



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, April 9, 2019, 7:30 p.m.

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

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#1328079

Meeting No. 06-19

### **PRESENT:**

Cheryl Smukowich	Board Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Holly Hunter	Trustee
Sandy Lethbridge	Trustee
Bryan Metcalfe	Trustee
Craig Johnson	Trustee

### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Asst. Superintendent, Education (6-12) and Administration
Doreen Cost	Asst. Superintendent, Education (K-8) and Student Services
Carrol Harvey	Manager, Human Resources
Gillian Muir	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:30 p.m.)

### **REGRETS:**

Craig Glennie	Trustee
Jennifer Lawson	Vice-Chair

### **CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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

**06-01-19      MOVED: Trustee Sandy Lethbridge**  
"That the Board recess to Committee of the Whole In-Camera."

**CARRIED**

### **RETURN TO REGULAR BOARD MEETING – 7:32 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**

**06-02-19      MOVED: Trustee Craig Johnson**  
"That the minutes of the Board Meeting of March 12, 2019 be adopted."

**CARRIED****REPORT ON EDUCATION**

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**Brooklands School - We are Change Agents, We Believe All Students Can Improve**

**Presented By: Glynis Zubec, Resource Teacher, Shannon Siemens, Classroom Teacher, Heather Blacker, Classroom Teacher, Rex Ferguson-Baird, Principal**

The staff from Brooklands School began their presentation by sharing school and census data that demonstrated the needs of the school and the community. Establishing collective teacher efficacy, the power of relationships and building trust with colleagues, community members and parents is indicative of student success. The staff at Brooklands School strongly advocates for PLC time stressing that it is an opportunity for staff to collaborate, share ideas, share best practices, passions and strengths. Information was also shared regarding the number of students who return to volunteer or visit as the school has had such a positive impact on them.

**HEARING OF DELEGATIONS**

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1. Winnipeg Indigenous Executive Circle - Tammy Christensen

Tammy Christensen, Winnipeg Indigenous Executive Circle and Tom Simms, Community Education Development Association presented statistics from the State of Equity in Education Report and requested that the St. James-Assiniboia School Division complete the survey provided by May 1, 2019.

**06-03-19**

**MOVED: Trustee Craig Johnson**

"That this matter be referred to Senior Administration."

**CARRIED**

2. Newcomers Employment and Education Development Services - Monique Burke

Monique Burke, Newcomers Employment and Education Development Services and Tom Simms, Community Education Development Association presented statistics from the State of Equity in Education Report and requested the St. James-Assiniboia School Division complete the survey provided by May 1, 2019.

**06-04-19**

**MOVED: Trustee Craig Johnson**

"That this matter be referred to Senior Administration."

**CARRIED**

**COMMITTEE REPORTS**

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**EDUCATION COMMITTEE 6~18-19**

Meeting held March 18, 2019

Committee Chair: Bruce Chegus

1. Attendance - for information
2. Approval of Agenda
3. Policy Revisions

**06-05-19****MOVED: Trustee Bruce Chegus**

"That policy JHC Student Health Services be approved.

And further;

That the following regulation and exhibits be received as information:

- JHC-R Student Health Services
- JHF-E-1 Suicide Prevention Checklist for Children and Youth
- IJNB-E Educational Support Services Request for Assistance"

**CARRIED**

4. Annual Re-Affirmation of the Organizational By-Law

**06-06-19****MOVED: Trustee Bruce Chegus**

"That the Annual Re-Affirmation of the Organizational By-Law be received as information."

**CARRIED**

5. Grade 9 Out of Catchment/Division Requests to Attend Collège Sturgeon Heights Collegiate for Football Program

CONCLUDED: Report of the Education Committee

**FILED****PERSONNEL COMMITTEE No. 03-19**

Meeting held March 19, 2019

Committee Chair: Sandy Lethbridge

1. Attendance - for information
2. Approval of Agenda
3. Substitute Teachers

**06-07-19****MOVED: Trustee Sandy Lethbridge**

"That the discussion on the issue of the substitute teacher shortage in January to March be received as information."

**CARRIED**

4. Principal Salaries re: Special Needs Students

**06-08-19****MOVED: Trustee Sandy Lethbridge**

"That the discussion on the issue of the principal salaries re: Special Needs Students be received as information."

**CARRIED**

- 06-09-19 5. Annual Re-Affirmation of the Organizational By-Law  
**MOVED: Trustee Sandy Lethbridge**  
"That the Organizational By-Law be received as information."  
**CARRIED**
- 06-10-19 6. MSBA Collective Bargaining Update  
**MOVED: Trustee Sandy Lethbridge**  
"That the MSBA Collective Bargaining Update as referred from the Board meeting held March 12, 2019 be received as information."  
**CARRIED**
- 06-11-19 7. CPI Update  
**MOVED: Trustee Sandy Lethbridge**  
"That the CPI Updates as referred from the Board meeting held March 12, 2019 be received as information."  
**CARRIED**
- 06-12-19 8. Personnel Report to the Board  
**MOVED: Trustee Sandy Lethbridge**  
"That the Personnel Report to the Board be received as information."  
**CARRIED**
- CONCLUDED: Report of the Personnel Committee  
**FILED**
- FINANCE/FACILITIES COMMITTEE No. 06-19**  
Meeting held April 2, 2019  
Committee Chair: Bryan Metcalfe
- 06-13-19 1. Attendance - for information  
2. Approval of Agenda  
3. Delegation re: Transportation  
**MOVED: Trustee Bryan Metcalfe**  
"That the discussion related to the Transportation Delegation be received as information.  
And further;  
That Administration prepare correspondence to be forwarded to the delegation regarding transportation."  
**CARRIED**
- 06-14-19 4. Sales of Chocolate as a Fundraiser  
**MOVED: Trustee Bryan Metcalfe**  
"That the discussion on the sale of chocolate as a fundraiser, Nutrition Policy CGE and Fundraising Policy DD be received as information."  
**CARRIED**
- 06-15-19 5. Organizational By-Law  
**MOVED: Trustee Bryan Metcalfe**  
"That the Organizational By-Law be received as information."

**CARRIED**

## 6. PSFB Correspondence

- 06-16-19 a) École Assiniboine School - One Modular Classroom Unit Request  
**MOVED: Trustee Bryan Metcalfe**  
"That the PSFB correspondence listed above be received as information."

**CARRIED**

## 7. City of Winnipeg

- 06-17-19 a) 2019 Assessments as at March 1, 2019  
**MOVED: Trustee Bryan Metcalfe**  
"That the City of Winnipeg Portioned Assessments as at March 1, 2019 be received as information."

**CARRIED**

## 8. Discovery Children's Centre - Request for Picnic Tables

- 06-18-19 **MOVED: Trustee Bryan Metcalfe**  
"That the request for six picnic tables as located in the proposal from Discovery Children's Centre be approved, pending the resolution of the safety concerns identified in the existing development.  
And further;  
That Administration meet with Discovery Children's Centre to discuss the outdoor development."

**CARRIED**

## 9. Discovery Children's Centre - Trailer

- 06-19-19 **MOVED: Trustee Bryan Metcalfe**  
"That the request from Discovery Children's Centre to park their trailer in the parking lot at the Britannia property be approved for a one year trial period."

**CARRIED**

## 10. Westwood Fundraising Request

- 06-20-19 **MOVED: Trustee Bryan Metcalfe**  
"That the discussion on the sale of plaques for a donor wall inside the school be received as information.  
And further;  
That Administration prepare policy related to indoor signage for review at a subsequent Finance/Facilities Committee meeting."

**CARRIED**

CONCLUDED: Report of the Finance/Facilities Committee

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

Brett Lough, Chief Superintendent  
Report 06-19

**FOR ACTION**

1. Graduation and Celebration of Learning 2019  
The Trustees will discuss and determine attendance after this evening's meeting.

**06-21-19**

2. George Waters Middle School Therapy Dog Request for Extension

**MOVED: Trustee Craig Johnson**

"It is recommended that the Board of Trustees waive Division Policy ECACB – Dogs Prohibited on School Property at George Waters Middle School for the Therapy Dog Pilot Program until Friday, June 21, 2019."

**CARRIED****06-22-19**

3. George Waters Middle School Balanced School Day

**MOVED: Trustee Bruce Chagus**

"It is recommended that the proposed balanced school day at George Waters Middle School be referred to the Education Committee for review."

**CARRIED****FOR INFORMATION**

1. Board Actions and Referrals
2. Celebration of Success - School Year Update Report No. 2
3. St. James-Assiniboia School Division Annual Report on Continuous Improvement

**06-23-19**

**MOVED: Trustee Bruce Chagus**

"That the St. James-Assiniboia School Division Correspondence re: Annual Report on Continuous Improvement be referred to Education Committee for review."

**CARRIED****06-24-19**

4. Good News - Manitoba's Celebration of Excellence in Teaching

**MOVED: Trustee Craig Johnson**

"That the Board send a letter, over the signature of the Board Chair, congratulating the recipient of the Outstanding New Teacher Award."

**CARRIED**

5. Invitation - The Little Mermaid - April 16-18, 2019
6. SJASD Visual Arts Exhibition - April 23-24, 2019
7. 3<sup>rd</sup> Annual Graduation Pow Wow - May 30, 2019
8. Hedges Middle School 50<sup>th</sup> Anniversary

CONCLUDED: Report of the Superintendent No. 06-19

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

Mike Friesen, Secretary-Treasurer  
Report 06-19

**FOR ACTION**

1. The Historical Museum Association of St. James-Assiniboia
2. PSFB Correspondence
3. City of Winnipeg
4. Monthly Financial Statement

**06-25-19****MOVED: Trustee Bryan Metcalfe**

"That items #1 - #4 be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

1. Cheque Registers:
  - a) March 8, 2019 (INP Payroll Clearing)
  - b) March 8, 2019
  - c) March 18, 2019
  - d) March 25, 2019 (US Bank)
  - e) March 26, 2019
  - f) March 26, 2019 (INP Payroll Clearing)
2. Permit Report
3. Tender Awards Summary

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED****CORRESPONDENCE**

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**Action Correspondence**

1. St. James Anglican Church Invite - June 23, 2019  
It was discussed that Trustee Bruce Chegus will attend.
2. J. Watt, Executive Director, Various Presentations from MSBA Convention  
Workshops - Public Interest Disclosure Act

**06-26-19****MOVED: Trustee Bruce Chegus**

"That the MSBA Convention Workshop presentation Public Interest Disclosure Act be referred to the Governance Committee for review."

**CARRIED**

3. Swan Valley School Division, Brochure - Education Review, Local Voice Matters

**06-27-19****MOVED: Trustee Nicole Bowering**

"That the Brochure - Education Review, Local Voice Matters be referred to the Marketing Committee for review."

**CARRIED**

4. Swan Valley School Division, PowerPoint Presentation to Municipalities  
- Help Shape Our Education System

**06-28-19****MOVED: Trustee Nicole Bowering**

"That the PowerPoint Presentation to Municipalities - Help Shape Our Education System be referred to the Marketing Committee for review."

**CARRIED**

5. A. Campbell, President, Customizable Local Voices, Local Choices Brochure

**06-29-19**

**MOVED: Trustee Nicole Bowering**

"That the Customizable Local Voices, Local Choices Brochure be referred to the Marketing Committee for review."

**CARRIED**

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. G. Draper, Trustee, Fort la Bosse School Division, Opinion Piece in Manitoba Cooperator: Costs evolving education in Manitoba
  - b. J. Watt, Executive Director, Federal Budget Plan 2019 Excerpts/Highlights
  - c. J. Watt, Executive Director, 2019 Mark Dickof Memorial Scholarship Award Application Package
  - d. J. Arnold, MSBA Board Governance Consultant, Reminder - Invitation to MSBA Webinar: Nurturing Governance Capacity
  - e. J. Watt, Executive Director, Various Presentations from MSBA Convention Workshops
  - f. J. Watt, Executive Director, Letter from the Killarney Parent Advisory Council to the K-12 Review Commission
  - g. J. Watt, Executive Director, Job Posting Frontier School Division Secretary-Treasurer
  - h. 2019 Annual Convention - Record of Proceedings
  - i. The Council of the Municipality of Grassland, Letter to the Editor - Amalgamation talk raises concerns, Brandon Sun March 26<sup>th</sup>
  - j. The Council of the Municipality of Grassland, Municipality speaks out against school division mergers, Brandon Sun March 26<sup>th</sup>
  - k. Reminders re: Convention Evaluation and Trustee Profile Surveys
  - l. Reminder re: "This is Local Choice" Campaign
  - m. Memo re: K-12 Review Commission Student Panel
  - n. Memo re: 2018 School Board Elections Data
  - o. A. Campbell, President, Garden Valley School Division Budget Presentation Brochure
  - p. J. Watt, Executive Director, Memo re: Election Polling Places

CONCLUDED: Information Correspondence

**FILED**

### **UNFINISHED BUSINESS**

1. Second Reading - By-Law 293-19

**06-30-19**

**MOVED: Trustee Craig Johnson**



"That the Board give second reading of By-Law 293-19, a by-law that amends By-Law 240-13 Board Member Compensation and Expenses (Trustee Indemnity)."

**CARRIED**

**06-31-19** 2. Third/Final Reading - By-Law 293-19  
**MOVED: Trustee Craig Johnson**

"That the Board give third/final reading of By-Law 293-19, a by-law that amends By-Law 240-13 Board Member Compensation and Expenses (Trustee Indemnity)."

**CARRIED**

**06-32-19** 3. Second Reading - By-Law 294-19  
**MOVED: Trustee Craig Johnson**

"That the Board give second reading of By-Law 294-19, a by-law to allow for religious instruction at Linwood School for the 2018-19 school year."

**CARRIED**

**06-33-19** 4. Third/Final Reading - By-Law 294-19  
**MOVED: Trustee Craig Johnson**

"That the Board give third/final reading of By-Law 294-19, a by-law to allow for religious instruction at Linwood School for the 2018-19 school year."

**CARRIED**

**06-34-19** 5. First Reading - By-Law 295-19  
**MOVED: Trustee Craig Johnson**

"That the Board give first reading to By-Law 295-19, a By-Law to allow for the borrowing of monies to meet current expenses for July 1, 2019 to June 30, 2020."

**CARRIED**

#### **AGENDA-BASED QUESTIONS FROM THE PUBLIC**

There were no agenda based questions from the public.

#### **TRUSTEE PD SUMMARIES**

There were no Trustee PD Summaries.

#### **NEW BUSINESS**

**06-35-19** 1. Middle School Testing Practices  
**MOVED: Trustee Nicole Bowering:**

"That the Education Committee review Middle School Testing Practices."

**CARRIED**

**06-36-19** 2. Astro Jimmies Recognition  
**MOVED: Trustee Holly Hunter:**

"That we as a board congratulate Ms. Werner and the members of the Astro Jimmies on this achievement by having the Chair of the Board send a letter to the school."

**CARRIED**

- 06-37-19 3. Process for Flag Displays  
**MOVED: Trustee Cheryl Smukowich:**  
“That Senior Administration provide information on the process to request flags to be displayed on the 2nd flag poles that will be installed in the spring at all Senior Years Schools and the Board Office.”

**CARRIED**

- 06-38-19 4. Review Budget Details  
**MOVED: Trustee Bryan Metcalfe:**  
“Further to 2019/20 Budget Discussions I move that the Coordinator/Program budgets be referred to the Finance/Facilities Committee for review.  
And further;  
That the Information Technology Budget be the first location to be discussed at the June 4, 2019 Finance/Facilities Committee meeting.”

**CARRIED****REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 11:02p.m.**

- 06-39-19 1. Administrative Staffing 2019-20 Vice Principal Recommendations  
**MOVED: Trustee Sandy Lethbridge:**  
“That Ms. Connie Lowe be appointed Vice-Principal at Stevenson School effective September 3, 2019 until June 30, 2020.  
And further;  
That Ms. Jean Burnett be appointed Vice-Principal at École Bannatyne effective September 3, 2019 until June 30, 2020.  
And further;  
That Ms. Jody O’Brien, Ms. Jennifer Rothwell and Mr. Rob Bell be appointed to their administrative positions on a permanent basis in the 2019/2020 school year.  
And further;  
That Ms. Joan MacCutcheon be appointed to her administrative position on an Acting (term) basis for the 2019/2020 school year.”

**CARRIED**

- 06-40-19 2. Division Information Technology Manager Position  
**MOVED: Trustee CJ:**  
“That Mr. Al Stechishin be appointed Division Information Technology Manager effective September 3, 2019.”

**CARRIED**

- 06-41-19 3. Revised Scholarship Application  
**MOVED: Trustee Holly Hunter:**  
“That the St. James-Assiniboia School Division Board accept the Husky Pride STEAM Scholarship to be awarded annually at Collège Sturgeon Heights Collegiate according to the criteria stipulated.  
And further;

That funds be deposited with the St. James Scholarship Foundation.”

**CARRIED**

4. Manitoba School Boards Association

- CPI Update March 22, 2019
- Collective Bargaining Update March 22, 2019

**06-42-19**

**MOVED: Trustee Sandy Lethbridge:**

“That the CPI Update March 22, 2019 and Collective Bargaining Update March 22, 2019 be referred to the Personnel Committee for review.”

**CARRIED**

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 11:05 p.m.

Cheryl Smukowich  
Chair of the Board

Brett Lough  
Chief Superintendent