



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

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

June 11, 2019

7:30 p.m.

Meeting No. 10-19

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."

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 May 28, 2019

REPORT ON EDUCATION

Integrating UDL into the High School Setting - Collège Sturgeon Heights Collegiate

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Marketing Committee
Governance Committee
Finance/Facilities Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

No Action Correspondence

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA Editorials
 - b. MSBA Brief to K-12 Education Review Commission
 - c. MSBA Written Submission to K-12 Education Review Commission
 - d. Memo re: 2019-20 Association Datebook
 - e. MSBA Provincial Executive June Meeting Highlights
 - f. CSBA Reminder: Deadline for Early Bird Rates
 - g. Memo re: Autopac Renewals through HUB
 - h. Memo re: Student Accident Insurance
 - i. Memo re: TADD Lunches
 - j. Biosciences Association of Manitoba: Global Biotech Week Programming
2. St. James Scholarship Foundation, B. Alexander, President, Letter of Appreciation
3. Minister of Education and Training, Honourable Kelvin Goertzen, Response to Letter Dated April 12, 2019.

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading - By-Law 299-19 - Religious Instruction at Strathmillan School
2. First Reading - Debenture By-Law 296-19

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 Trustee PD Summaries.

NEW BUSINESS

1. Trustee Nicole Bowering - French Immersion Representation at ESS and Senior Administration Levels
2. Trustee Nicole Bowering - Retirement/Resignation Notice for Senior Management Positions
3. Notice of Motion By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)
4. Notice of Motion By-Law 297-19 Consolidated Trustee Indemnity (240-13, 263-15 and 293-19)

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

St. James-Assiniboia School Division
MARKETING COMMITTEE REPORT - NO. 3-19
May 22, 2019

MEETING HELD: Wednesday, May 22, 2019 at 8:00 p.m. in Room A

DISCUSSIONS AND RECOMMENDATIONS

Trustee Nicole Bowering called the meeting to order at 8:00 p.m.

1. Attendance

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

REGRETS: Mike Wake, Assistant Superintendent, Education (6-12) and Administration
Craig Glennie, Trustee

2. Approval of Agenda

The agenda was approved as distributed and attendance as noted.

3. Education Review: Local Voice Matters

Committee was provided information from Swan Valley School Division's education review pamphlet.

The Marketing Committee recommends:

"That the Education Review: Local Voice Matters be received as information."

4. Municipalities: Help Shape Our Education System

Committee was provided information from Swan Valley School Division's public meeting PowerPoint.

The Marketing Committee recommends:

"That the Municipalities: Help Shape Our Education System be received as information."

5. Customizable Local Voices: Local Choices Brochure

Committee was provided information from Manitoba School Board Association. The document will be posted to the Division website.

The Marketing Committee recommends:

“That the Customizable Local Voices: Local Choices Brochure be received as information.”

6. St. James-Assiniboia Education Review: Local Voice

The Marketing Committee discussed and made edits to the St. James-Assiniboia School Division Education Review pamphlet. The pamphlet will be sent to families in the Division via School Messenger on May 22, 2019.

The Marketing Committee recommends:

“That the St. James-Assiniboia Education Review: Local Voice be received as information.”

7. Marketing Issues

This item was deferred to the next Marketing Committee meeting.

8. Date of the Next Meeting

The next meeting will be at the call of the chair.

9. Adjournment

The committee adjourned at 9:00 pm.

Next meeting: At the Call of the Chair

Minutes submitted by Nicole Bowering, Chair

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

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE GOVERNANCE COMMITTEE No. 02-19

#1344482

Meeting Held: Thursday, May 23, 2019, Aidan Conklin Building, 5:00 p.m.

Present: Bruce Chegus, Chair
Holly Hunter, Trustee
Craig Johnson, Trustee

Nicole Bowering, Trustee (5:05 p.m.)
Jennifer Lawson, Board Vice Chair
Sandy Lethbridge, Trustee
Cheryl Smukowich, Board Chair

Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
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. Unfinished Business – Policy BC School Board Member Conduct Draft Policy Revisions

The Committee reviewed draft revisions to Policy BC School Board Member Conduct and discussed the addition of a section on Elections.

The Governance Committee recommends:

“That revisions to Policy BC School Board Member Conduct be approved (Attachment A).”

4. Amending By-Law 298-19 for Organizational By-Law 290-18 - Motion 03-03-19

The Committee reviewed Amending By-Law 298-19 pertaining to the Organizational By-Law and determined that advertising of Board meetings by means of reader board message should be added.

The Governance Committee recommends:

“That Administration prepare the amending By-Law 298-19 for Organizational By-Law 290-18 with changes as discussed (Attachment B).”

**5. MSBA Convention Workshop Presentation – Public Interest Disclosure Act
- Motion 06-26-19**

The Committee reviewed an MSBA presentation on the Public Interest Disclosure Act (Whistleblower Protection). Administration advised that a policy is being drafted to address the Act.

**6. Marketing Committee Terms of Reference Update
- Draft Policy BDE Board Committees
- Draft Policy KD Marketing of Education – updates made to reflect changes to Policy BDE
- Motion 07-03-19**

The Committee reviewed draft revisions to Policy BDE Board Committees and KD Marketing of Education that reflect the replacement of the Marketing Committee with the Community Engagement Committee.

The Governance Committee recommends:

“That revisions to Policy BDE Board Committees and KD Marketing of Education be approved (Attachment C & D).

And further;

That Policy KD Marketing of Education be referred to the Community Engagement Committee for review in fall 2019.”

7. Draft Policy BEDBB – Electronic Communication with Trustees

- **Organizational By-Law 290-18 – Section 15, item 10**
- **Motion 08-15-19**

The Committee reviewed Organizational By-Law 290-18 – section 15, item 10 that addresses electronic communication protocol.

The Governance Committee recommends:

“That the revision to policy BEDBB – Electronic Communication with Trustees be approved (Attachment E).”

8. Policy AG Board Governance, Regulation AG-R Board Self Evaluation & Exhibit AG-E-1 Board Self Evaluation

The Committee reviewed the above stated Policy, Regulation and Exhibit as it relates to Board Self Evaluation. Administration was advised to revise Regulation AG-R Board Self Evaluation in order to allow flexibility in the timing of Board Evaluation.

The Board also discussed using a revised Board Self Evaluation questionnaire for 2019-20.

The Governance Committee recommends:

“That the revisions to Regulation AG-R Board Self Evaluation be approved (Attachment F).

And further;

Exhibit AG-E-1 Board Self Evaluation be archived.

And further;

All Trustees complete and submit their Board Self Evaluation to the Board Vice Chair by August 1, 2019 (Attachment G).

And further;

That the Board Self Evaluation submissions be reviewed at the August 28, 2019 Board Meeting.”

9. By-Law 297-19 Consolidated Trustee Indemnity

The Administration advised that a Consolidated Trustee Indemnity By-Law should be completed because of the significant number of amending by-laws that have been approved.

The Governance Committee recommends:

“That Administration prepare a Consolidated Trustee Indemnity By-Law (Attachment H).”

10. Board and Committee Schedule 2019-20

The Administration presented a draft Board and Committee Schedule for 2019-20. It was requested that Community Engagement and Governance Meetings be listed on the schedule as a 5:30 p.m. start on alternating months, prior to Finance / Facilities Meetings, which would start at 6:30.

It was also requested that PD and Report on Education be noted on the schedule.

The Governance Committee recommends:

“That revisions to the draft Board and Committee Schedule for 2019/20 be referred to the Committee of the Whole for discussion.”

11. Trustee Election Guideline

Trustee Election Guidelines were discussed as part of item 3. Unfinished Business – Policy BC School Board Member Conduct Draft Policy Revisions.

The Governance Committee recommends:

“That the Trustee Election Guideline be received as information.”

12. Next Meeting

At the call of the Chair

13. Adjournment

6:30

Report submitted by Bruce Chegus, Chair, Governance Committee
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning

POLICY: BC

#108124

 By-Law 212-10
 BC-R
 BC-E-1

SCHOOL BOARD MEMBER CONDUCT

The holding of public office is a trust created by the confidence the public places in its school trustees elected in a free and fair election by community electors. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards in accordance with the Public Schools Act.

Statement of Integrity

Governance for each Board member includes a commitment to ethical leadership as set out in the terms of its Organizational By-Law.

To that end, Board members will:

1. Understand that their first and greatest concern is the educational welfare of all students attending the public schools, and that all decisions must be based on this understanding;
2. Work with other Board members in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that arise during debate;
3. Understand that every Board member has a right to hold and express their individual opinions;
4. Not divulge confidential information which is obtained in the capacity as a Board member, and not discuss those matters outside the meeting of the Board or Board Committee;
5. Render all decisions based solely on their merits;
6. Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
7. Seek to facilitate ongoing communication between the Board and students, staff, parents, and all elements of the community;
8. Conduct our meetings and foster an environment where all elements of the community can express their ideas;
9. Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	1 of 6
Motion 02-02-08		Motion 11-07-17	

10. Refrain from using our position on the Board for personal or partisan gain;
11. Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
12. Fairly assess all non-instructional aspects of the school operation;
13. Support all decisions by the Board to the community once a decision has been reached;
14. Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

All Board members are required to read and sign the Statement of Integrity Agreement acknowledging their responsibility in this area. The Board Member Statement of Integrity Agreement shall be completed and submitted to the Secretary-Treasurer/Chief Financial Officer at the time of the inaugural meeting of each new Board or in the event of a by-election by a newly elected trustee. The Statement of Integrity Agreement shall be included in the Policy Manual as an exhibit (BC-E-1) to Policy BC.

Process for Addressing Breaches of the Statement of Integrity

At the Board Table - Any Board member perceiving another Board member to be in possible breach of the Statement of Integrity shall have the right to move a regular motion that the Board of Trustees resolve itself into Executive Session ~~on a point of privilege~~, during which the trustee shall raise the perceived breach with the full Board for consideration.

Outside the Board Table - Any Board member perceiving another Board member to be in possible breach of the Statement of Integrity should first raise the concern with the member in a private setting with the intent to resolve the concern. If the concern is not resolved the Board member may proceed to inform the Chairperson, or if more appropriate, the Vice-Chairperson, who will then act as conciliator. Failing resolution, at the request of either party, the Chairperson or the Vice-Chairperson shall present the perceived breach to the full Board for consideration at an in-camera meeting.

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	2 of 6
Motion 02-02-08		Motion 11-07-17	

Response to Breach of Statement of Integrity

Where in the opinion of the Board a breach of the Statement of Integrity has occurred, and an in-camera discussion of the alleged violation has not presented a satisfactory means of resolving the concern, the Board shall respond by taking a course of action which may include:

1. A written reprimand from the Board and/or
2. The removal from any position of appointment made by the Board, and including the suspension of all the offending Board member's rights, duties and privileges of the School Board, for up to three months.

The determination of a breach of the Statement of Integrity and the imposition of a sanction with respect to a complaint investigated in accordance with the process outlined hereunder must be done by resolution of the Board at a formal meeting of the Board, and the vote on the resolution shall be open to the public. The trustee who is alleged to have breached the ~~Code of Conduct and~~ Statement of Integrity shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The resolution(s) shall be recorded in the minutes of the meeting and shall be decided by a vote of at least two thirds of the Trustees of the Board.

Conflict of Interest

Board members of the St. James-Assiniboia School Division Board of Trustees will comply with the disclosure requirements contained in the Public Schools Act sections 36-39.8.

In carrying out his or her fiduciary duties, a Board member will not:

1. Disclose or use confidential information acquired in the course of his or her official duties to further substantially his or her personal financial interests;
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she know or should know is primarily for the purpose of rewarding his or her for official action taken;

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	3 of 6
Motion 02-02-08		Motion 11-07-17	

3. Engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;
4. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he or she has a substantial financial interest, or in which he or she is engaged as a counsel, consultant, representative, or agent.

The phrase “economic benefit tantamount to a gift of substantial value” (\$250.00 or more) includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

1. An occasional non-pecuniary gift which is insignificant in value;
2. Non-pecuniary award publicly presented by a non-profit organization in recognition of public service;
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate;
4. Reimbursement for or acceptance of any opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his or her position;
5. Items of perishable or non-permanent value, less than \$250.00 including but not limited to meals, lodging, travel, expenses, or tickets to sporting, recreational, educational or cultural events;
6. Payment for speeches, debates, or other public events reported as honorariums.

Process for Addressing a Conflict of Interest

Once a Board member becomes aware that he or she is in a position that creates a conflict of interest, he or she will declare the nature and extent of the conflict.

When the conflict has been disclosed, the Board member involved must abstain from deliberating or voting on the issue, giving rise to the conflict and shall absent herself or himself from the vote, and also from the deliberation.

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	4 of 6
Motion 02-02-08		Motion 11-07-17	

In carrying out his or her fiduciary duties, a Board member will not:

- ~~disclose or use confidential information acquired in the course of his or her official duties to further substantially his or her personal financial interests;~~
- ~~accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she know or should know is primarily for the purpose of rewarding his or her for official action taken;~~
- ~~engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;~~
- ~~perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he or she has a substantial financial interest, or in which he or she is engaged as a counsel, consultant, representative, or agent.~~

School Board Member Confidentiality Agreement / Requests For Personal Employee Information

School Board Members may have access to personal information and personal health information about others, including students, the confidentiality and protection of which is governed by the Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) or any other applicable acts.

The Division and the Board of Trustees are one and the same under the Public Schools Act, so personal information that is shared internally with the Board does not require a FIPPA access application. Trustees have the authority to request information as a Board, but not as individuals. Requests for information outside of the formal board process regarding individual employees should be made to the Chair of the Board, in writing. For further information on Board Members requests for personal employee information, please see the Regulation attached to this policy (BC-R).

All board members are required to read and sign the Confidentiality Agreement acknowledging their responsibility in this area. The Board Member Confidentiality Agreement (exhibit **BC-E-2**) will be completed and submitted to the Secretary-

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	5 of 6
Motion 02-02-08		Motion 11-07-17	

Treasurer/Chief Financial Officer at the time of the inaugural meeting of each new Board or in the event of a by-election for a newly elected trustee.

Election Campaign Work

Election activity in this section refers to campaigns for municipal, provincial and federal office or campaigns on a question on a ballot.

No Trustee shall use the facilities, equipment, supplies, services or other resources of the Board (including newsletters, social media sites and websites linked through the Board's website, contact information including email addresses obtained as a result of the member's performance of his or her duties as a Trustee) for any election campaign or campaign- related activities. No Trustee shall undertake campaign-related activities on Board property unless permitted by Board policy. No Trustee shall use the services of persons for election- related purposes during hours in which those persons receive any compensation from the Board.

Board Logo

Any unauthorized use of the St. James-Assiniboia School Division logo is not permitted. The Division logo may not be used on any partisan or campaign materials or communications including, but not limited to, pictures, flyers, advertisements, social media and campaign websites

Responsibilities

Trustees are responsible for:

- 1. Understanding that any trustee who is found to have violated this section of the policy is subject to the Statement of Integrity.**
- 2. Requesting clarity from the Superintendent, or designate, with regard to the use of Board resources for partisan activities and campaigning.**

The Superintendent , or designate, is responsible for:

- 1. Providing guidance with regard to the use of Board resources for partisan activities and campaigning.**

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08		27-Jun-17	6 of 6
Motion 02-02-08		Motion 11-07-17	

#1336596

BOARD MEMBER STATEMENT OF INTEGRITY AGREEMENT

As a Board Member of the St. James-Assiniboia School Division ("the Division"), I will:

1. Understand that our first and greatest concern is the educational welfare of all students attending the public schools, and that all decisions must be based on this understanding;
2. Work with other Board members in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that arise during debate;
3. Understand that every Board member has a right to hold and express their individual opinions;
4. Not divulge confidential information which is obtained in the capacity as a Board member, and not discuss those matters outside the meeting of the Board or Board Committee;
5. Render all decisions based solely on their merits;
6. Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
7. Seek to facilitate ongoing communication between the Board and students, staff, parents, and all elements of the community;
8. Conduct our meetings and foster an environment where all elements of the community can express their ideas;
9. Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
10. Refrain from using our position on the Board for personal or partisan gain;
11. Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
12. Fairly assess all non-instructional aspects of the school operation;
13. Support all decisions by the Board to the community once a decision has been reached;
14. Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

I acknowledge that I have read and agree to abide by the St. James-Assiniboia School Division Board of Trustees Statement of Integrity.

(Date signed)

(Signature)

(Name – please print)

(Position)

#129261

BOARD MEMBER CONFIDENTIALITY AGREEMENT

As a Board Member of the St. James-Assiniboia School Division ("the Division"), I acknowledge and understand that I may/will have access to personal information and personal health information about others, including students, the confidentiality and protection of which is governed by the Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA), or any other applicable Acts.

I further acknowledge and understand that the St. James-Assiniboia School Division and Manitoba Education have established written policies and procedures containing provisions for the security of personal records and information in the Division's possession during its collection, use, disclosure, storage, and destruction; provisions for the recording of security breaches; and corrective procedures to address security breaches.

I agree not to use in any manner whatsoever, at any time during or after the course of my employment with the Division any such personal information except as required to perform my job duties, unless authorized in writing by the Board prior to such use.

I further agree not to disclose to any person at any time during or after the course of my employment with the Division any such personal information except in compliance with the written policies referenced above,

I acknowledge that I am bound by the policies and procedures established by the St. James-Assiniboia School Division in accordance with these Acts and I agree to treat confidential matters as required in school division policy and by-law.

(Date signed)_____
(Signature)_____
(Name – please print)_____
(Position)

FIPPA/PHIA INFORMATION SHEET

The Purpose of this Information Sheet is to remind EMPLOYEES of their obligations respecting the ACCESS, USE, and DISCLOSURE of an individual's (student or employee) personal information.

Personal information may be electronic (computer, cellular telephone, or other electronic media format) or non-electronic (paper, photographs, cassette tapes, etc.). Textual records may appear as files, documents, or data items. All personal information is subject to FIPPA and PHIA limits and protections on access, use, and disclosure.

Employees must limit access, use, and disclosure of personal information to what is necessary to perform the duties of their job. "Access" means seeing or handling information. "Use" means using information within the School Division. "Disclosure" means releasing information to an individual or organization outside the School Division.

Disclosure has the most risk of causing damage to an individual and therefore guidance must be sought from a supervisor or manager prior to any disclosure where specific consent of the individual has not, or cannot be obtained.

Accessing, using, or disclosing personal information **should not occur** except in the carrying out of authorized School Division business.

Please note:

- Unauthorized access happens when employees have access to personal information that they do not need to see or handle to accomplish School Division business.
- Unauthorized use happens when personal information is used for a purpose that is not permitted under FIPPA and PHIA.
- Unauthorized disclosure happens when personal information is made known, revealed, exposed, shown, provided, sold or given in circumstances that are not permitted under FIPPA and PHIA. Unauthorized disclosure may happen verbally, through the provision of electronic copies, or by other means.

The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act are provincial laws. All employees of the School Division must comply with these laws.

FIPPA places limits on access, use and disclosure of personal information. "**Personal information**" incorporates fourteen broad categories of information. (See definition of "**Personal information**" below.)

PHIA places strict limits on access, use and disclosure of health information. "**Health information**" is any information about an individual's health or health care, including the individual's PHIN number. (See definition of "**Health information**" on page 2.)

If you have questions please contact the FIPPA/PHIA Coordinator's Office (Mari-Jean Nachtigall) at 888-7951 ext 232.

The Freedom of Information and Protection of Privacy Act

Definition of “Personal Information”

“**Personal information**” means “**recorded information**” about an identifiable individual, including:

- a) The individual's name,
- b) The individual's home address, or home telephone, facsimile or e-mail number,
- c) Information about the individual's age, sex, sexual orientation, marital or family status,
- d) Information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
- e) Information about the individual's religion or creed, or religious belief, association or activity,
- f) Personal health information about the individual,
- g) The individual's blood type, finger prints, or other hereditary characteristics,
- h) Information about the individual's political belief, association or activity,
- i) Information about the individual's education, employment or occupation, or educational, employment or occupational history,
- j) Information about the individual's source of income or financial circumstances, activities or history,
- k) Information about the individual's criminal history, including regulatory offences,
- l) The individual's own personal view or opinions, except if they are about another person,
- m) The views or opinions expressed about the individual by another person, and
- n) An identifying number, symbol or other particular assigned to the individual.

Clauses (a) to (n) of the definition “**personal information**” list examples of **personal information**. This list is not exhaustive, as the word “including” is used; clauses (a) to (n) do not set out the only information which is “personal information”.

“**Record**” or “**recorded information**” means a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.

The Personal Health Information Act

Definition of “Personal Health Information”

“**Personal health information**” means “**recorded information**” about an identifiable individual that relates to:

- a) the individual's health or “**health care**” history, including genetic information about the individual,
 - b) the provision of health care to the individual, or
 - c) payment for health care provided to the individual,
- and includes

- d) the “**PHIN**” and any other identifying number, symbol or particular assigned to an individual, and
- e) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.

“**Health care**” means any care, service or procedure:

- a) provided to diagnose, treat or maintain an individual's physical or mental condition,
- b) provided to prevent disease or injury or promote health, or
- c) that affects the structure or a function of the body,

and includes the sale or dispensing of a drug, device, equipment or other item pursuant to a prescription.

"PHIN" means the personal health identification number assigned to an individual by the minister to uniquely identify the individual for health care purposes.

"Record" or **"recorded information"** means a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

BY- LAW 298-19

Amending By-Law 290-18 (Board Organizational By-Law)

Amending BY-LAW of the St. James-Assiniboia School Division to provide for changes to the organizational by-law of the Board No. 290-18, which is a By-Law regulating the proceedings of the Board of Trustees of the St. James-Assiniboia School Division and the Committees thereof.

NOW THEREFORE, the Trustees of the St. James-Assiniboia School Division in session assembled enact as follows:

Section 4 of By-Law 290-18 is amended to read:

All Board members are required to read and sign the Statement of Integrity Agreement acknowledging their responsibility in this area. The Board Member Statement of Integrity Agreement shall be completed and submitted to the Secretary-Treasurer/Chief Financial Officer at the time of the inaugural meeting of each new Board or in the event of a by-election by a newly elected trustee.

Section 6, "Regular Meetings," of By-Law 290-18 is amended to read:

In keeping with the intent of the Public Schools Act, Section 30(2), it is the policy of the Board to hold its regular meetings on the second and fourth Tuesday of each month, except July and August when one meeting in each month is held. However, if any such Tuesday falls on a statutory or civic holiday, the Board shall meet on the evening of the following day at the same hour. Any variance from the aforementioned meeting dates shall be advertised on the Division website and posted on the Division Board Office electronic reader board.

DONE AND PASSED in session assembled this 25th day of June, 2019.

First Reading: June 25, 2019
Second Reading: August 27, 2019
Third/Final Reading: August 27, 2019

Cheryl Smukowich, Chair of the Board

Michael Friesen, Secretary-Treasurer/CFO

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning	POLICY: BDE
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126832

BOARD COMMITTEES

1. General Purpose

The Board uses a committee structure to produce recommendations to be considered for action by the Board in public session at its regular meetings. The Board relies on committees to research and conduct due diligence on issues and to monitor the operations of the Division through a system of organized reports.

The meetings of Board Committees are private. Action is taken only after recommendations are reported to the Board in public session at a regular Board meeting where they are supported by appropriate rationale and any required exhibits.

Committee chairs and committee members are elected annually.

Committee meetings are held at the call of the chair. Committee of the Whole Board and Standing Committee meetings are not open to the public.

2. Committee Membership

The Board Chair is a non-voting member of each committee by virtue of election to the position (ex officio).

Process for election of committee members:

- The Secretary-Treasurer/Chief Financial Officer circulates a list of the board leadership positions to be filled to all trustees prior to the inaugural or annual meeting.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their preferences as to the positions, i.e. Board Chair, Vice Chair, committee chairs and/or memberships that they wish to undertake, in a prioritized order, before the inaugural or annual meeting.
- These prioritized lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the inaugural or annual meeting.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	1 of 8
Motion 08-14-10		Motion 17-18-10	

- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the various positions at the inaugural or annual meeting

Each member of the Board shall serve on at least one major standing committee each year. Trustees are encouraged to rotate their membership regularly on all standing committees during their term of office.

3. Committee Framework

Committees of the Board are organized in various ways related to their function and scale of work.

A. Committee of the Whole

Committee of the Whole provides involvement of all Trustees to enable discussion to develop issues that are broad in nature. This committee may be used for deliberation of budgets or significant matters such as schools consolidation.

1. Committee of the Whole in Camera

This form occurs on regular meeting agendas to consider items of a privileged nature as defined in the Organizational By-Law.

2. Committee of the Whole in Public

This form used in Regular meeting agendas to address issues of an immediate or urgent nature where time does not permit referral to a standing committee with a subsequent report to the Board for action. This committee is convened by motion as required.

B. Major Standing Committees

Board standing committees are categorized as to the expected scale of their work.

- Education
- Personnel
- Finance/Facilities

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	2 of 8
Motion 08-14-10		Motion 17-18-10	

Major standing Committee meetings are scheduled closely with Regular Meetings of the Board to enable timely deliberation and effective response with recommendations for action.

Major Standing Committee Duties and Membership:**I. Education Committee**

Membership shall consist of chair of the committee plus 3 trustees. Responsibilities of this committee shall include the monitoring and the development of policy in areas relating to:

- a) Staffing requirements related to educational programming
- b) New Education Programs
- c) School Accommodation
- d) Policy Manual updating
- e) Obtaining Reaction to Board Policies
- f) Other matters as assigned by the Board of Trustees

2. Finance/Facilities Committee

Membership shall consist of the chair of the committee and 3 trustees. Responsibilities of this committee shall include the monitoring and development of policy in the following areas:

- a) Finance:
 - Budget
 - Expenditure Control
 - Asset Inventory
 - Financial Audit
 - Purchasing
- b) Facilities & Grounds
 - Development and Maintenance
 - Fire and General Safety
 - Rentals and Community Use
 - New Construction and Renovations

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	3 of 8
Motion 08-14-10		Motion 17-18-10	

- c) Student Transportation
 - Departmental Regulations
 - Student Eligibility
 - User Fees

3. Personnel Committee

Membership shall consist of the chair of the committee and 3 trustees. Responsibilities of this committee shall include the monitoring and the development of policy in areas relating to:

- a) Hiring (all employees)
- b) Leaves (all employees)
- c) Review for approval by the Board: Administrative Staff and Coordinator Staff placements as recommended by the Chief Superintendent
- d) Assessment of employee personnel policies
- e) Negotiations
- f) Salary Classification
- g) Employee Benefits
- h) Grievances and Liaison policy

C. Minor Standing Committees

- o **Community Engagement Marketing Committee**
- o Governance
- o Awards and Scholarships Advisory Committee

The minor standing committees meet less frequently than major standing committees, but they have similar responsibility in deliberation and provision of recommendations to the Board.

Minor Standing Committee Duties and Membership:

1. Community Engagement Marketing Committee

The terms of reference of the **Community Engagement Marketing Committee** are as follows:

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	4 of 8
Motion 08-14-10		Motion 17-18-10	

- a) To market/promote the schools and the Division to the community in a positive manner
- b) To determine appropriate strategies to effectively communicate to the community
- c) To highlight and celebrate, wherever possible, the successes of the staff and students in the Division
- d) To review data provided by administration on an annual basis – including non-resident data, private/home school data, exit/entrance surveys and larger divisional surveys in order to effectively monitor the marketing and communication of the Division
- e) **To prepare and facilitate Trustee community events.**

2. Governance Committee

The terms of reference of the Governance Committee are as follows:

- a) To review the operation and application of the Board's Organizational By-Law
- b) To review sections A and B of the Policy manual
- c) To assist and advise the Board in areas of parliamentary procedure (Roberts Rules of Order)
- d) To review as required the ward boundaries of the school division as set out by the Public Schools Act
- e) To assist the Chair of the Board in the area of trustee development in relation to the operating procedures by-law and/or the responsibilities of committees and committee chairs
- f) To advise the Board on accepted good practice in Governance
- g) To be responsible for conducting the process of the annual Board self-evaluation
- h) To consider other items as referred by the Board

3. Awards and Scholarships Advisory Committee

Membership shall consist of:

- Chief Superintendent or designate
- **Accounting Supervisor**
- two principals, senior years
- one principal, middle years
- one principal, early years

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	5 of 8
Motion 08-14-10		Motion 17-18-10	

- one trustee
- two members of the St. James Scholarship Foundation

The terms of reference of the Awards and Scholarships Advisory Committee are set out in Regulation JM-R – Awards and Scholarships.

The mandate of the Awards and Scholarships Advisory Committee shall be:

- a) To make recommendations to the School Board for adoption as policy in the matter of awards and scholarships.
- b) To review and recommend action in respect to the establishment and presentation of awards and scholarships.

The committee shall meet a minimum of once per year, or more often at the call of the Chair.

D. Liaison Committees Membership and Roles:

1. Board/Student Council

Membership: 1 trustee

Role: The trustee will attend the two regularly scheduled divisional student council meetings and report to the Board following the meetings.

2. Board/Municipal Council

Membership: Board Chair and two trustees

Role: Consult and coordinate activities of mutual interest with the local City of Winnipeg councillors and RM of Headingley Council.

3. Board/St. James-Assiniboia Teachers' Association

Membership: Chair of the Personnel Committee, one other trustee and administrative representation as required.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	6 of 8
Motion 08-14-10		Motion 17-18-10	

Role: Discuss issues that may be referred from the collective bargaining process and other issues of mutual interest.

4. Divisional Early Childhood Committee

Membership: 1 trustee

Role: The trustee will act as liaison between the Board and the Divisional Early Childhood Committee.

E. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Board to act in an advisory capacity to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within to operate. (Example: Schools Review Committee)

The Board shall establish terms of reference for the Ad Hoc Committee so that the responsibilities and term of operation for the committee are clear.

The Board shall strike a budget, if one is required, for the Ad Hoc committee to operate.

Ad Hoc committees shall:

- a) Be appointed at any time deemed advisable by the Board
- b) Consist of no less than two members but no more than four, one of whom shall be appointed as Chairperson
- c) Be advisory to the Board and have no deliberative authority
- d) Report to the Board as necessary
- e) Take no action on any matter but submit recommendations to the board for approval
- f) Make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board
- g) Be automatically dissolved as a Committee upon Board acceptance of the committee's final report unless asked to continue by the Board

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	7 of 8
Motion 08-14-10		Motion 17-18-10	

F. Other Committees

1. Retirement Plan Committee

Membership:

Two trustees, Secretary-Treasurer/Chief Financial Officer, one representative from each of the non-teaching bargaining units and staff support as required.

Role:

The committee acts in accordance with the governance role of the Retirement Plan for Non-Teaching Employees.

Former BCE, now archived.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		26-Oct-10	8 of 8
Motion 08-14-10		Motion 17-18-10	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning**POLICY: KD**

#118215

KA
BDE**PUBLIC INFORMATION PROGRAM****MARKETING OF EDUCATION**

The St. James-Assiniboia School Division Board believes that the public must have confidence in its schools and that mutual trust between community and school is essential. Community attitudes and expectation are, therefore, important for the Board and all levels of staff to know, for support is achieved through effective two-way communication between school and community. Citizen participation imparts direction and meaning to the school program; keeping the media informed enhances school-community relations; and an informed, involved staff forms a productive team. An open climate is conducive to effective relationships between Board, administration, staff, students, parents and residents.

Division Policy KA lists as one of the goals for school-community relations the following:

To develop public understanding, through an effective public relations program/communication plan, of all aspects of school operation, both at the Division and local school levels.

Given this goal, the Board endorses the following objectives:

1. That the Division embark on a marketing program which is used to communicate the positive aspects of our school system for the purposes of:
 - a) Attracting students to our school system, and
 - b) Fostering pride and positive morale amongst our staff and students, and
 - c) Fostering positive relations with the community (both residents and business) and promoting awareness and appreciation of the School Division
2. That the marketing programs emphasize procedures for effective two-way communication, both within and beyond the school system.

ADOPTED	REVIEWED	REVISED	PAGE
11/Mar/86		24/Feb/09	1 of 3
Motion 139-86		Motion 04-29-09	

3. That the marketing program and action plans be reviewed by the **Community Engagement Marketing** Committee, the structure and terms of reference of which are outlined later in this policy.
4. That marketing activities be carried out at both central office and individual school levels, with the following assuming primary responsibility for the marketing program:
 - a) Board of Trustees
 - b) Central Office Level:
 - i. Superintendents and Senior Management
 - ii. The Information Officer
 - iii. Coordinators
 - c) School Level: The Principal

It is understood, however, that to be effective the marketing plan must be supported by all members of our system, including teaching staff and support staff.
5. That the marketing program be assessed annually by the **Community Engagement Marketing** Committee.
6. That inservice training on marketing and public relations be provided as deemed appropriate.
7. That an annual budget be struck which emphasizes the priorities in marketing established for that year.

Structure of the Community Engagement Marketing Committee**I. Members**

- 3 School Trustees
- 1 Administrative Representative
(Designated by the Superintendent)

ADOPTED	REVIEWED	REVISED	PAGE
11/Mar/86		24/Feb/09	2 of 3
Motion 139-86		Motion 04-29-09	

II. Chair

A trustee (elected annually)

III. Terms of Reference**As set out in Board Policy BDE – Board Committees.**

- ~~1. To address marketing of the School Division both inside and outside the Division.~~
- ~~2. To develop policy recommendations to the Board in terms of marketing policy changes and communications staffing.~~
- ~~3. To review annually the need for this Committee with a recommendation to the Board prior to each November annual meeting elections.~~

IV. Meetings:

Quarterly, or at the call of the chair.

V. Members' Term of Office:

Annual appointment.

ADOPTED	REVIEWED	REVISED	PAGE
11/Mar/86		24/Feb/09	3 of 3
Motion 139-86		Motion 04-29-09	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning

POLICY: BEDBB

#108127

BEDBB-R

ELECTRONIC COMMUNICATION WITH TRUSTEES

The Board of Trustees and Senior Administration of the St. James-Assiniboia School Division use an electronic communication system for Board and Committee meeting agenda processes.

The administration will be responsible for determining which documents may be provided for Board and Committee agendas electronically. Trustees and senior administration will receive equipment to facilitate the use of the electronic communication system and access to the Division's agenda server in order to conduct business of the board as per ~~Board By-Law 62-84~~ **the Board Member Compensation and Expenses (Trustee Indemnity)**.

Measures will be taken by the Division's Administration to ensure the industry standard for the security system is in place to protect the information contained on the system.

Under normal circumstances agendas will be posted to the electronic agenda system by 4:30 p.m. on the Friday before the board meeting.

Former BEDB

ADOPTED	REVIEWED	REVISED	PAGE
25-Jan-05		22-Jan-08	1 of 1
02-09-05		Motion 02-02-08	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning	REGULATION: AG-R
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#128477

AG
AG-E-1**BOARD SELF EVALUATION****I. POLICY**

The Board of Trustees of the St. James-Assiniboia believes that the quality of its functioning as the Division's governing entity has significant potential to affect:

- the progress and realization of its Vision & Mission
- the progress of divisional activity on Board Priorities
- the priorities and activities of the Division's administration
- the quality of relationships with, and work on behalf of, all members of the divisional community.

Therefore, the Board endorses a regular process of self-evaluation to enhance its work as a governing entity and benefit the individual Trustees who invest in the service of the Board as that entity.

II. GUIDELINES

The Board will determine the need for a self-evaluation annually.

- ~~A. The Board will determine the need for a self-evaluation, in the second year of its mandate at the first regular Board meeting in September.~~
- ~~B. If initiated, the self-evaluation will be conducted for a minimum of two consecutive years. The Board may waive the need for a self-evaluation in the final year of its mandate.~~
- ~~C. Before beginning the evaluation process, the Board will consider scoring of the numerical values as a comparison between performance and significance and/or reporting of the distribution of the performance numerical values.~~

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10	20-Apr-15	01/May/15	1 of 2
08-15-10		08-15-15	

III. PROCEDURES

A. The process to develop the Board's self-evaluation process shall consider the reflection on the following areas of Board operations and relationships:

- Board member orientation and continuing development
- Board meetings
- Standing Committee work
- Fiscal management
- Planning and goal-setting
- Policy development
- Board relationship with the Chief Superintendent
- Board-Community relations and communication
- Board-Staff relations
- Liaison relations, including but not limited to:
 - The St. James-Assiniboia Teachers' Association, MANTE and CUPE Associations
 - Manitoba School Boards Association
 - Manitoba Association of School Superintendents
 - The City of Winnipeg,
 - Manitoba Education
 - The Government of Manitoba

~~E. The Board will use the format as defined in AG-E-1.~~

B. The Board will review the tabulated results of the self-evaluation, In-Camera, at a regularly scheduled Board Meeting not later than one month after the completion of the self-evaluation.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10	20-Apr-15	01/May/15	2 of 2
08-15-10		08-15-15	



Board Self-Evaluation Questionnaire

A Tool for Improving Governance Practice

Name: _____

For period beginning _____ to _____

Adapted from:



Board Self-Evaluation Guidelines

Guidelines on How Best to Use This Tool

- This tool is designed to be used as an annual board evaluation. It seeks to help a board answer the question: what are we as a board now doing well and what can be do better?
- The following documents are included in this Board Self-Evaluation:
 - A. Board Self-Evaluation Questionnaire
 - B. Board's Relationship with the CEO
 - C. Board's Relationship with the CFO
 - D. Feedback to the Chair of the Board
 - E. Performance of Individual Board Members
- **Section A** is related to general performance and conduct of the board. Remember that this tool is best used to stimulate reflection and discussion; it is not a scientific survey instrument.
- The rating scale at the bottom of each page ("My Overall Rating") asks that board members add up the total of the numbers circled on the page. This number is intended as a rough interpretation of the results of each section. The range of numbers will change with the number of questions asked and answered in the section.
- You may also consider evaluating other things such as the effectiveness of committees or board "follow-through". These can be added in the "Other" section of each page. Avoid questions that compare individual board member performance; keep the focus on the whole board.
- **Section B** and **Section C** on the Board's Relationship with the CEO and CFO, respectively, are not intended as an evaluation of the individuals but, rather, as an evaluation of the quality of the board's relationship with each, as judged both by the board and by the CEO/CFO.
- Questions should be answered by all trustees. When completed individually, the results of Sections A, B and C should be compiled, shared, and discussed by the whole board to determine an average group answer to each question and an overall section rating.
- **Section D** should be answered by trustees and shared only with the Chair. The Chair should also complete this section as a form of self-reflection.
- **Section E** should be answered by trustees alone but not shared with the group. This document related to the performance and conduct of individual trustees provides an opportunity for board members to personally reflect on their own performance. This portion of the questionnaire, once completed, should be retained by each board member, although board members may feel comfortable sharing their overall rating for this section at the bottom of the page or what one of the issues identified they most want to improve upon. Trustees may also choose to share their reflections with a trusted colleague or mentor.
- Section A should also be completed by the CEO and CFO.
- Section B should also be completed by the CEO.
- Section C should also be completed by the CFO.

Section A

How Well Has the Board Done Its Job?

*Type the response that **best** reflects your opinion. The rating scale for each statement is:*

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. Our division has a three to five-year strategic plan or a set of clear long range goals and priorities.
2. The board's meeting agenda clearly reflects our strategic plan or priorities.
3. The board has insured that the division also has a one-year operational or administration plan.
4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.
5. The board ensures that the division's accomplishments and challenges are communicated publically.
6. The board has ensured that the public has received reports on how our division has used its financial and human resources.
7. Other:

My overall rating (total will calculate automatically): _____

Excellent (28+)

Very Good (20-27)

Satisfactory (15-19)

Needs Improvement (12-18)

Does Not Meet Minimum Expectations (7-11)

Comments:

How Well Has the Board Conducted Itself?

Type the response that **best** reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. Trustees are aware of what is expected of them.
2. The agenda of board meetings is well planned so that we are able to get through all necessary board business.
3. It seems like most trustees come to meetings prepared.
4. We receive written reports to the board in advance of our meetings.
5. All trustees participate in important board discussions.
6. We do a good job encouraging and dealing with different points of view.
7. We all support the decisions we make.
8. The board has taken responsibility for recruiting new trustees.
9. The board has planned and led the orientation process for new trustees.
10. The board has a plan for trustee education and further board development.
11. Our board meetings are always interesting.
12. Our board meetings are frequently enjoyable.
13. Other:

My overall rating (total will calculate automatically): _____

Excellent (50+)

Very Good (40-49)

Satisfactory (30-39)

Needs Improvement (20-29)

Does Not Meet Minimum Expectations (12-19)

Comments:

Name: _____

Date: _____

Section B

Board's Relationship with CEO

*Type the response that **best** reflects your opinion. The rating scale for each statement is:*

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. There is a clear understanding of where the board's role ends and the Superintendent's begins.
2. There is good two-way communication between the board and the Superintendent.
3. The board trusts the judgment of the Superintendent.
4. The Board provides direction to the Superintendent by setting new policies or clarifying existing ones.
5. The board has discussed as communicated the kinds of information and level of detail it requires from the Superintendent on what is happening in the division.
6. The board has developed formal criteria and a process for evaluating the Superintendent.
7. The board has formally evaluated the Superintendent within the past 12 months.
8. The board evaluates the Superintendent primarily on:
 - the accomplishment of or contribution to the division's strategic goals and priorities .
 - adherence to policy.
 - elements contained with his/her job description.
9. The board provides feedback and shows its appreciation to the Superintendent on a regular basis.
10. The board ensures that the Superintendent is able to take advantage of professional development opportunities.
11. Other:

My overall rating (total will calculate automatically): _____

Excellent (45+)

Very Good (40-44)

Satisfactory (30-39)

Needs Improvement (20-29)

Does Not Meet Minimum Expectations (10-19)

Comments:

Name: _____

Date: _____

Section C

Board's Relationship with CFO

*Type the response that **best** reflects your opinion. The rating scale for each statement is:*

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. There is a clear understanding of where the board's role ends and the Secretary Treasurer's begins.
2. There is good two-way communication between the board and the Secretary Treasurer.
3. The board trusts the judgment of the Secretary Treasurer.
4. The Board provides direction to the Secretary Treasurer by setting new policies or clarifying existing ones.
5. The board has discussed as communicated the kinds of information and level of detail it requires from the Secretary Treasurer on what is happening in the division.
6. The board has developed formal criteria and a process for evaluating the Secretary Treasurer.
7. The board has formally evaluated the Secretary Treasurer within the past 12 months.
8. The board evaluates the Secretary Treasurer primarily on:
 - the accomplishment of or contribution to the division's strategic goals and priorities
 - adherence to policy
 - elements contained with his/her job description
9. The board provides feedback and shows its appreciation to the Secretary Treasurer on a regular basis.
10. The board ensures that the Secretary Treasurer is able to take advantage of professional development opportunities.
11. Other:

My overall rating (total will calculate automatically): _____

Excellent (45+)

Very Good (40-44)

Satisfactory (30-39)

Needs Improvement (20-29)

Does Not Meet Minimum Expectations (10-19)

Comments:

Section D

Feedback to the Chair of the Board

*Type the response that **best** reflects your opinion. The rating scale for each statement is:*

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. The board has discussed the role and responsibilities of the Chair.
2. The Chair is well prepared for board meetings.
3. The Chair helps the board to stick to the agenda.
4. The Chair ensures that every trustee has an opportunity to be heard.
5. The Chair is skilled at managing different points of view.
6. The Chair can be tough on the board as a group when the board gets out-of-line.
7. The Chair knows how to be direct with an individual trustee when their behaviour needs to change.
8. The Chair helps the board work well together.
9. The Chair demonstrates good listening skills.
10. The board supports the Chair.
11. The Chair is effective in delegating responsibility amongst trustees.
12. Other:

My overall rating (total calculated automatically): _____

Excellent (50+)

Very Good (40-49)

Satisfactory (30-39)

Needs Improvement (20-29)

Does Not Meet Minimum Expectations (12-19)

Comments:

Section E

Performance of Individual Board Members (*Not to be shared*)

Type the response that **best** reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. I am aware of what is expected of me as a trustee.
2. I have a good record of meeting attendance.
3. I read the minutes, reports and other materials in advance of our board meetings.
4. I am familiar with what is in the division's by-laws and governing policies
5. I frequently encourage other trustees to express their opinions at board meetings.
6. I am encouraged by other trustees to express my opinions at board meetings.
7. I am a good listener at board meetings.
8. I follow through on things I have said I would do.
9. I maintain the confidentiality of all board decisions.
10. When I have a different opinion than the majority, I raise it.
11. I support board decisions once they are made even if I do not agree with them.
12. I promote the work of our division in the community whenever I had a chance to do so.
13. I stay informed about issues relevant to our mission and bring information to the attention of the board.
14. Other:

My overall rating (total calculated automatically): _____

Excellent (60+)

Very Good (52-59)

Satisfactory (39-51)

Needs Improvement (26-38)

Does Not Meet Minimum Expectations (13-25)

Comments:



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

BY- LAW 297-19

Consolidation of By-Laws 240-13, 263-15, and 293-19

BOARD MEMBER COMPENSATION AND EXPENSES **(TRUSTEE INDEMNITY)**

A BY-LAW of the St. James-Assiniboia School Division providing for the compensation of members of the Board of Trustees of the Division as additional indemnities.

AND WHEREAS the Trustees of the St. James-Assiniboia School Division adopted Board By-Law 62-84 and subsequent amendments and By-Law 193-08, By-Law 213-10, By-Law 240-13, By-Law 263-15, and By-Law 293-19 to provide for the amount to be paid to the Trustees of the Division as annual and additional indemnities;

NOW THEREFORE, the Trustees of the St. James-Assiniboia School Division in session assembled enact as follows:

1. That effective January 1, 2019, annual indemnities be established as follows:
(since January 1984 reviewed on annual basis – Regulation BID-R)

2019 Rates

Chair of the Board	\$23,000
Vice Chair of the Board	\$20,000
Standing Committee Chairs (Personnel, Education, Finance/Facilities)	\$19,000
All Other Trustees	\$18,000

2. That each January 1st thereafter, Trustees' indemnities shall be adjusted according to the rate of increase in the Consumer Price Index for the Winnipeg Region 2002 base for the 12 month period ending in the month of December immediately preceding January 1st in any year; and that annually the rates will be adjusted in Regulation BID-R.
3. That, every Trustee be paid monthly installments equivalent to one twelfth (1/12) of the annual indemnity to which he or she may be entitled pursuant to Clause 1 and 2 of this by-law.
4. That, with respect to the change of any Trustee's assignment by the Board, the effective date for the revision to the monthly indemnity paid shall be the month following in which the Trustee's assignment was altered.
5. That every trustee be paid partial reimbursement for high speed internet access equivalent to one half (50%) of the annual cost charged by the Division's service provider for providing high speed internet access as of January 1 of each calendar year. The payment is processed in monthly installments.
6. That the Division supply a computer package (inclusive of hardware and software) to each Trustee every four years. At the end of the term trustees will have the option to purchase

the hardware at a depreciated value of 36% per year or return the equipment to the division.

DONE AND PASSED in session assembled this 27th day of August, 2019.

First Reading: June 25, 2019
Second Reading: August 27, 2019
Third/Final Reading: August 27, 2019

Cheryl Smukowich, Chair of the Board

Michael Friesen, Secretary-Treasurer/CFO

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 08-19

Meeting Held: Tuesday, June 4, 2019, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee
Craig Johnson, Trustee

Bruce Chegus, Trustee
Cheryl Smukowich, Board Chair

Present: Brett Lough, Chief Superintendent
Michael Friesen, Secretary-Treasurer/Chief Financial Officer
Mike Wake, Assistant Superintendent, Education (6-12) and Administration (5:30 p.m. – 6:20 p.m.)
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer
James Dunlop, Accounting Supervisor
Rob Carnegie, Director, Information Technology (Item 3)

Regrets: Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Program Budget Review – Location 667 – Information Technology

Rob Carnegie, Director – Information Technology, presented a detailed report on the IT five-year budget plan.

The Finance/Facilities Committee recommends:

That the presentation on the IT five-year budget plan be received as information.

4. School Cash Online Pilot Report

The Committee was advised that the School Cash Online pilot for Parent Councils that was originally discussed at the February 6, 2019 Finance/Facilities Committee meeting, would extend into fall 2019. The addition of one more pilot school was also requested.

The Finance/Facilities Committee recommends:

That a deviation from policy DIA to allow a Parent Council clearing account through the School's funds be approved for three pilot locations in 2019-20.

And further;

That the report on the School Cash Online Pilot be carried as a pending item.

5. Lincoln Middle School Outdoor Learning Space

The Committee reviewed request from Lincoln Middle School to construct an outdoor learning space.

The Finance/Facilities Committee recommends:

That the request from Lincoln School to construct an outdoor learning space be approved.

And further;

That the project be subject to final inspection and satisfaction of the Manager, Facilities & Maintenance.

6. PSFB Correspondence

– École Assiniboine – New Stand-Alone Child Care – Project Support

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. Turtle Mountain Correspondence re Federal Carbon Tax

The Committee reviewed correspondence that Turtle Mountain School Division sent to the Federal Government requesting consideration for a Carbon Tax exemption for the operation of school buses. The Committee was advised that the budget impact of the Carbon Tax for school bus fuel and natural gas on SJASD was estimated to be \$75,000 in 2019/20.

The Finance/Facilities Committee recommends:

That Administration prepare correspondence for the Honourable Catherine McKenna, Minister of Environment and Climate Change, over the signature of the Chair, requesting a Carbon Tax exemption for School Divisions.

And further;

That the correspondence be copied to Doug Eyolfson, Member of Parliament for Charleswood-St.James-Assiniboia-Headingley, The Honourable Brian Pallister, Premier of Manitoba, All Manitoba School Boards and the Manitoba School Boards Association.

8. Assiniboine School Renovation Update

The Committee received an update on the upcoming child care expansion plan at École Assiniboine.

The Finance/Facilities Committee recommends:

That the update on the child care expansion plan at École Assiniboine be received as information.

Adjournment: 6:35 p.m.

Next Meeting: Finance/Facilities Meeting
Tuesday, September 3, 2019, 5:30 p.m.

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