



## **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 23, 2019**

**7:30 p.m.**

**Meeting No. 07-19**

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 April 9, 2019

### **REPORT ON EDUCATION**

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Visible Thinking for Literacy - Novel Studies - George Waters Middle School

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## **HEARING OF DELEGATIONS**

There are no delegations registered.

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## **COMMITTEE REPORTS**

Marketing Committee  
RM of Headingley/School Board Liaison Meeting  
Education Committee  
Personnel 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**

### **Action Correspondence**

1. JJ Ross, President, West Winnipeg Athletic Conference - Invite to bring greetings on June 20, 2019
2. MSBA 2019/20 Datebook Calendar

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Bill C369 - National Day for Truth and Reconciliation
  - b. K-12 Review Commission Correspondence re: Distribution of Post Cards
  - c. Sales of Goods in Schools
  - d. E-Bulletin April 10, 2019
  - e. Reminder: Mark Dickof Memorial Scholarship Award
2. Letter of Thanks from the Winnipeg Youth Orchestras

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

Second Reading, By-Law 295-19  
Third/Final Reading, By-Law 295-19

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## **AGENDA-BASED QUESTIONS FROM THE PUBLIC**

(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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There is no New Business

**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**  
**MARKETING COMMITTEE REPORT - NO. 2-19**  
**April 2, 2019**

MEETING HELD: Tuesday, April 2, 2019 at 7:00 p.m. in the Board Room

**DISCUSSIONS AND RECOMMENDATIONS**

Trustee Nicole Bowering called the meeting to order at 7:00 p.m.

**1. Attendance**

**PRESENT:** Nicole Bowering, Chair  
Craig Glennie, Trustee  
Sandy Lethbridge, Trustee  
Holly Hunter, Trustee  
Jennifer Lawson, Vice Board Chair  
Cheryl Smukowich, Board Chair  
Bruce Chegus, Trustee

Mike Wake, Assistant Superintendent, Education (6-12) and Administration

**2. Approval of Agenda**

The agenda was approved as distributed and attendance as noted.

**3. Board's Community Engagement Events**

A discussion was held regarding the increased involvement by trustees with the community and staff. Possible events for further discussion included 55+ community, staff and local business community. Events could possibly alternate on a yearly basis. Further discussion occurred around the potential to rename the Marketing Committee to the Community Engagement Committee. It was also decided that this year, the Student/Trustee Forum would focus on Middle Years. Trustees were asked to submit questions to the Marketing Chair for consideration.

**The Marketing Committee recommends:**

**"That the Marketing Committee be renamed as the Community Engagement Committee effective 2019/20 school year,**

**And Further,**

**That the Marketing Committee terms of reference be referred to the Governance Committee for review and update."**

**4. Date of the Next Meeting**

The next meeting is scheduled for Wednesday, May 22, 2019 at 8:00pm.

**5. Adjournment**

The committee adjourned at 9:00 pm.

Next meeting: Wednesday, May 22, 2019 at 8:00pm

Minutes submitted by Nicole Bowering, Chair

Minutes recorded by Mike Wake, Assistant Superintendent, Education (6-12) and Administration

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**RM OF HEADINGLEY / SCHOOL BOARD LIAISON MEETING**

**Meeting Held:** Thursday, April 10, 2019  
2574 Portage Avenue, 5:00 p.m.

**In Attendance:** Cheryl Smukowich, Board Chair

Nicole Bowering, Trustee  
Bruce Chegus, Trustee  
Holly Hunter, Trustee  
Sandy Lethbridge, Trustee  
Bryan Metcalfe, Trustee

James Robson, Deputy Mayor  
Yolande Franzmann, Councillor  
Tom Roche, Councillor  
John Van Massenhoven, Councillor  
Chris Fulsher, CAO

Brett Lough, Chief Superintendent  
Mike Friesen, Secretary-Treasurer / CFO  
Mike Wake, Assistant Superintendent, Education (6-12) & Administration  
(left 6:20 p.m.)  
Carrie Melville, Assistant Secretary-Treasurer

**Regrets:** Craig Glennie, Trustee  
Craig Johnson, Trustee  
Jennifer Lawson, Vice Chair

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order/Attendance**

As per above.

**2. Approval of Agenda**

The agenda was approved as circulated.

### **3. RM of Headingley Items**

#### **a. What are the School Division's growth projections and plans to accommodate the growth?**

The Committee was advised that the Division monitors Community growth and enrolment. We are currently conducting enrolment workshops to review overall Division growth in our English and French Immersion early years schools.

Kindergarten enrolment at Phoenix School is approaching 40 students for 2019/20.

#### **b. Any issues with school bus routes or any obstructions?**

The Committee was advised of policy change regarding busing and inclement weather. The policy was not exercised this winter.

Discussion also occurred on the School Divisions new bus policy for 1.6 km. The Division has received a number of calls regarding the lack of sidewalks in Headingley. Sidewalks was also a topic brought up at a recent Parent Council Meeting that Board Chair Smukowich and Trustee Lawson attended.

#### **c. Are there any items related to traffic safety around the Phoenix School, cross walks or bike paths that we should discuss?**

The Committee was advised that the new bus loop at the school was a great installation. Division Administration expressed concern about residents parking on the tarmac near the play structure. Council members suggested approaching the Community Newspaper for an article regarding this issue and safe drop off / pick up in front the School.

#### **d. Update on facilities availability**

- i. School gymnasium**
- ii. North hall for school related activities**
- iii. School activities at the hockey rinks**

The Division provided information on gymnasium usage by the McDonald/Headingley Recreation District for Community Programming.

Administration will advise the School that the hockey rink and recreation facilities are available for their use.

**e. What is the policy related to fees charged for community use of the facility including Bright Beginnings before and after school program.**

Administration advised that the Division has separate policy for permits and leased space. The policy for leased space sets a rate at \$319 / classroom and shared space is assessed at half the lease rate.

Discussion focused on the lack of available day care space within the Headingley Community as well as budget challenges that Bright Beginnings faces.

The Division will follow up with Bright Beginnings to review their operations challenges. A subsequent meeting could be arranged with Bright Beginnings, the RM of Headingley, and Division representatives to explore alternatives.

**f. General discussion about budget and mill rates**

The Division provided an overview of the 2019/2020 Budget, including Provincial Government Support, School Division Mill Rate increase, and operational challenges.

It was noted that the RM of Headingley continues to pay for a larger share of the overall Special Levy because the portioned assessment is increasing at a much slower rate in the City of Winnipeg.

**g. Any opportunity for joint initiatives?**

No joint initiatives were identified.

**h. Thoughts on the Provincial Commission on K-12 Education?**

The Committee discussed the Provincial Commission on K-12 Education, the importance of local representation and the potential for a shared letter from SJASD and the RM of Headingley to submit to the Commission.

**Next Steps:**

- SJASD to provide a report on Headingley School aged children attending Division schools.
- SJASD to have further discussion regarding the Bright Beginnings lease for Phoenix School.

The meeting adjourned at 6:25 p.m.

Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 7 ~ 18-19**

LL#456567

**April 23, 2019**

**Meeting Held: Monday, April 15, 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 5:04 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. JLIAB-R Outdoor Recess Motion 04-06-19**

Administration presented feedback on recess/lunch hour cancellations as requested in the February 26<sup>th</sup>, 2019 Board meeting. Administration will continue to monitor recess/lunch hour cancellations in the 2019/2020 school year, and the process will be reviewed with school administration in Fall, 2019.

**The Education Committee Recommends:**

**That Administration continue to monitor recess and lunch hour cancellations in the 2019-2020 school year;  
and further,**

**That Administration review the monitoring process with school administration in the Fall 2019;**

**and further,**

**That the March 8, 2019 feedback presented on the JILAB-R Outdoor Recess and lunch cancellations be received as information.**

**4. George Waters Middle School Balanced School Day Motion 06-22-19**

George Waters Middle School administration has approached Senior Administration requesting a one-year pilot to change their current timetable to a balanced school day, which will include two longer breaks, one in the morning and one in the afternoon, instead of the current one-hour lunch break. Providing two breaks will break up the day more evenly, allowing for greater physical activity and nutrition that is more balanced.

**The Education Committee Recommends:**

**That George Waters Middle School Balanced School Day proposal for 2019-2020 school year be approved;**

**and further,**

**That George Waters Middle School provide feedback on the 2019-2020 Balanced School Day pilot to the Education Committee by April 2020.**

**INFORMATION ITEMS: AGENDA ITEMS 3, 5, 6 and 7**

**a. Policy Revisions**

The following revised exhibits were reviewed as presented:

- JFABB-E-1 International Student Program Application Form (Revised)
- EEAA-E-2 Transportation (Revised)

**b. St. James-Assiniboia School Division Annual Report on Continuous Improvement Motion 06-23-19**

After meeting with Senior Administration in January, 2019 to discuss SJASD's submission of their Annual Report on Continuous Improvement, Janet Tomy provided feedback, outlining celebrations and two considerations:

- a) to review divisional assessment trend data to set measurable three year divisional targets, and
- b) to condense annual reporting by continuing to analyze and report on student achievement data that is relevant to the divisional targets.

**c. Middle School Testing Practices Motion 06-35-19**

Trustee Chegus provided an article entitled "Prepare for Success" by Anthony Miller. There was good conversation around types, methods, use, relevancy, and the future of assessments. Discussion also centered around the teaching of study, organizational, and time management skills.

One of the questions at the upcoming Student Forum on May 8, 2019 will center around high school readiness. The data collected will inform our next steps.

**The Education Committee Recommends:**

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

- JFABB-E-1 International Student Program Application Form
- EEAA-E-2 Transportation
- Letter from Manitoba Education regarding the St. James-Assiniboia School Division Annual Report on Continuous Improvement
- Middle School Testing Practices item.

Report of the Education Committee, April 15, 2019

The meeting adjourned at 6:50 pm.

**Next meeting: May 21, 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 04-19**

**April 23, 2019**

Meeting Held: Tuesday, April 16, 2019, Board Room, 6:00 p.m.

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

                  Cheryl Smukowich, Board Chair  
                  Bruce Chegus, Trustee  
                  Holly Hunter, Trustee

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

Regrets:       Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1.     Call to Order/Attendance**

The meeting was called to order at 5:40 p.m. Attendance recorded above.

**2.     Approval of Agenda**

The agenda was approved as distributed.

**3.     Policy Revisions – GCBBA Excluded Staff Compensation and Benefits**

Administration shared the updates to this policy reflecting recent job title changes.

**The Personnel Committee recommends:**

**That the job title changes to GCBBA be approved.**

#### **4. Job Descriptions**

Administration shared job descriptions for two new positions along with revisions to existing job descriptions within the policy manual.

**The Personnel Committee recommends:**

**That the following job descriptions be approved:**

- **AP2-40 Administrator, Assessment and Evaluation and School & Community Support**
- **AP2-41 Deep Learning Coach**

**And further,**

**That revisions to the following job descriptions be approved:**

- **AP1-4 Assistant Superintendent, K-12 and Administration**
- **AP1-2 Assistant Superintendent, Student Services**
- **AP2-37 Literacy/Numeracy Coaches**

**And further,**

**That job description AP2-20 Homestudy Teacher be archived.**

#### **5. CPI Update**

Administration provided the Committee with the CPI Updates as referred from the Board meeting held April 9, 2019.

**The Personnel Committee recommends:**

**That the CPI Updates as referred from the Board meeting held April 9, 2019 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 April 9, 2019.

**The Personnel Committee recommends:**

**That the MSBA Collective Bargaining Update as referred from the Board meeting held April 9, 2019 be received as information.**

**7. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to April 12, 2019.

**The Personnel Committee recommends:**

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

The meeting adjourned at 5:50 p.m.

**Next Committee Meeting:** Tuesday, May 21, 2019, 5:00 p.m.

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