



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 25, 2019

7:30 p.m.

Meeting No. 11-19

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 June 11, 2019

REPORT ON EDUCATION

Collaborating with the Purpose of Student Growth - Buchanan School

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Personnel Committee
Education 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 Memo re K-12 Review Commission Public Hearings
 - b. MSBA Memo re Creation of written submission to K-12 Review Commission online repository
 - c. Call for Nomination - Minister of Justice National Youth Justice Policing Award

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading - By-Law 299-19 - Religious Instruction at Strathmillan School
2. Third/Final Reading - By-Law 299-19 - Religious Instruction at Strathmillan School
3. Second Reading - Debenture By-Law 296-19
4. Third/Final Reading - Debenture By-Law 296-19
5. First Reading - By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)
6. First Reading - By-Law 297-19 Consolidated Trustee Indemnity (240-13, 263-15 and 293-19)

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 Craig Glennie - Trustee Statements
2. Trustee Craig Glennie - French Lessons for Immersion Parents

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 06-19**

June 25, 2019

Meeting Held: Tuesday, June 18, 2019, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair
Craig Johnson, Trustee (arrived Item #4, 5:10 p.m.)
Jennifer Lawson, Trustee (arrived Item #4, 5:25 p.m.)
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee
Bruce Chegus, Trustee
Craig Glennie, Trustee (arrived Item #4, 5:30 p.m.)
Holly Hunter, Trustee

Brett Lough, Chief Superintendent
Carrol Harvey, Manager, Human Resources
Cindy Labaty, Manager, Human Resources
Mike Friesen, Secretary-Treasurer
Doreen Cost, Assistant Superintendent
Mike Wake, Assistant Superintendent
Carrie Melville, Assistant Secretary-Treasurer

Regrets: Nil

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:00 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed; adding Item #9 Kindergarten Waiting Lists.

3. Job Descriptions

Administration shared revisions to the Truck Driver and Transportation Supervisor job descriptions.

The Personnel Committee recommends:

That revisions to job descriptions AP4-7 Truck Driver and AP5-19 Transportation Supervisor be approved.

4. PWC Audit

The Committee discussed the first audit recommendation from the PWC audit around clarifying the role of management and the Board/Personnel Committee in respect of recruiting practices.

The Personnel Committee recommends:

That the roles and responsibilities chart developed by the Committee be reviewed in September and the Committee begin discussion of the second recommendation at that time.

5. Code of Conduct for Child Protection Policy

Administration shared the new policy developed in support of the Commit to Kids program started this year. Administration shared that more than 95% of permanent staff have completed the training associated, and that the Division is looking forward to the kick-off of this policy with all staff in September.

The Personnel Committee recommends:

That the Code of Conduct for Child Protection policy be approved.

6. French Immersion Representation – ESS/Senior Administration

The Committee discussed the motion raised by the Board regarding the hiring of an additional French Immersion coach or coordinator as well as ensuring that future hiring result in at least one Senior Administrator being bilingual.

The Personnel Committee recommends:

That all future Senior Administrator positions be posted as having the ability to communicate in the French language be considered an asset.

7. Senior Management Succession Planning

The Committee discussed the motion raised by the Board regarding reviewing the retirement or resignation notice requirements of all senior management

positions. As well, the Board advised that MSBA is currently reviewing all senior management contracts.

The Personnel Committee recommends:

That this discussion be received as information.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to June 14, 2019.

The Personnel Committee recommends:

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

9. Kindergarten Waiting Lists

Administration shared information with respect to decisions planned around In-Division, Out-of-Catchment wait lists for kindergarten on June 21, 2019.

The Personnel Committee recommends:

That this discussion be received as information.

The meeting adjourned at 6:20 p.m.

Next Committee Meeting: Tuesday, September 17, 2019, 5:30 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. 9 ~ 18-19

LL#456567

June 25, 2019

Meeting Held: Tuesday, June 18, 2019 Board Room, 6:00 p.m.

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

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee
Craig Johnson, Trustee – left at 7:20 pm
Brian Metcalfe, Trustee – left at 7:20 pm

Brett Lough, Chief Superintendent
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services
Mike Wake, Assistant Superintendent, Education (6-12) and Administration
Tanis Pshebniski (Agenda Item 3)
Tanis Cumming (Agenda Item 3)

Regrets: None

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Bruce Chegus called the meeting to order at 6:22 p.m.

Attendance recorded above

2. Approval of Agenda

Agenda approved as circulated.

3. Middle Years Exams and Formal Instruction for Exam Preparation Motion 19-15-19

Based on discussion on this topic at the Education Committee meeting held on May 21, 2019, focus should rather be given at the senior years level to study skills, note-taking, organizational skills, and test/exam writing.

The Education Committee Recommends:

That Senior Administration will have formal instruction for exam preparation as a standing item on middle and senior years level administrator meetings.

4. Student Services Support Funding Survey 2018-2019 Motion 10-23-19

An executive summary was presented of an online student services support funding survey. The survey was completed by SJASD school administrators, classroom teachers, and educational assistants between Monday, April 15, 2019 and Friday, May 10, 2019. The questions asked were:

- 1) What are the advantages of allocating funds to each school using school profiles?
- 2) What have been the challenges of this process?
- 3) Do you have any suggestions as to how SJASD can improve the process or how it allocates its student support funding?

The Education Committee Recommends:

That the Student Services Support Funding Survey 2018-2019 be reviewed in more detail at the September 17, 2019 meeting, along with the Manitoba Education and Training Student Services Review and Reporting feedback.

INFORMATION ITEMS – AGENDA ITEMS 3 and 4

a) Continuous Improvement Presentation: Tanis Pshebniski and Tia Cumming

Tanis Pshebniski and Tia Cumming worked alongside early years and middle years administrators and teachers, facilitating conversations focusing on highly effective instructional practices, engaging principals and school teams in planning based on student learning data, providing coaches and support teachers with professional learning, and focussing professional learning on connecting instructional practices.

Working with coaches and support teachers, Tanis and Tia provided ongoing professional learning, further developed a collaborative professional network responsive to the learning goals of coaches and support teachers and assisted them in their work with classroom teachers to implement effective and responsive transformational instructional practices.

Tanis and Tia's work will continue in 2019-2020 with early and middle years and they will extend the process to the senior years.

b) Peaceful Village After School Program Report 2018-19 Motion 09-11-19

The program has been very successful this school year. With the administration at George Waters and St. James Collegiate supporting the program and encouraging students to attend, students, who have immigrated to Canada, have felt a stronger connection to the school community. The program has expanded from two to three nights a week.

The Education Committee Recommends:

That the following items be received as information:

- **Continuous Improvement of Student Learning Presentation by Tanis Pshebniski and Tia Cumming**
- **Peaceful Village After School Program Report 2018-19.**

The meeting adjourned at 8:00 pm

Next meeting: September 17, 2019

Report presented by Bruce Chegus, Chair, Education Committee

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