



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 24, 2019

7:30 p.m.

Meeting No. 24-19

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 September 10, 2019

REPORT ON EDUCATION

Continuous Improvement Plan 2019-20 - Administrator J. Cordova & Assistant Superintendent M. Wake

HEARING OF DELEGATIONS

1. Green Action Centre - Active and Safe Routes to School

COMMITTEE REPORTS

Personnel Committee
Education Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Overview of MSBA Services and Supports

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA/MTS Workplace Safety and Health Training for School Reps
 - b. Call for Nominations and Resolutions 2020
 - c. Memo re: Changes to Travel Health Insurance
 - d. E-News Bulletin - September 11, 2019
 - e. Memo re: TADD Lunches 2019-20
 - f. Community Water Safety Grants
 - g. Energy Manager Program
 - h. CSBA Congress 2020 Call for Presentations
 - i. Memo re: Federal Climate Action Incentive Fund Update
 - j. Memo re: Student and Staff Accident Insurance
 - k. CAA School Safety Patrol Newsletter
 - l. MSBA Provincial Executive Meeting Highlights for September
 - m. Manitoba Connections Conference Final Call
 - n. Skills Manitoba Upcoming Fall Programs
2. Amnesty International Letter re: Fridays for Future Movement
3. Manitoba Education & Training Letter re: Information Bulletins and Policies and Procedures for Provincial Tests 2019/2020
4. Seven Oaks School Division Announcement - Board Elections

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading - By-Law 300-19 Consolidated Organizational By-Law
2. Third/Final 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

1. Notice of Motion By-Law 302-19 - Religious Instruction at Golden Gate Middle School

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 07-19**

September 24, 2019

Meeting Held: Tuesday, September 17, 2019, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair
Holly Hunter, Trustee
Craig Johnson, Trustee
Jennifer Lawson, Trustee

Cheryl Smukowich, Board Chair

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

Regrets: Nil

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:30 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Job Descriptions

Administration shared revisions to the following job descriptions, adding the ability to communicate in French as an asset:

- AP1-1 Chief Superintendent
- AP1-2 Assistant Superintendent, Student Services
- AP1-4 Assistant Superintendent, Education (K-12) and Administration
- AP1-11 Manager, Human Resources

The Personnel Committee recommends:

That revisions to the following job descriptions be approved:

- **AP1-1 Chief Superintendent**
- **AP1-2 Assistant Superintendent, Student Services**
- **AP1-4 Assistant Superintendent, Education (K-12) and Administration**
- **AP1-11 Manager, Human Resources**

4. Policies

The Committee discussed drafts of new policies related to an Alcohol and Drug Free Workplace as well as Whistleblower Protection.

The Personnel Committee recommends:

That Administration consider further edits to these policies and bring the policies and related archived policies, forms and regulations back to Committee at a later date.

5. RACI Chart

The Committee discussed the chart developed to help guide Administration and the Board in terms of decision-making protocol with respect to recruiting practices.

The Personnel Committee recommends:

That the RACI Chart be received as information.

6. CPI Updates

Administration provided the Committee with the CPI Updates as referred from the Board meetings held June 25, 2019 and August 27, 2019.

The Personnel Committee recommends:

That the CPI Update as referred from the Board meetings held June 25, 2019 and August 27, 2019 be received as information.

7. Jameswood Principal Secondment

The Committee discussed the process to be followed for recruitment of the term Principal at Jameswood.

The Personnel Committee recommends:

That the position be posted as a 1.5 year term, and that Trustee Lethbridge and Trustee Lawson be included in the interview process.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to September 13, 2019.

The Personnel Committee recommends:

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

And further,

That the Chair discuss the Leaves portion of the Report and bring back the Board's recommendation to the Committee.

The meeting adjourned at 6:15 p.m.

Next Committee Meeting: Tuesday, October 15, 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. 1 ~ 19-20

LL#1373904

September 24, 2019

Meeting Held: Tuesday, September 17, 2019 Board Room, 6:30 p.m.

**Present: Bruce Chegus, Chair
Holly Hunter, Trustee
Sandy Lethbridge, Trustee
Brian Metcalfe, Trustee**

**Cheryl Smukowich, Board Chair
Jennifer Lawson, Trustee**

**Brett Lough, Chief Superintendent
Doreen Cost, Assistant Superintendent, Student Services (K-12)
Mike Wake, Assistant Superintendent, Education (K-12) and Administration**

Regrets: NIL

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Bruce Chegus called the meeting to order at 6:27 p.m.

Attendance recorded above

2. Approval of Agenda

Agenda approved as circulated.

**3. Student Services Support Funding Survey 2018-2019 – Detailed Review
Motion 11-11-19**

- **Manitoba Education and Training Student Services Review and Reporting feedback**

Assistant Superintendent Cost provided historical information on provincial Student Services Support funding and reviewed the process of distributing this funding in SJASD in the 2018-19 school year. The results of the divisional Student Support Funding Survey were discussed. A three-year plan was shared and is in place to address the feedback given.

The Manitoba Education and Training Student Services Review and Reporting feedback has not been received and is tabled.

The Education Committee Recommends:

That the Manitoba Education and Training Student Services Review and Reporting feedback be reviewed once received;

and further,

That the Student Services Support Funding Survey 2018-2019 be received as information.

4. French Immersion Parent Opportunities to Attend Basic French – Information Motion 11-21-19

This item is tabled to the next Education meeting.

The Education Committee Recommends:

That the French Immersion Parent Opportunities to Attend Basic French item be tabled for discussion at the October 15, 2019 Education meeting.

5. POLICY REVISION:

- **EBCD Procedures for Storm Closures, Bus Cancellations and Other Emergencies**

Revision includes the following wording under B.1.:

Cancellation of school bus services will occur when the ambient temperature is equal to or colder than -35C (or -45C with windchill).

The Education Committee Recommends:

That the revision to policy EB CD Procedures for Storm Closures, Bus Cancellations and Other Emergencies be received as information.

The meeting adjourned at 7:45 pm

Next meeting: October 15, 2019

Report presented by Bruce Chegus, Chair, Education Committee

Minutes recorded by Doreen Cost, Assistant Superintendent, Student Services (K-12)