, which would include one Trustee and an alternate, to discuss Mr. Sinclair's Calls of Implementation and establish next steps.**

**INFORMATION ITEMS – AGENDA ITEMS 3 and 4**

**a) K-12 Annual Report on Continuous Improvement Motion 01-07-19**

Manitoba Education asks all school divisions to submit their K-12 Annual Report on Continuous Improvement by October 31. In 2017-18, six schools were targeted to receive support in literacy and numeracy from divisional coaches using the collaborative inquiry process. 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.

**b) Student Suspension Report for 2017-2018 Motion 01-06-19**

The Student Suspension Report provides Division staff with information that will help schools in their ongoing planning related to student behavior. The data is shared with school administration in order to assist them with ensuring that schools are welcoming, safe and caring environments. Overall, a small percentage of students receive suspensions. School administration and the Division will continue to explore ways to address issues pertaining to student behavior.

**The Education Committee Recommends:**

**That the following items be received and information:**

- **K-12 Annual Report on Continuous Improvement**
- **Student Suspension Report for 2017-2018**

The meeting adjourned at 7:12 pm.

**Next meeting: February 19, 2019, following the Personnel Meeting.**

Report presented by Bruce Chegus, Chair, Education Committee

Minutes recorded by Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 01-19**

**January 22, 2019**

Meeting Held: Tuesday, January 15, 2019, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair  
Craig Johnson, Trustee  
Jennifer Lawson, Trustee  
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair  
Nicole Bowering, Trustee  
Holly Hunter, Trustee  
Craig Glennie, Trustee (arrived 5:24 p.m.)

Brett Lough, Chief Superintendent  
Carrol Harvey, Manager, Human Resources  
Cindy Labaty, Manager, Human Resources

Mike Friesen, Secretary-Treasurer/CFO  
Doreen Cost, Assistant Superintendent (K-8) and Student Services

Gerry Valois, Director, Pricewaterhouse Coopers LLP

Regrets: Nil

**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. Human Resources Audit – PWC**

Mr. Valois shared his plans around process for the upcoming Human Resources audit of the Division's staff selection process and procedures, as well as around opportunities for training and development provided to Division staff. Trustees and Administration were given the opportunity to ask questions and provided Mr. Valois with greater clarification with respect to the goals of the audit.

**The Personnel Committee recommends:**

**That the Human Resources Recruiting audit proceed as clarified.**

**4. Confidential Labour Relations Update**

Administration provided details of a recently negotiated settlement of an outstanding labour relations matter.

**The Personnel Committee recommends:**

**That the Board approve the decision as negotiated.**

**5. Psychology – 25% term increase**

Administration shared the plan to increase current Psychologist staffing by 25%. The money was available for this increase as a result of savings in a different clinical area of Educational Support Services. The principals receiving the additional support are aware that the increase is for the balance of the year only.

**The Personnel Committee recommends:**

**That the 25% term increase in psychology be received as information.**

**6. MSBA Collective Bargaining Update**

Administration provided the Committee with the MSBA Collective Bargaining Update as referred from the Board meeting held November 27, 2018.

**The Personnel Committee recommends:**

**That the MSBA Collective Bargaining Update as referred from the Board meeting held November 27, 2018 be received as information.**

**7. CPI Updates**

Administration provided the Committee with the CPI Updates as referred from the Board meetings held November 27, 2018 and January 8, 2019.

**That the CPI Updates as referred from the Board meetings held November 27, 2018 and January 8, 2019 be received as information.**

**8. MSBA Arbitration Bulletin re: Length of Teacher School Day**

Administration provided the Committee with the MSBA Arbitration Bulletin as referred from the Board meeting held January 8, 2019.

**The Personnel Committee recommends:**

**That the MSBA Arbitration Bulletin as referred from the Board meeting held January 8, 2019 be received as information.**

**9. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to January 11, 2019.

**The Personnel Committee recommends:**

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

The meeting adjourned at 5:27 p.m.

**Next Committee Meeting:** Tuesday, February 19, 2019, 5:00 p.m.

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



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 1-19**

Meeting Held: Tuesday, January 15, 2019, Aidan Conklin Building, 5:45 p.m.

Present: Bryan Metcalfe, Chair  
 Nicole Bowering, Trustee  
 Craig Glennie, Trustee  
 Craig Johnson, Trustee  
  
 Bruce Chegus, Trustee  
 Holly Hunter, Trustee  
 Jennifer Lawson, Trustee  
 Sandy Lethbridge, Trustee  
 Cheryl Smukowich, Board Chair

Present: Michael Friesen, Secretary-Treasurer/Chief Financial Officer  
 Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
 Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
 Randy Calvert, Manager, Facilities & Maintenance  
 Carrie Melville, Assistant Secretary-Treasurer

Regrets: Brett Lough, Chief Superintendent

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

#### **2. Approval of the Agenda**

The agenda was approved as circulated.

#### **3. Trustee Indemnity**

The Trustee Indemnity is currently 1/3 nontaxable. Effective January 2019, the Trustee Indemnity will be fully taxable.

The Committee reviewed the MSBA survey, alternatives, administration costs, net pay considerations, the Sustainability Act, the operating budget, and an update on recent changes by other Metro School Divisions.

The restructured Trustee Indemnity is a cost neutral initiative for the 2018/2019 fiscal year.

The 2019 Trustee Indemnity for St. James-Assiniboia School Division will continue to be the lowest in Metro Winnipeg.

**The Finance/Facilities Committee recommends:**

**That Effective January 1, 2019, the Trustee Indemnity be restructured in accordance with the revised Regulation BID-R (Appendix 1).**

**And further;**

**That the Trustee Indemnity By-Law 263-15 be amended.**

**And further;**

**That Exhibits BID-E-1 Meeting Conference Attendance Claim Form and BID-E-2 Trustee Car Mileage Allowance Form be archived.**

**4. Student Enrolment Projections 2018/2019**

The Committee reviewed the 5-year enrolment projections. The projections indicate that by the 2023/2024 school year, student enrolment will increase by 7.5%, or approximately 699 students.

**The Finance/Facilities Committee recommends:**

**That the 2018/2019 Student Enrolment Projections be received as information.**

**5. Energy Consumption Report**

The Committee reviewed a comprehensive Energy Consumption Report for the fiscal year 2017/2018.

**The Finance/Facilities Committee recommends:**

**That the 2017/2018 Energy Consumption Report be received as information.**

**6. Discovery Children's Centre**

The Committee reviewed field development requests from Discovery Children's Centre, which included the relocation of a berm that had previously been approved by the Board and the planting of new trees, as well as a request for approval for a trailer, toy box and playhouse which had already been placed in the south end of the field.

All requests noted were held as pending items from the December 4, 2018 Finance/Facilities Committee meeting as a result of a motion requiring Discovery Children's Centre to confirm that a commitment was made to install CSA compliant safety guard rails for an existing playground feature. Discovery Children's Centre had provided appropriate confirmation for review.

**The Finance/Facilities Committee recommends:**

**That the berm and tree planting as submitted be approved, subject to a requirement for a City of Winnipeg construction permit, work is done by qualified trades people, the final inspection of the Manager of Facilities and Maintenance and that there be no cost to the Division.**

**And further;**

**That prior to the planting of trees and building of the berm, that the exact areas of construction be marked for the review by the Manager, Facilities & Maintenance.**

**And further;**

**That the trailer be approved to be parked in the parking lot at the Britannia building between the period of June 1 and September 30, annually.**

**And further;**

**That the toy box and playhouse be approved.**

**And further;**

**That any future development that occurs without prior approval of the Board will be removed at the cost of Discovery Children's Centre.**

**And further;**

**That the installation of CSA compliant guard rails on the existing hill/culvert be completed by April 30, 2019.**

**And further;**

**That the remaining deficiencies identified in the Inspection Report dated October 27, 2017 be corrected at the time that development occurs.**

**And further;**

**That no additional development be considered until all safety concerns are resolved to the satisfaction of the Assistant Manager, Facilities & Maintenance.**

## **7. École Bannatyne Play Structure Request**

The Committee reviewed a request from the École Bannatyne Parent Council for permission to install a new play structure on the school grounds at École Bannatyne.

**The Finance/Facilities Committee recommends:**

**That the request from the École Bannatyne Parent Council to install a new play structure on the school grounds at École Bannatyne be approved in principle.**

## **8. PSFB Correspondence**

**- École Assiniboine – Stand-alone Child Care**

The Committee reviewed correspondence from the Public Schools Finance Board.

**The Finance/Facilities Committee recommends:**

**That the PSFB correspondence listed above be received as information.**

**9. City of Winnipeg Assessment**

The Committee reviewed the City of Winnipeg Portioned Assessments as at December 14, 2018. Administration advised that the assessment will continue to change until March 2019.

**The Finance/Facilities Committee recommends:**

**That the City of Winnipeg Portioned Assessments as at December 14, 2018 be received as information.**

**10. Financial Statement November 2018**

The Committee reviewed the Financial Statement for the period ended November 30, 2018.

**The Finance/Facilities Committee recommends:**

**That the Financial Statement for the period ending November 30, 2018 be received as information.**

**11. Request for Donation**

**- Winnipeg Music Festival**

The Committee reviewed a request for financial assistance from the Winnipeg Music Festival.

**The Finance/Facilities Committee recommends:**

**That a grant in the amount of \$1,500 be awarded to the Winnipeg Music Festival in support of the costs of the 2019 event.**

Adjournment: 8:05 p.m.

Next Meeting: Finance/Facilities Meeting  
Tuesday, February 5, 2019, 5:30 p.m.

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

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
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<b>REGULATION</b> <b>BID-R</b>
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[Section B Index](#)

LL 129256

By-Law 263-15

BID-E-1

## BOARD MEMBER COMPENSATION AND EXPENSES

### TRUSTEE INDEMNITIES

By-Law 263-15 provides for the payment of annual indemnities to members of the Board of Trustees.

In accordance with By-Law 240-13 and subsequent amendments trustees of the division are paid an annual indemnity which is adjusted according to the rate of increase in the Consumer Price Index for the Winnipeg Region for the 12-month period ending in the month of December immediately proceeding January 1<sup>st</sup> in any year.

(2019 Rates)

Chair of the Board .....	\$23,000.00
Vice Chair of the Board .....	\$20,000.00
Standing Committee Chairs (Personnel, Education, Finance/Facilities) .....	\$19,000.00
All Other Trustees.....	\$18,000.00

ADOPTED	REVIEWED	REVISED	PAGE
21-Aug-84	18-Oct-18	TBD	1 of 1
Motion	As per By-Law (CPI)	TBD	



**MEETING/CONFERENCE ATTENDANCE CLAIM FORM**

Payable To: \_\_\_\_\_

In accordance with By-Law No. 62-84 and subsequent amendments including By-laws 193-08, 213-10, 240-13, 263-15, and By-Law 231-12 Section 7, I hereby request payment for the following meeting(s) authorized by the Board Chair , Vice Chair or Board resolution.

Date:	Meeting / Conference:	No. of Hours:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Hours:**

**Amount of Claim:**

Total hours @ \$15.15/hour = \$ \_\_\_\_\_

(Please note maximum allowed per day is \$121.00)

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Chair of the Board

The personal information contained on this form is collected and protected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for payroll purposes. If you have any questions or concerns about the collection of this information, contact the Access and Privacy Officer at the St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, telephone (204) 888-7951.



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE COMMITTEE OF THE WHOLE – No. 02-19**

Meeting Held: Monday, January 16, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Cheryl Smukowich, Chair  
Jennifer Lawson, Vice-Chair

Trustees: Nicole Bowering  
Bruce Chegus  
Craig Glennie  
Holly Hunter  
Sandy Lethbridge  
Bryan Metcalfe

Present: Brett Lough, Chief Superintendent  
Mike Friesen, Secretary-Treasurer / Chief Financial Officer  
Carrie Melville, Assistant Secretary-Treasurer  
Doreen Cost, Assistant Superintendent, Education (K-8) & Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) & Administration  
Rob Carnegie, Director – Information Technology

Regrets: Craig Johnson

### **DISCUSSION AND RECOMMENDATIONS**

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**1. Call to Order/Attendance**

The meeting was called to order at 5:30 p.m. Attendance as recorded above.

**2. Approval of Agenda**

The agenda was approved as listed.

**3. Education Pre-Budget**

**Section 1 – Additional Funding Requests**

**Section 2 – Technology Update**

The Committee reviewed the Pre-Budget Planning Presentation

The Committee of the Whole Recommends:

That the additional funding requests be referred to the Finance/Facilities Committee for consideration during the 2019-2020 budget deliberations;

And further,

That additional information on employee benefits and services be provided.

And further,

That the Technology Update be received as information.

**5. Adjournment - The meeting adjourned at 7:32 p.m.**

Minutes taken by Mike Friesen, Secretary-Treasurer/CFO