



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

## Minutes of the Regular Board Meeting of the St. James-Assiniboia School Division Board of Trustees

Tuesday, January 28, 2020, 7:30 p.m.

*Held in the Board Room of the Aidan Conklin Building  
2574 Portage Avenue, Winnipeg*

#1419224

Meeting No. 02-20

### PRESENT:

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Craig Johnson	Trustee
Sandy Lethbridge	Trustee

### ALSO IN ATTENDANCE:

Mike Wake	Acting Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Asst. Superintendent, Education (K-12) and Administration
Doreen Cost	Asst. Superintendent, Student Services K-12
Carrie Melville	Asst. Secretary-Treasurer
Gillian Muir	Senior Executive Assistant

### REGRETS:

Bryan Metcalfe	Trustee
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### CALL TO ORDER

The Chair called the meeting to order at 6:59 p.m. Attendance – recorded above.

02-01-20

**MOVED: Trustee Craig Johnson**

“That the Board recess to Committee of the Whole In-Camera.”

**CARRIED**

**RETURN TO REGULAR BOARD MEETING – 7:29 p.m.**

**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 – PREVIOUS MEETING

02-02-20

**MOVED: Trustee Jennifer Lawson**

“That the minutes of the Board Meeting of January 14, 2020 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

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**GWMS Numeracy Time – George Waters Middle School****Presented By: S. Pope, Teacher, R. Bell, Vice Principal, G. Valentim, Principal and Students**

Ms. S. Pope, Teacher, brought four students to present to the Board of Trustees regarding the balanced school day that was implemented as a pilot for the 2019-2020 school year. As a result of the balanced school day the schedule has changed from a one-hour lunch midday to a thirty-minute break in the morning followed by twenty minutes of Numeracy Skills and a thirty-minute break in the afternoon followed by twenty minutes of Literacy Skills. Students spoke to the impact of having a twenty-minute numeracy skills class every day and how much it has improved their learning and problem solving. At the end of the school year, administration will be gathering feedback from the students and staff to determine what worked well and what could improve for the next school year.

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**HEARING OF DELEGATIONS**

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*There were no Delegations registered.*

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**COMMITTEE REPORTS**

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**PERSONNEL COMMITTEE No. 01-20**

Meeting held January 21, 2020

Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Policy GCF – Hiring of Professional Staff and Appointment of School-Based Administrators

**02-03-20 MOVED: Trustee Sandy Lethbridge**

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

**CARRIED****02-04-20 4. Excluded Group 3 Request****MOVED: Trustee Sandy Lethbridge**

“That Excluded Group #3’s request be referred to Executive Session.”

**CARRIED****02-05-20 5. Non-Teaching Casual Rates****MOVED: Trustee Sandy Lethbridge**

“That the request for Non-Teaching Casual Rates be referred to Executive Session.”

**CARRIED****02-06-20 6. Personnel Report to the Board****MOVED: Trustee Sandy Lethbridge**

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

**CARRIED**

- 02-07-20** 7. CPI Update  
**MOVED: Trustee Sandy Lethbridge**  
“That the CPI Update as referred from the Board meeting held January 14, 2020 be received as information.”  
**CARRIED**  
CONCLUDED: Report of the Personnel Committee  
**FILED**
- EDUCATION COMMITTEE No. 4 ~ 19-20**  
Meeting held January 21, 2020  
Committee Chair: Bruce Chegus
- 02-08-20** 1. Attendance  
2. Approval of Agenda  
3. Indigenous Steering Committee Report re: Elder-in-Residence  
**MOVED: Trustee Bruce Chegus**  
“That the Indigenous Steering Committee Report re: SJASD Elder-in-Residence be shared at the February 18, 2020 Education Committee meeting.”  
**CARRIED**
- 02-09-20** 4. Learn to Swim Program for Newcomers  
**MOVED: Trustee Bruce Chegus**  
“That the Learn to Swim Program for Newcomers be piloted this spring, 2020 with a report back to the Education Committee in June 2020.”  
**CARRIED**
- 02-10-20** 5. Programme for International Student Assessment (PISA) Results – presented by Julie Cordova, Administrator Assessment and Evaluation and School and Community Support  
6. Student Suspension Report 2018-2019  
7. Reading Recovery Report 2018-2019 – presented by Helen Proulx and Heather Bell – Reading Recovery Teachers  
**MOVED: Trustee Bruce Chegus**  
“That the following items be received as information:  
• Programme for International Student Assessment (PISA) Results  
• Student Suspension Report 2018-2019  
• Reading Recovery Report 2018-2019”  
**CARRIED**  
CONCLUDED: Report of the Education Committee  
**FILED**
- COMMITTEE OF THE WHOLE – No. 1-20**  
Meeting held January 22, 2020  
Committee Chair: Cheryl Smukowich
1. Attendance  
2. Approval of Agenda  
3. Education Pre-Budget  
Section 1 – Additional Funding Requests  
Section 2 – Technology Update

02-11-20

**MOVED: Trustee Jennifer Lawson**

"That the additional funding requests as prioritized be referred to the Finance/Facilities Committee for consideration during the 2020-2021 budget deliberations.

And further;

That the Technology Update be received as information."

**CARRIED**

CONCLUDED: Report of the Committee of the Whole

**FILED****REPORT OF THE CHIEF SUPERINTENDENT**

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Mike Wake, Acting Superintendent

Report 02-20

**FOR ACTION**

02-12-20

1. Early Development Instrument (EDI) Report 2018-2019

**MOVED: Trustee Bruce Chegus**

"That the Early Development Instrument Report 2018-2019 be referred to the Education Committee."

**CARRIED**

02-13-20

2. Extended Field Trip Proposal – Westwood Collegiate

**MOVED: Trustee Craig Johnson**

"That the Board approve the extended field trip proposal from Westwood Collegiate for Grade 10-12 students to travel to New York on Thursday, December 17 to Monday, December 21, 2020; with the understanding that the Chief Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Foreign Affairs and International Trade or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies."

**CARRIED**

02-14-20

3. Student Enrolment Projections 2019-2020

**MOVED: Trustee Craig Glennie**

"That the Student Enrolment Projections 2019-2020 be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

1. Board Actions and Referrals

CONCLUDED: Report of the Chief Superintendent No. 02-20

**FILED****REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

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Mike Friesen, Secretary-Treasurer

Report 02-20

**FOR ACTION**

1. City of Winnipeg

02-15-20

- a) Assessments as of January 16, 2020
  - b) Residential Unit Report as of January 16, 2020
- MOVED: Trustee Craig Glennie**  
"That item #1 be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

- 1. Cheque Registers:
  - a) January 10, 2020 (Payroll)
  - b) January 14, 2020
  - c) January 17, 2020
- 2. Permit Report
- 3. Fundraising Report
  - a) Collège Sturgeon Heights Collegiate
  - b) John Taylor Collegiate

CONCLUDED: Report of the Secretary-Treasurer/CFO No. 02-20

**FILED****CORRESPONDENCE****Action Correspondence**

There were no items for action.

**Information Correspondence**

- 1. Manitoba School Boards Association (MSBA)
  - a. Memo re: Insurance Information
  - b. Outstanding Science Educator Nominations
  - c. MSBA Provincial Executive – January Meeting Highlights
  - d. E-Bulletin January 2020
  - e. Inuit Student After-School Mentorship Program Poster
  - f. B'nai Brith Canada – Diverse Minds Book Contest Poster
  - g. Lecture at U of M Education Faculty: Andy Hargreaves
  - h. 2020 Convention Program and Registration Material
  - i. Hanover School Division Superintendent Position Advertisement
  - j. Frontier School Division Area 5 Superintendent Position Advertisement
  - k. Frontier School Division Assistant Superintendent, Academic Programs and Instruction Position Advertisement

CONCLUDED: Correspondence

**FILED****UNFINISHED BUSINESS***There are no unfinished business items.***AGENDA-BASED QUESTIONS FROM THE PUBLIC***There were no agenda-based questions from the public.*

**TRUSTEE PD SUMMARIES**

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*There were no Trustee PD Summaries.*

**NEW BUSINESS**

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## 1. Trustee Committee Updates

The Chairperson called Board Vice Chair Jennifer Lawson to the Chair in order to move the following motion:

02-16-20

**MOVED: Trustee Cheryl Smukowich**

“That the Governance Committee review the Organizational By-Law. The By-Law would have to be revised to amend the agenda format to include Trustee Committee Updates, as a separate section.”

**CARRIED**

## 2. Follow Up Correspondence re: Tendering Process

Whereas the St. James-Assiniboia School Division has recently received correspondence from the Public Schools Finance Board (PSFB) indicating that the Provincial Crowns Lands and Property Agency has circulated the Allard property and did not receive any interested parties. PSFB has confirmed that there is a letter on file from the City indicating that they have no interest in the Allard property.

The School Division has received PSFB authorization to proceed to public tender through the Provincial Disposition of Surplus Property Policy.

02-17-20

**MOVED: Trustee Bruce Chegus**

“That Follow Up Correspondence regarding the tendering process be referred to the Committee of the Whole In Camera.”

**CARRIED****RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:17 p.m.**

02-18-20

**MOVED: Trustee Craig Johnson**

“That the Board recess to Committee of the Whole in Camera.”

**CARRIED****REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:39 p.m.**

## 1. Follow Up Correspondence re: Tendering Process

02-19-20

**MOVED: Trustee Craig Johnson**

“That Senior Administration prepare a letter, under signature of the Board Chair, to the Assiniboia Community Committee Councillors Janice Lukes, Scott Gillingham, and Kevin Klein to clarify the tendering process regarding the Allard property.

And further;

That Senior Administration prepare a letter, under signature of the Board Chair, to City Councillors Scott Gillingham, Kevin Klein and Vivian Santos inviting them to a meeting hosted by the Board in May 2020.”

**CARRIED**

## 2. Manitoba School Boards Association

02-20-20

**MOVED: Trustee Sandy Lethbridge**

“That the CPI Unemployment Update 2019 Year End be referred to the Personnel Committee for review.”

**CARRIED**

**ADJOURNMENT**

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On motion of Trustee Holly Hunter, the regular board meeting adjourned at 8:40 p.m.

Cheryl Smukowich  
Chair of the Board

Mike Wake  
Acting Superintendent