



## **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

**October 22, 2019**

**7:30 p.m.**

**Meeting No. 16-19**

Organizational By-Law 300-19 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 October 8, 2019

### **REPORT ON EDUCATION**

Continuous School Improvement - École Assiniboine

### **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**

There are no items for action.

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. 2020 Holocaust & Human Rights Symposium - Save the Date Notice
  - b. Memo re: Workplace Safety & Health Regulations
  - c. Travel and Health Benefits Webinar
  - d. Secretary-Treasurer Job Posting for Pembina Trails School Division
  - e. Bill 2: The Public Services Sustainability Amendment Act
2. Minister of Education and Training re: Manitoba's Excellence in Education Awards
3. Minister of Education and Training re: Dyslexia Awareness Month
4. Green Action Centre - Active and Safe Routes to School - Follow Up Email

---

## **UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

---

1. Second Reading - By-Law 301-19 Debenture By-Law
2. Third/Final Reading - By-Law 301-19 Debenture By-Law
3. Second Reading - By-Law 302-19 - Religious Instruction at Golden Gate Middle School
4. Third/Final Reading - By-Law 302-19 - Religious Instruction at Golden Gate Middle School

---

## **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 08-19**

**October 22, 2019**

Meeting Held: Tuesday, October 15, 2019, Board Room, 5:30 p.m.

Present:       Sandy Lethbridge, Chair  
                  Holly Hunter, Trustee  
                  Craig Johnson, Trustee (arrived 5:45 p.m. Item #3)  
                  Jennifer Lawson, Trustee

                  Cheryl Smukowich, Board Chair  
                  Nicole Bowering, Trustee (arrived 5:35 p.m. Item #3 – 5:50 Item #4)  
                  Bruce Chegus, Trustee  
                  Craig Glennie, Trustee  
                  Bryan Metcalfe, Trustee (arrived 6:20 p.m. Item #9)

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

                  Mike Friesen, Secretary-Treasurer  
                  Doreen Cost, Assistant Superintendent (arrived 5:40 p.m.)  
                  Mike Wake, Assistant Superintendent

Regrets:       Cindy Labaty, Manager, Human Resources

**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.     Personnel Report re: Leaves**

The Committee discussed the recent decision to accumulate employee leaves on the monthly report and determined that this was no longer required.

**The Personnel Committee recommends:**

**That Administration report employee leaves on the Personnel Report that occur within the reporting period as per previous practice.**

**4. Voyageur School Principal Position 2020-2021**

The Committee discussed various options for filling the new Principal vacancy created by the additional French Immersion school in 2020-2021.

**The Personnel Committee recommends:**

**That Administration post the new administrative vacancy as a general, early years French Immersion Principal position.**

**5. Policies**

Administration shared updates related to policy GCBBA in removing references to the Director of Information Technology; and to policy GCGD and related exhibits, to request employee elections related to flexible teaching assignments by March 1<sup>st</sup>.

**The Personnel Committee recommends:**

**That policies GCBBA Excluded Staff Compensation and Benefits and GCGD Flexible Teaching Assignments be approved;**

**And further,**

**That revisions to exhibits GCGD-E-1 Applications for Flexible Teaching Assignment and GCGD-E-2 Annual Confirmation for Teachers on Flexible Assignments be received as information.**

**6. CPI Updates**

Administration provided the Committee with the CPI Updates as referred from the Board meeting held September 24, 2019.

**The Personnel Committee recommends:**

**That the CPI Update as referred from the Board meeting held September 24, 2019 be received as information.**

**7. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to October 11, 2019.

**The Personnel Committee recommends:**

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

**8. MANTE Negotiations Update**

Administration provided the Committee with an update concerning negotiations with MANTE.

**The Personnel Committee recommends:**

**That the update provided by Administration with respect to MANTE negotiations be received as information.**

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

The Committee discussed Administration's first draft of edits suggested for Policy GCF.

**The Personnel Committee recommends:**

**That Administration incorporate suggestions made by the Committee and bring the policy back for further discussion at the next meeting.**

The meeting adjourned at 6:37 p.m.

**Next Committee Meeting:** Tuesday, November 19, 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. 2 ~ 19-20**

LL#1387530

**October 22, 2019**

**Meeting Held: Tuesday, October 15, 2019 Board Room, 6:30 p.m.**

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

**Cheryl Smukowich, Board Chair**  
                  **Craig Glennie, Trustee**  
                  **Craig Johnson, Trustee**  
                  **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 6:42 p.m.

Attendance recorded as above.

**2. Approval of Agenda**

Agenda approved as circulated.

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

Manitoba Parents for French promotes French learning for FASL parents, specifically for Parent Councils. A variety of other supports are included with a membership. Trustee Glennie will meet with Manitoba Parents for French to gather further information.

**The Education Committee Recommends:**

**That the French Immersion Parent Opportunities be tabled,**  
**and further;**

**That the the French Immersion Parent Opportunities to Attend Basic French information be received as information:**

## **INFORMATION ITEMS – AGENDA ITEMS 4-6**

### **a) Proposed Flag Suggestions for Senior Years Schools' Second Flagpole Motion 14-14-19**

The list of flags and timelines was discussed.

### **b) Continuing Education Program/International Student Program Reports Motion 15-11-19**

Assistant Superintendent Wake reviewed the reports from Continuing Education and International Student Programs. The reports indicate that both programs continue to be successful in the Division.

In 2018-2019, there were 125 certificate program graduates from Continuing Education. The Continuing Education administration continues to explore certificate and general interest programs that meet the needs of the community. There was an increase in the number of new Canadians studying in the program and, as a result, administration is working with provincial and federal government agencies, instructors and the community to meet the needs of students.

The International Student Program (ISP) hosted 163 students in 2018-2019. Administration continues to explore various markets to enhance the learning experiences of students. ISP students experience strong support from ISP staff, school staff and community/homestays. All international students received the necessary English language support and appropriate academic planning. As of June 2019, six graduates of the program planned to attend U of M and another seven to attend universities across Canada.

### **c) InformNet Year End Report 2018-2019 Motion 15-12-19**

Assistant Superintendent Wake presented the InformNet report 2018-2019. InformNet is an accredited online high school where currently 300 students participate in internet-based learning experiences. SJASD and Pembina Trails each receive 10 seats per course; Winnipeg School Division has doubled their seats from 17-18 to 60 in total. The InformNet principal is building strong relationships with the students' guidance teams and school administration, to share ongoing student progress, discussions about student placements and collaborative problem solving – ensuring students log in, continue to hand in work and finish assessments.

InformNet allows students to use their own ideas and produce honest work in order to earn credits. Students, parents and schools are provided with a monthly progress report. InformNet also offers summer school at a fee to all school divisions in the province.

#### **The Education Committee Recommends:**

**That the following items be received as information:**

- **Proposed Flag Suggestions for Senior Years Schools' Second Flagpole**
- **Continuing Education Program/International Student Program Reports**
- **InformNet Year End Report 2018-2019.**

The meeting adjourned at 7:40 pm.

#### **Next meeting: November 19, 2019**

Report presented by Bruce Chegus, Chair, Education Committee

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