



## **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**

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**March 24, 2020**

**7:30 p.m.**

**Meeting No. 06-20**

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."

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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 10, 2020

### **REPORT ON EDUCATION**

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*There is no Report on Education scheduled.*

### **HEARING OF DELEGATIONS**

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*There are no delegations registered.*

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**COMMITTEE REPORTS**

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Retirement Committee  
Meeting with Government MLA's  
Personnel Committee  
Education Committee

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**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**

*There is no Action Correspondence.*

**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
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

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

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1. First Reading – Borrowing By-Law 306-20

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**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.)

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**TRUSTEE PD SUMMARIES**

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*There are no Trustee PD Summaries*

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**NEW BUSINESS**

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*There are no New Business items.*

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**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  
"Great Schools for Growing and Learning"**

**RETIREMENT PLAN COMMITTEE MEETING**

**MINUTES**

**No. 03-19/20**

**Meeting Held:** March 5, 2020  
5:00 p.m. – Board Room

**Present:** Craig Glennie, Committee Chair, School Board Trustee  
Bruce Chegus, School Board Trustee  
  
Martha Wiebe, M.A.N.T.E. Representative  
Bob Guenther, C.U.P.E. Representative  
  
Mike Friesen, Secretary-Treasurer  
  
Ross Dunlop, Consultant/Actuary, Ellement Consulting Group

**Absent with Regrets:** Cindy Labaty, Manager, Human Resources

**Absent:** None

**TOPICS, DISCUSSIONS AND RECOMMENDATIONS**

**I. Call to Order/Attendance**

The regular meeting was called to order at 5:05 p.m. Attendance is as recorded above.

**II. Approval of Agenda**

MOTION: Friesen/Guenther

**"That the agenda be approved as listed."**

**CARRIED**

**III. Approval of Minutes – November 21, 2019 (02-19/20)**

MOTION: Chegus/Wiebe

**"That the minutes for the Retirement Plan Committee meeting of November 21, 2019 be approved as written."**

**CARRIED**

**IV. Presentation – Letko Brosseau**

The Committee received a presentation from Letko Brosseau on the investment portfolio and the outlook for the fund.

**V. Ellement Consulting Group (Consultant/Actuary)**

Ross Dunlop reviewed the Risk Compliance and Investment Analytic Report for the fourth quarter ending December 31, 2019. The plan has a current balance of \$71,035,378 with a rate of return of 3.3% for the current quarter and an annual return for 2019 of 15.1%.

For the next meeting Ross Dunlop was requested to:

- a) Arrange for a September presentation from Jarislowky Fraser.
- b) Provide background material for general discussion purposes on School Division amalgamation implications for the Retirement Plan.

**VI. Ellement Consulting Group (Actuary)**

**1. Summary of Benefit Payments and Expenses**

A summary of payments processed from November 15, 2019 to February 26, 2020 was provided to the Committee for approval.

MOTION: Friesen/Guenther

**“That the list of benefit and expense payments in the amount of \$727,114.64 be approved.”**

**CARRIED**

**VII. Correspondence**

The correspondence is received as information.

**VIII. Other Correspondence**

The Other Correspondence is received as information.

**IX. Conference Information**

MOTION: Wiebe/Friesen

**“That Bruce Chegus be approved to attend the Canadian Legal and Legislative Update Conference May 27-28, 2020 in Nashville, Tennessee.”**

**CARRIED**

**X. Date of Next Meeting**

Thursday, May 14, 2020, 5:00 pm.

**XI. Adjournment**

6:55 p.m.

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

### **REPORT OF THE MEETING WITH MLA's**

**Meeting Held:** Tuesday, March 10, 2020, Aidan Conklin Building, 6:00 p.m.

**In Attendance:**

**MLA**

Honourable Scott Fielding, MLA (Kirkfield Park)  
Scott Johnston, MLA (Assiniboia)

**St. James-Assiniboia School Division**

Jennifer Lawson, Board Vice-Chair  
Nicole Bowering, Trustee  
Bruce Chegus, Trustee  
Craig Glennie, Trustee  
Holly Hunter, Trustee  
Craig Johnson, Trustee  
Sandy Lethbridge, Trustee  
Bryan Metcalfe, Trustee

Mike Wake, Acting Superintendent  
Mike Friesen, Secretary-Treasurer/CFO  
Carrie Melville, Assistant Secretary-Treasurer

**Regrets:**

Cheryl Smukowich, Board Chair

### **DISCUSSION AND RECOMMENDATIONS**

**1. Approval of Agenda**

The Agenda was adopted as circulated.

**2. Britannia Lease / Discovery & Horizons**

The Division advised that the surplus Britannia building has unit ventilators that are at the end of their useful lives. The School Division has been including the replacement project in the five-year plan submission to PSFB for provincial funding as priority 1B for a number of years.

**3. Rollaway Programs**

The Division advised that five school-based children's centres expanded before and after school childcare using space shared with the school. The new spaces do not have provincial operating grants and it is expected that the financial burden to the children's centre may cause a discontinuation of service.

**4. Manitoba Education Review**

It was noted that further information on the Manitoba Education Review was not available at this time.

**5. 130 Allard Avenue**

Administration provided a history of the 130 Allard site since it became vacant in 2016. Concern was expressed about the Province's new disposition policy that requires all net proceeds from the sale of surplus buildings to go the Province, as opposed to portions retained by the School Division to assist in funding capital projects.

**6. École Assiniboine New Building**

The School Division advised that the Assiniboine Day Care expansion building is nearing completion. It was noted that the Day Care is having difficulty obtaining the grant funding that is required in order to purchase furnishings.

A summary of the discussion points will be provided by the Division to the MLAs.

The meeting adjourned at 7:25 p.m.

Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

Minutes presented by Jennifer Lawson, Board Vice-Chair

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 03-10**

**March 24, 2020**

Meeting Held: Tuesday, March 17, 2020, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair (arrived 5:35 p.m.)  
Holly Hunter, Trustee  
Craig Johnson, Trustee  
Jennifer Lawson, Board Vice Chair (*via Skype*)

Cheryl Smukowich, Board Chair  
Nicole Bowering, Trustee (*via Skype*)

Mike Wake, Acting Superintendent  
Carrol Harvey, Manager, Human Resources

Regrets: Cindy Labaty, Manager, Human Resources

**DISCUSSIONS AND RECOMMENDATIONS:**

**1. Call to Order/Attendance**

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

**2. Approval of Agenda**

The agenda was approved as distributed.

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

The Committee discussed final thoughts and suggestions for good practice around this policy.

**The Personnel Committee recommends:**

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



**4. CCA - Organizational Chart**

Administration shared an updated organizational chart with the Committee.

**The Personnel Committee recommends:**

**That Policy CCA- Organizational Chart be approved as recommended.**

**5. Job Descriptions**

Administration shared changes to the following 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

**The Personnel Committee recommends:**

**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.**

**6. Confidential Employee Leave Request**

Administration reviewed the request of an employee for an extended personal leave for the 2020/2021 school year.

**The Personnel Committee recommends:**

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

**7. CPI Update**

Administration provided the Committee with the CPI Updates referred from the Board meeting held February 25, 2020.

**The Personnel Committee recommends:**

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

**8. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to March 13, 2020.

**The Personnel Committee recommends:**

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

The meeting adjourned at 6:15 p.m.

**Next Committee Meeting:** Tuesday, April 21, 2020, 6:30 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 EDUCATION COMMITTEE NO. 7 ~ 19-20**

LL#1445527

**March 24, 2020**

**Meeting Held: Tuesday, March 17, 2020 Board Room, 6:30 p.m.**

**Present: Bruce Chegus, Chair  
Holly Hunter, Trustee  
Sandy Lethbridge, Trustee  
Bryan Metcalfe, Trustee**

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

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

**Regrets: None**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Bruce Chegus called the meeting to order at 6:30 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. Indigenous Education – Presented by Indigenous Educators - Richelle Scott, Meagan Manimtim and Cindy Swampy**

This item is deferred to the next Education Committee meeting.

**The Education Committee Recommends:**

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

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

Committee reviewed the following new and revised policies, regulation and exhibits:

- IMDE Smudging Practices in School – Revised - for Approval
- IMDE-R Smudging Practices – Revised - for information
- IMDE-E-1 Smudging Location – Revised - for information
- IMDE-E-2 Parent/Guardian Consent for Participation in Smudging at School – Revised - for information
- IMDE-E-3 Smudging Poster – New - for Approval

It was determined that the IMDE-R Smudging Practices and IMDE-E-2 Parent/Guardian Consent for Participation in Smudging at School will be reviewed by school administration for feedback. The Committee would like to ensure that smudging is offered at all schools and students feel comfortable whether they participate or not.

The Committee would also like for all parents to be informed on what smudging is and why smudging takes place. It was determined that this information will be shared consistently as a handout to address the points in IMDE-R Smudging Practices.

**The Education Committee Recommends:**

**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**

The meeting adjourned at 7:25 pm.

**Next meeting: April 21, 2020**

Report presented by Bruce Chegus, Chair, Education Committee

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