



## **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

**April 9, 2019**

**7:30 p.m.**

**Meeting No. 06-19**

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 March 12, 2019

### **REPORT ON EDUCATION**

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We are Change Agents, We Believe All Student's Can Improve - Brooklands School

## HEARING OF DELEGATIONS

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1. Winnipeg Indigenous Executive Circle - Tammy Christensen
2. Newcomers Employment and Education Development Services - Monique Burke

## COMMITTEE REPORTS

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Education Committee  
Personnel Committee  
Finance/Facilities Committee

## 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. G. Draper, Trustee, Fort la Bosse School Division, Opinion Piece in Manitoba Cooperator: Costs evolving education in Manitoba
  - b. J. Watt, Executive Director, Federal Budget Plan 2019 Excerpts/Highlights
  - c. J. Watt, Executive Director, 2019 Mark Dickof Memorial Scholarship Award Application Package
  - d. J. Arnold, MSBA Board Governance Consultant, Reminder - Invitation to MSBA Webinar: Nurturing Governance Capacity
  - e. J. Watt, Executive Director, Various Presentations from MSBA Convention Workshops
  - f. J. Watt, Executive Director, Letter from the Killarney Parent Advisory Council to the K-12 Review Commission
  - g. J. Watt, Executive Director, Job Posting Frontier School Division Secretary-Treasurer
  - h. 2019 Annual Convention - Record of Proceedings
  - i. The Council of the Municipality of Grassland, Letter to the Editor - Amalgamation talk raises concerns, Brandon Sun March 26<sup>th</sup>
  - j. The Council of the Municipality of Grassland, Municipality speaks out against school division mergers, Brandon Sun March 26<sup>th</sup>
  - k. Swan Valley School Division, Brochure - Education Review, Local Voice Matters

- l. Swan Valley School Division, PowerPoint Presentation to Municipalities - Help Shape Our Education System
- m. A. Campbell, President, Customizable Local Voices, Local Choices Brochure
- n. Reminders re: Convention Evaluation and Trustee Profile Surveys
- o. Reminder re: "This is Local Choice" Campaign
- p. Memo re: K-12 Review Commission Student Panel
- q. Memo re: 2018 School Board Elections Data
- r. A. Campbell, President, Garden Valley School Division Budget Presentation Brochure

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

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Second Reading, By-Law 293-19  
Third/Final Reading, By-Law 293-19  
Second Reading, By-Law 294-19  
Third/Final Reading, By-Law 294-19  
First Reading, By-Law 295-19

### **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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There are no Trustee PD Summaries

### **NEW BUSINESS**

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- 1. Trustee Nicole Bowering - Middle School Testing Practices
- 2. Trustee Holly Hunter - Astro Jimmies Recognition
- 3. Board Chair Cheryl Smukowich - Process for Flag Displays
- 4. Trustee Bryan Metcalfe - Review Budget Details

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

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### **REPORT OF THE COMMITTEE OF THE WHOLE**

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### **ADJOURNMENT**

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 6 ~ 18-19**

LL#1322953

**April 9, 2019**

**Meeting Held: Monday, March 18, 2019 Board Room, 5:00 p.m.**

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

**Cheryl Smukowich, Board Chair  
Nicole Bowering, Trustee**

**Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
Brett Lough, Chief Superintendent  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration**

**Regrets: NIL**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Bruce Chegus called the meeting to order at 5:03 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. Policy Revisions**

The following new and revised policies, regulations and exhibits were reviewed as presented:

- JHC Student Health Services (revised)
- JHC-R Student Health Services (revised)
- JHF-E-1 Suicide Prevention Checklist for Children and Youth (new)
- IJNB-E Educational Support Services Request for Assistance (revised)

**The Education Committee Recommends:**

**That policy JHC Student Health Services be approved,  
and further;**

**That the following regulation and exhibits be received as information:**

- **JHC-R Student Health Services**
- **JHF-E-1 Suicide Prevention Checklist for Children and Youth**
- **IJNB-E Educational Support Services Request for Assistance**

**4. Annual Re-Affirmation of the Organizational By-Law Motion 05-13-19**

Trustees reviewed the Organizational By-Law as presented.

**The Education Committee Recommends:**

**That the Annual Re-Affirmation of the Organizational By-Law be received as information.**

**5. Grade 9 Out of Catchment/Division Requests to Attend Collège Sturgeon Heights Collegiate for Football Program Motion 05-04-19**

A discussion took place in regards to the delegations that presented at the Board Meeting of March 12, 2019 regarding attending CSHC for the Football Program. Correspondence will be sent to these delegations.

The meeting adjourned at 6:25 pm

**Next meeting: April 15, 2019**

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 03-19**

**April 9, 2019**

Meeting Held: Tuesday, March 19, 2019, Board Room, 6:00 p.m.

Present: Sandy Lethbridge, Chair  
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair  
Nicole Bowering, Trustee  
Bruce Chegus, Trustee  
Craig Glennie, Trustee  
Holly Hunter, Trustee  
Jennifer Lawson, Trustee

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

Regrets: Craig Johnson, Trustee  
Cindy Labaty, Manager, Human Resources

**DISCUSSIONS AND RECOMMENDATIONS:**

**1. Call to Order/Attendance**

The meeting was called to order at 6:08 p.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Substitute Teachers**

The Committee discussed the shortage of substitute teachers that affects the province in the winter months and brainstormed ideas in an effort to address this problem if and where possible.

**The Personnel Committee recommends:**

**That the discussion on the issue of the substitute teacher shortage in January to March be received as information.**

**4. Principal Salaries re: Special Needs Students**

The Committee discussed language in the current collective agreement with MTS connecting principal salaries to the number of special needs students.

**The Personnel Committee recommends:**

**That the discussion on the issue of the principal salaries re: Special Needs Students be received as information.**

**5. Annual Re-Affirmation of the Organizational By-Law**

The Committee reviewed the Organizational By-Law as presented.

**The Personnel Committee recommends:**

**That the Organizational By-Law 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 March 12, 2019.

**The Personnel Committee recommends:**

**That the MSBA Collective Bargaining Update as referred from the Board meeting held March 12, 2019 be received as information.**

**7. CPI Update**

Administration provided the Committee with the CPI Updates as referred from the Board meeting held March 12, 2019.

**The Personnel Committee recommends:**

**That the CPI Updates as referred from the Board meeting held March 12, 2019 be received as information.**

**8. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to March 15, 2019.

**The Personnel Committee recommends:**

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

The meeting adjourned at 7:48 p.m.

**Next Committee Meeting:** Tuesday, April 16, 2019, 6:00 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. 06-19**

Meeting Held: Monday, April 2, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair  
Nicole Bowering, Trustee  
Craig Glennie, Trustee  
Craig Johnson, Trustee  
  
Bruce Chegus, Trustee  
Holly Hunter, Trustee (5:33 p.m.)  
Jennifer Lawson, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Board Chair

Present: Brett Lough, Chief Superintendent  
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

#### **DISCUSSION AND RECOMMENDATIONS**

##### **1. Attendance**

As per above.

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

The Agenda was approved as circulated.

##### **3. Delegation re Transportation**

Administration provided an update regarding the Transportation Delegation as well as steps taken to date in order to address transportation concerns.

**The Finance/Facilities Committee recommends:**

**That the discussion related to the Transportation Delegation be received as information.**

**And further;**

**That Administration prepare correspondence to be forwarded to the delegation regarding transportation.**

##### **4. Sales of Chocolate as a Fundraiser**

The Committee reviewed interest expressed by Parent Councils regarding the sale of chocolate as a fundraiser due to the inexpensive sale price and ease of selling product.

The School Division Nutrition Policy CGE and Fundraising Policy DD were also discussed. The Nutrition Policy is based on the Manitoba School Nutrition Handbook that describes its purpose as establishing good eating habits and healthy living for school-age children. Accordingly, it advises that schools should strive to provide food items from the "sometimes to most often" category.

The Division has the position that while the sale of chocolate bars is not encouraged, it is also not denied. The sale of non-nutritious foods should not make up a significant portion of annual fundraising profits and schools should strive to make healthy choices as much as possible.

It was advised that a discussion regarding the Nutrition Policy and the Manitoba School Nutrition Handbook with School-based Administration would occur.

**The Finance/Facilities Committee recommends:**

**That the discussion on the sale of Chocolate as a fundraiser, Nutrition Policy CGE and Fundraising Policy DD be received as information.**

**5. Organizational By-Law**

The Committee reviewed the Organizational By-Law and did not identify any areas for revision.

**The Finance/Facilities Committee recommends:**

**That the Organizational By-Law be received as information.**

**6. PSFB Correspondence**

**– École Assiniboine School – One Modular Classroom Unit Request**

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.**

**7. City of Winnipeg**

**– 2019 Assessments as at March 1, 2019**

The Committee reviewed the City of Winnipeg Portioned Assessments as at March 1, 2019. The total portioned assessment increased by 0.27%

**The Finance/Facilities Committee recommends:**

**That the City of Winnipeg Portioned Assessments as at March 1, 2019 be received as information.**

**8. Discovery Children's Centre – Request for Picnic Tables**

The Committee reviewed a request from Discovery Children's Centre for six picnic tables to be added to the grounds at the Britannia property.

The Committee also reviewed a previous motion "that no additional development would be considered until all safety concerns are resolved to the satisfaction of the Assistant Manager, Facilities & Maintenance" that pertain to unresolved deficiencies that exist in the current outdoor development.

**The Finance/Facilities Committee recommends:**

**That the request for six picnic tables as located in the proposal from Discovery Children's Centre be approved, pending the resolution of the safety concerns identified in the existing development.**

**And further:**

**That Administration meet with Discovery Children's Centre to discuss the outdoor development.**

**9. Discovery Children's Centre – Trailer**

The Committee reviewed a request from Discovery Children's to reconsider the approved timeframe that their trailer can be parked in the Britannia parking lot in order to align with the operating months of their outdoor program.

Discussion occurred regarding concerns of having the trailer on the property for an extended period of time as well as snow plowing of the parking lot.

**The Finance/Facilities Committee recommends:**

**That the request from Discovery Children's Centre to park their trailer in the parking lot at the Britannia property be approved for a one year trial period.**

**And further;**

**That the trial period be reviewed at the June 2, 2020 Finance / Facilities Committee Meeting.**

**10. Westwood Fundraising Request**

The Committee reviewed a fundraising request from Westwood Collegiate to sell plaques for a donor wall in support of their outdoor classroom development. The Division currently has a policy on outdoor signage, but the policy does not address signage within a school building.

**The Finance/Facilities Committee recommends:**

**That the discussion on the sale of plaques for a donor wall inside the school be received as information.**

**And further;**

**That Administration prepare policy related to indoor signage for review at a subsequent Finance/Facilities Committee meeting.**

Adjournment: 6:40 p.m.

Next Meeting: Finance/Facilities Meeting  
Tuesday, May 7, 2019, 5:30 p.m.

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