



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

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

September 10, 2019

7:30 p.m.

Meeting No. 13-19

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

CALL TO ORDER - ANNUAL MEETING

CHAIR: Michael Friesen, Secretary-Treasurer/Chief Financial Officer (P.S.A. 29(2))

VOTING PROCEDURE:

"That the Board vote by secret ballot;

That the ballots be destroyed after each vote;

That Mike Wake, Doreen Cost and Carrie Melville act as scrutineers;

That only the outcome and not the count of each vote be announced;

That, in the event of a tie vote,

The Chair will initial one ballot of the set; and further,

That the School Board will determine by lot which ballot will be received by each trustee; and further,

That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote;

And further;

That the Secretary-Treasurer/Chief Financial Officer remain in the Chair until all elections are completed.”

ELECTION OF CHAIR OF THE BOARD

ELECTION OF VICE CHAIR OF THE BOARD

ELECTION OF CHAIRS OF STANDING COMMITTEES

ELECTION OF STANDING COMMITTEE MEMBERS

ELECTION OF CHAIRS AND MEMBERS OF OTHER COMMITTEES

New Chair Presides:

MOTION RE: SIGNING OFFICERS

“That the signing officers for the St. James-Assiniboia School Division be as follows:

(Name....), Chair of the Board

(Name....), Vice Chair of the Board

Brett Lough, Chief Superintendent

Michael Friesen, Secretary-Treasurer/Chief Financial Officer

Carrie Melville, Assistant Secretary-Treasurer

James Dunlop, Accounting Supervisor”

MOTION RE: AFFIRMATION OF ORGANIZATIONAL BY-LAW

“In accordance with the requirement set out in Organizational By-Law No. 290-18:

That the Board affirm and adopt By-Law 290-18 and subsequent amending By-Law 298-19, to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 10, 2019 to the annual meeting of the Board in September 2020.”

MOTION RE: BOARD MEETING DATES

“That the St. James-Assiniboia School Division Board hold its meetings on the second and fourth Tuesdays of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:30 p.m., in accordance with By-Law No. 290-18 and subsequent amending by-Law 298-19.”

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 August 27, 2019

REPORT ON EDUCATION

There is no Report on Education scheduled.

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Community Engagement Committee
Finance/Facilities Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There are no items for action.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Memo re: Administrators MSDS Account (Safety Data Sheets)
 - b. Memo re: Student and Staff Accident Insurance Aug. 2019
 - c. MSBA Response to PC Education Property Tax Commitment
 - d. 2019-20 Association Membership Form
 - e. 2019-20 Learning Opportunities Calendar
 - f. CSBA Communication Copyright Materials
 - g. MTS - MSBA WHS Training for School Reps 2019
 - h. Memo re: Federal Climate Action Incentive Fund Clarification
2. River East Transcona School Division Media Release - Board Elections

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading - By-Law 300-19 Consolidated Organizational By-Law

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

There are no new business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 1-20

September 3, 2019

MEETING HELD: Tuesday, September 3, 2019 at 5:30 p.m. in Board Room

DISCUSSIONS AND RECOMMENDATIONS

Trustee Nicole Bowering called the meeting to order at 5:30 p.m.

1. Attendance

PRESENT: Nicole Bowering, Chair
Sandy Lethbridge, Trustee
Craig Glennie, Trustee
Cheryl Smukowich, Board Chair

Mike Wake, Assistant Superintendent, Education (6-12) and Administration
Jen Cameron, Information Officer

2. Approval of Agenda

The agenda was approved as distributed and attendance as noted.

3. Policy KD – Marketing of Education

Committee reviewed Policy KD and discussed clause regarding attracting students to our school system. The policy was reviewed for relevance.

The Community Engagement Committee recommends:

“That the discussion on Policy KD be received as information.”

4. Student/Trustee Forum Feedback

Responses from the Student/Trustee forum were received. Information is to be shared with school staff for continuous improvement meetings. The format and efficacy of responses were reviewed in an effort to find ways to get broader representation from our students.

The Community Engagement Committee recommends:

“That the Student/Trustee Forum Feedback be received as information,

And further,

That the cycle for student attendance be

2019-20: Grade 9

2020-21: Grade 4-5

**2021-22: Grade 6-8
2022-23: Grade 9-12.”**

5. Community Forum Event

The new forum event was discussed. The 2019-20 event will focus on community members with demographics of 55+. Senior Administration on behalf of the Committee will reach out to community leaders to develop the format of the event.

The Community Engagement Committee recommends:

“That the discussion on the Community Forum Event be received as information,

And further,

That a letter of invitation to community organizations be drafted and sent for review by the Board Chair.”

6. Date of the Next Meeting

The next meeting will be Tuesday, November 5, 2019 at 5:30 pm.

7. Adjournment

The committee adjourned at 5:57 pm.

Next meeting: Tuesday, November 5, 2019 at 5:30pm.
Minutes submitted by Nicole Bowering, Chair
Minutes recorded by Nicole Bowering, Chair

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 09-19

Meeting Held: Tuesday, September 3, 2019, Aidan Conklin Building, 6:30 p.m.

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

 Bruce Chegus, Trustee (7:05 p.m.)
 Holly Hunter (8:30 p.m.)
 Jennifer Lawson, Trustee (6:55 p.m.)
 Sandy Lethbridge, Trustee
 Cheryl Smukowich, Board Chair

Present: Brett Lough, Chief Superintendent
 Michael Friesen, Secretary-Treasurer/Chief Financial Officer
 Randy Calvert, Manager, Facilities & Maintenance
 Carrie Melville, Assistant Secretary-Treasurer
 James Dunlop, Accounting Supervisor

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

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. PSFB Correspondence

- Hedges Middle School – Grooming Room – Project Support
- École Assiniboine – New Stand-Alone Child Care – Additional Project Support
- Former Allard School – 130 Allard Avenue – Disposition of Surplus Land

The Committee reviewed correspondence from the Public Schools Finance Board.

Discussion focused on the authorization to continue the disposition process for the surplus 130 Allard property. Provincial Crown Lands and Property Agency has circulated this property and did not identify any interested parties. Administration is in the process of obtaining City of Winnipeg authorization to subdivide the 130 Allard parcel of land from the Sansome School site.

The Finance/Facilities Committee recommends:

That the PSFB correspondence listed above be received as information.

4. Palliative Manitoba – Permit Request

The Committee reviewed a request from Palliative Manitoba to have rental fees associated with a permit for a free grief support group for children and their guardians waived.

The Finance/Facilities Committee recommends:

That the request from Palliative Manitoba to have rental fees waived be approved.

5. Highland Hoppers – Permit Request

The Committee reviewed a permit request from Highland Hoppers for a dispensation from Regulation DFBA-R-2 Permit Conditions. The Permit Conditions require that a school building must not be used for private gain.

The Finance/Facilities Committee recommends:

That the request from Highland Hoppers for a dispensation from regulation DFBA-R-2 Permit Conditions be declined.

**6. Bruce Middle School
– Request for Funds (50th Anniversary)**

The Committee reviewed a request from Bruce Middle School for a grant in the amount of \$1,300 to support the schools 50th Anniversary, in accordance with Regulation INDAA-R School Anniversary Celebration Guidelines.

The Finance/Facilities Committee recommends:

That the request from Bruce Middle School for a grant in the amount of \$1,300 to support the schools 50th Anniversary be approved, subject to providing a budget for the event.

**7. Financial Statement
– July 2019**

The Committee reviewed the Financial Statement for the period ended July 2019.

The Finance/Facilities Committee recommends:

That the Financial Statement for the period ended July 2019 be received as information.

**8. Budget Location Discussion
– Maintenance**

Randy Calvert, Manager, Facilities and Maintenance, presented a detailed report on the Maintenance Budget.

The Finance/Facilities Committee recommends:

That the presentation on the Maintenance budget be received as information.

9. New Draft Policy ACE Accessibility and Regulation ACE-R Customer Service Standard

The Committee reviewed a new draft Policy ACE Accessibility and Regulation ACE-R Customer Service Standard.

The Finance/Facilities Committee recommends:

That Policy ACE Accessibility be approved (Appendix A).

And further;

That Regulation ACE-R Customer Service Standard be received as information (Appendix B).

10. Discovery Children's Centre

The Committee reviewed correspondence from Ron Blatz, Executive Director, Discovery Children's Centre related to their lease with the School Division.

The Finance/Facilities Committee recommends:

That the discussion on the email correspondence from Ron Blatz, Executive Director, Discovery Children's Centre be received as information.

11. 2018-2019 Internal Audit Summary

The Committee reviewed the 2018-2019 Internal Audit Summary and discussed the importance of accounting controls, compliance with CRA requirements, Board Policy and the consolidation of financial information.

The Finance/Facilities Committee recommends:

That the 2018-2019 Internal Audit Summary be received as information.

12. Summer Capital Projects Update

The Committee reviewed a report detailing the completion status of significant summer capital projects.

The Finance/Facilities Committee recommends:

That the Summer Capital Projects Update be received as information.

Adjournment: 8:50 p.m.

Next Meeting: Finance/Facilities Audit Meeting
Thursday, October 3, 2019, 5:30 p.m.

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

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

POLICY: ACE

#1365146

ACCESSIBILITY**PURPOSE**

The St. James-Assiniboia School Division affirms its commitment to provide all staff, students, and visitors to its facilities an inclusive environment. To that end, the Division strives to eliminate or reduce barriers that inhibit the participation of people who may be affected by a disability, aging, an injury or other life event resulting in compromised:

- Mobility
- Dexterity (use of hands)
- Vision
- Communication
- Understanding
- Mental health

Barriers may include:

- Attitudinal
 - Barriers that result when people think and act based on false assumptions.
- Informational and Communication
 - Barriers are created when information is offered in a form that suits some, but not all, of the population.
- Technological
 - Barriers occur when technology, or the way it is used, cannot be accessed by people with disabilities.
- Systemic
 - Barriers within policies, practices or procedures that result in some people receiving unequal access or being excluded.
- Physical and Architectural
 - Barriers that are physical obstacles make it difficult for some to easily access a place.

SCOPE

This policy must be integrated into the planning and operation of all school division departments and facilities.

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

POLICY: ACE

ACCESSIBILITY PLAN

The following regulations shall be developed in compliance with current government standards in accordance with the application and phase-in requirements detailed within each standard:

- Accessibility Standard for Customer Service Regulation
- Accessibility Standard for Employment Regulation

The following regulations will be developed in compliance of future government standards in accordance with the application and phase-in requirements detailed within each standard:

- Accessibility Standard for Information and Communications Regulation
- Accessibility Standard for the Design of Public Spaces Regulation
- Accessibility Standard for the Built Environment Regulation
- Accessibility Standard for Transportation Regulation

An accessibility plan summary will be posted on the School Division website and will be updated as new regulations are developed.

IMPLEMENTATION

The accessibility plan will provide a long-term, systemic and proactive approach to dealing with accessibility issues. This mandate is to achieve significant progress by 2023.

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#1364867

EAA
EAA-R**CUSTOMER SERVICE STANDARD REGULATION****BARRIER-FREE ACCESS TO GOODS AND SERVICES**

The St. James-Assiniboia School Division believes it is important for all stakeholders in their educational community to work together to provide an environment that will enable students to be achievers and successful learners. As such, student success will require the combined efforts and cooperation of students, parents, employees and community members. To that end, the Division will strive to identify and remove any existing barriers to ensure an environment where all stakeholders are able to participate. If an existing barrier cannot reasonably be removed, the Division will seek to ensure that persons who are disabled by the barrier are provided access by alternate means, whether on a temporary or permanent basis. The Division will seek to prevent new barriers from being created.

COMMUNICATIONS

The Division will make reasonable efforts to ensure that, when communicating with a person who is disabled by a barrier, the communication is done in a manner that takes into account the barrier.

ASSISTIVE DEVICES

A person who is disabled by a barrier may use assistive devices to remove or reduce the barrier. The Division will reasonably accommodate the use of those devices. A person who is disabled by a barrier may benefit in reducing that barrier by being accompanied by a support worker. The Division will permit that person to have access to a support worker.

SERVICE ANIMALS

The Division supports the use of a certified service animal in schools as long as the appropriate planning and preparation has taken place in advance of the service animal's entry to the school. (Policy EAA)

BUILT ENVIRONMENT

The Division will ensure existing equipment and measures designed to facilitate barrier free access are maintained and are available for use. In the event such an aspect is not available the Division will provide notice stating the reasons why the aspect is

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unavailable and an estimate of when the unavailability will cease and details of alternate means, if any, available to access the organization's goods or services. The notice will be prominently displayed on the premises and on the Division website, or it will be given by other means that are reasonable in the circumstances.

FEEDBACK AND DOCUMENTATION

The Division will ensure a process is in place for receiving and responding to feedback about accessibility within the school and will document its resulting actions, and ensure that documentation is available on request. The Division will post notification that the documentation is available on request.

TRAINING FOR STAFF

The Division will ensure that training about accessible customer service is provided to all staff, volunteers, and agents working for the school and people who participate in the development of school division policies and procedures. The training must include a review of the purposes and principles of the "The Accessibility for Manitobans Act" and instruction about how to interact and communicate with persons disabled by barriers and how to interact with persons disabled by barriers who use an assistive device or require the assistance of a support person or service animal. The training must also include instruction on how to use any equipment or assistive devices that may be available to assist persons disabled by barriers and what to do if a person disabled by a particular barrier is having difficulty accessing a good or service.

The Division will ensure training is provided as soon as reasonably practicable after a person is assigned the applicable duties and on-going training is provided.

DOCUMENTATION OF TRAINING

The Division will document its training policy, including a summary of the content of the training and when training is provided.

ACCESSIBILITY OF PUBLIC EVENTS

When the Division holds a public event, it will take reasonable measures to ensure that:

- Notice of the event is given in a manner that is accessible to persons disabled by barriers;
- The event is held in a meeting space that is accessible;
- The physical and communication needs of persons disabled by barriers are met on request;
- Notice is given that persons disabled by barriers may request that relevant supports be provided;

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- Members of the public seeking support for such things as parent-teacher meetings may contact the school for assistance.

DRAFT

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