



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

September 25, 2018

7:30 p.m.

Meeting No. 14-18

Organizational By-Law 280-17 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 September 11, 2018

REPORT ON EDUCATION

Red River College - Vocational/Trade Programming

HEARING OF DELEGATIONS

Ms. Laurie Bennett - Community Resident

COMMITTEE REPORTS

Personnel Committee
Education Committee
Retirement Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

Nil

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA September Provincial Executive Meeting Highlights
 - b. Response from Honourable Kelvin Goertzen to MSBA re: March 2018 Resolutions
 - c. Letter to Honourable Bill Morneau, Federal Minister of Finance from CSBA
 - d. CAA Newsletter September 2018
 - e. Fire Safety in Educational Facilities - Guide

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading - Debenture By-Law 288-18
2. Third/Final Reading - Debenture By-Law 288-18
3. Second Reading - By-Law 289-18 - Religious Instruction at Strathmillan School
4. Third/Final Reading - By-Law 289-18 - Religious Instruction at Strathmillan School
5. Second Reading - By-Law 290-18 - Consolidated Organizational By-Law
6. Third/Final Reading - By-Law 290-18 - 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
REPORT OF THE PERSONNEL COMMITTEE 07-18**

September 25, 2018

Meeting Held: Tuesday, September 18, 2018, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair
Jennifer Lawson, Trustee
John Mulligan, Trustee
Cheryl Smukowich, Trustee

Bruce Chegus, Trustee
Ed Hume, Trustee
Peter Woods, Trustee

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

Doreen Cost, Assistant Superintendent
Mike Wake, Assistant Superintendent (6:00 p.m.)

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.

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

The Committee discussed the current practice with respect to hiring school-based Administrators, as well as ideas for future practice.

The Personnel Committee recommends:

That Administration consider revisions to policy and bring them back to Committee for further discussion at the next meeting.

4. Job Description – Shop Supervisor

Administration shared a revision recommended to job description AP5-21, Shop Supervisor.

The Personnel Committee recommends:

That the revision to Job Description AP5-21, Shop Supervisor be approved.

5. CPI Updates

Administration provided the Committee with the CPI Updates as referred from the Board meetings held June 26 and August 28, 2018.

The Personnel Committee recommends:

That the CPI Updates as referred from the Board meetings held June 26 and August 28, 2018 be received as information.

6. MSBA Arbitration Bulletin

Administration provided the Committee with the MSBA Arbitration Bulletin as referred from the Board meeting held August 28, 2018.

The Personnel Committee recommends:

That the MSBA Arbitration Bulletin as referred from the Board meeting held August 28, 2018 be received as information.

7. Canadian Centre for Child Protection

Administration provided the Committee with the report from the Canadian Centre for Child Protection as referred from the Board meeting held June 26, 2018.

The Personnel Committee recommends:

That the Canadian Centre for Child Protection report as referred from the Board meeting held June 26, 2018 be received as information.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to September 14, 2018.

The Personnel Committee recommends:

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

The meeting adjourned at 6:20 p.m.

Next Committee Meeting: Tuesday, October 16, 2018, 5:00 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. 1 ~ 18-19

LL# 1253843

September 18, 2018

Meeting Held: Tuesday, September 18, 2018 Board Room, 6:00 p.m.

**Present: Jennifer Lawson, Chair
Ed Hume, Trustee
Sandy Lethbridge, Trustee
Cheryl Smukowich, Trustee**

**Bruce Chegus, Trustee
John Mulligan, Trustee
Peter Woods, Trustee**

**Brett Lough, Chief Superintendent
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services
Mike Wake, Assistant Superintendent, Education (6-12) and Administration
Carrol Harvey, Manager, Human Resources (Agenda item 3)**

**Regrets: Craig McGregor, Board Chair
Craig Johnson, Trustee**

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Jennifer Lawson called the meeting to order at 6:23 p.m.

Attendance recorded above

2. Approval of Agenda

Agenda approved as circulated.

3. Kindergarten Registration re: Siblings

C. Harvey, Manager, HR, reviewed the data "Siblings on In-Division Wait Lists". The data shows that this year's practice of siblings getting priority on the waitlist affected one family at Heritage positively.

The Kindergarten Registration re: Siblings information will be referred to the In-Camera session of the September 25th, 2018 Board meeting.

The Education Committee Recommends:

That the Kindergarten registration give priority to siblings on the waitlist.

4. Policy Revision – Motion 11-04-18

GBLA-R – Flag Protocol

After much discussion regarding:

- a second flag promoting students' sense of belonging,
- the cost and impact of a second flagpole for every school or high schools only, and
- changes in the policy for clarification

- Second paragraph: "...has adopted the following protocols/procedures for the flying of other flags ***in addition to the National flag:***"
- #7 to read: The Board will determine the length of time that any flag, ***in addition to other than the National Flag***, will be flown at any of its ***senior years*** sites

The Education Committee Recommends:

That Regulation GBLA-R Flag Protocol be approved with the above noted changes.

INFORMATION ITEMS – AGENDA ITEMS 3 and 5

a) Drop-Out Study Reports for 1989 to 2016 and 1989 to 2017 Motion 12-03-08

Assistant Superintendent Wake shared the Drop-Out Study report that contains data around drop-out rates in SJASD. Continued attention will be given to not only the occurrences, but also the characteristics and interventions to ensure as many students as possible achieve graduation.

Chief Superintendent Lough indicated that the province plans to track graduation rates in the future, in which case, this report will no longer be created.

b) Trustee PD Summaries: CSBA Congress Report Motion 12-13-18

Trustee Hume presented his notes from the CSBA Congress and highlighted specifically what he learned on Indigenous and Mental Health education, as well as what is happening in our neighbouring provinces. Trustee Hume will share specifics on the Mental Health program with Assistant Superintendent Cost.

The Education Committee Recommends:

That the following items be received as information:

- **Drop-Out Study Reports for 1989 to 2016 and 1989 to 2017**
- **Trustee PD Summary, CSBA Congress Report.**

The meeting adjourned at 7:45 pm.

Next meeting: October 15, 2018

Report presented by Jennifer Lawson, Chair, Education Committee

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

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

RETIREMENT PLAN COMMITTEE MEETING

MINUTES

No. 01-18/19

Meeting Held: September 20, 2018
5:00 p.m. – Board Room

Present: Bruce Chegus, School Board Trustee
John Mulligan, School Board Trustee

Joan McEachern, Committee Chair, M.A.N.T.E. Representative
Randy Palmer, C.U.P.E. Representative

Mike Friesen, Secretary-Treasurer
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group

Absent with Regrets: None

Absent: None

Presenters: None

TOPICS, DISCUSSIONS AND RECOMMENDATIONS

I. Call to Order/Attendance

The regular meeting was called to order at 5:03 p.m. Attendance is as recorded above.

II. Approval of Agenda

MOTION: Palmer/Friesen

"That the agenda be approved as written."

CARRIED

III. Approval of Minutes – May 17, 2018 (04-17/18)

MOTION: Friesen/Palmer

"That the minutes for the Retirement Plan Committee meeting of May 17, 2018 be approved as written."

CARRIED

IV. Ellement Consulting Group

1. Risk Compliance and Investment Analytic Report and Investment Performance Summary – June 30, 2018

Ross Dunlop reviewed the Risk Compliance and Investment Analytic Report for the first quarter to June 30, 2018.

The Plan has a current balance of \$65.4M and a rate of return for the quarter of 2.5%, yearly returns remain strong.

Calendar Rate of Return

2017	2016	2015	2014	2013
9.0%	9.2%	6.0%	10.7%	16.1%

MOTION: Palmer/Friesen

“That the review of market performance be received as information.”

CARRIED

2. Report to Members – Distribution

The 2018 Report to Members will be posted on the Division website and in First Class Division News. A paper copy will be distributed to all CUPE members.

V. Ellement Consulting Group (Consultant/Actuary)

1. Summary of Benefit Payments and Expenses

A summary of payments processed from May 11, 2018 to September 5, 2018 was provided to the committee for approval.

MOTION: Chegus/Mulligan

“That the list of benefit and expense payments in the amount of \$1,036,339.35 be approved.”

CARRIED

2. Draft Audited Financial statements for 2017

Mr. Dunlop advised that PricewaterhouseCoopers LLP has audited the Plan's financial statements and no discrepancies have been found from the unaudited financial statements.

MOTION: Friesen/Chegus

“The audited financial statements are approved and the master balance sheet be signed by the Chair of the Retirement Committee and the Chair of the Board. The signed audited statements will then be submitted to the Office of the Superintendent of Pensions – Manitoba in accordance with Section 3.28 of the Pension Benefits Act Regulation.”

CARRIED

3. Annual Benefit Statements at December 31, 2017

The committee members were updated on the distribution of Plan Members' Annual Benefit Statements as at December 31, 2017. The statements were sent to payroll for distribution on June 18, 2018.

4. Annual Information Return

The 2017 Annual Information Return (AIR) was filed with the Manitoba Pension Commission on June 27, 2018. The 2017 AIR Filing Fee of \$3,585.60 was paid to the Minister of Finance.

5. Actuarial Valuation Report as at December 31, 2017

Mr. Dunlop presented the valuation report to the Committee which resulted in the following motion.

MOTION: Palmer/Chegus

“That the Actuarial Valuation Report as at December 31, 2017 be approved and filed with the regulators.”

CARRIED

VI. Correspondence & Conference Information

MOTION: Friesen/Palmer

“That the correspondence be received as information.”

CARRIED

VII. Date of Next Meeting

Thursday, November 29, 2018, 5:00 pm.

VIII. Adjournment

6:32 p.m.