



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 11, 2019, 7:30 p.m.

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

#1344997

Meeting No. 10-19

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:

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Asst. Superintendent, Education (6-12) and Administration
Randy Calvert	Manager of Facilities and Maintenance
Gillian Muir	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:30 - 8:55 p.m.)

REGRETS:

Bryan Metcalfe	Trustee
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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.

10-01-19 MOVED: Trustee Craig Johnson
"That the Board recess to Committee of the Whole In-Camera."

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:30 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

10-02-19 MOVED: Trustee Craig Johnson
"That the minutes of the Board Meeting of May 28, 2019 be adopted."

CARRIED

REPORT ON EDUCATION

Collège Sturgeon Heights - Integrating Universal Design for Learning (UDL) into the High School Setting

Presented By: Classroom Teachers Tammy Wilson, Barbara Engel, Philippa Winsnes, Emma Waters-Wolfe, Maria Phelps, Heather Zinn and Dan MacNeil, Vice Principal

Several members of the UDL Committee at Collège Sturgeon Heights Collegiate presented their implementation of the UDL model in the high school setting. The UDL Committee begun their work, in the spring of 2018, by introducing the Brain Unit and Four Modules of Jennifer Katz's *Ensouling Our Schools* to staff and pilot classrooms. The focus for the committee this school year has been the social emotional well-being of students and staff which includes planned and implemented lessons on mental health and mental wellness.

HEARING OF DELEGATIONS

There were no delegations registered.

COMMITTEE REPORTS

MARKETING COMMITTEE 03-19

Meeting held May 22, 2019

Committee Chair: Nicole Bowering

1. Attendance - for information
2. Approval of Agenda
3. Education Review: Local Voice Matters

10-03-19

MOVED: Trustee Nicole Bowering

"That the Education Review: Local Voice Matters be received as information."

CARRIED

4. Municipalities: Help Shape Our Education System

10-04-19

MOVED: Trustee Nicole Bowering

"That the Municipalities: Help Shape Our Education System be received as information."

CARRIED

5. Customizable Local Voices: Local Choices Brochure

10-05-19

MOVED: Trustee Nicole Bowering

"That the Customizable Local Voices: Local Choices Brochure be received as information."

CARRIED

- 10-06-19 6. St. James-Assiniboia Education Review: Local Voice
MOVED: Trustee Nicole Bowering
"That the St. James-Assiniboia Education Review: Local Voice be received as information."
CARRIED
7. Marketing Issues
- CONCLUDED: Report of the Marketing Committee
FILED
- GOVERNANCE COMMITTEE No. 02-19**
Meeting held May 23, 2019
Committee Chair: Bruce Chegus
1. Attendance - for information
2. Approval of Agenda
3. Unfinished Business - Policy BC School Board Member Conduct Draft Policy Revisions
- 10-07-19 **MOVED: Trustee Bruce Chegus**
"That revisions to Policy BC School Board Member Conduct be approved (Attachment A)."
CARRIED
4. Amending By-Law 298-19 for Organizational By-Law 290-18
- 10-08-19 **MOVED: Trustee Bruce Chegus**
"That Administration prepare the amending By-Law 298-19 for Organizational By-Law 290-18 with changes as discussed (Attachment B)."
CARRIED
5. MSBA Convention Workshop Presentation – Public Interest Disclosure Act
6. Marketing Committee Terms of Reference Update
- Draft Policy BDE Board Committees
 - Draft Policy KD Marketing of Education – updates made to reflect changes to Policy BDE
- 10-09-19 **MOVED: Trustee Bruce Chegus**
"That revisions to Policy BDE Board Committees and KD Marketing of Education be approved (Attachment C & D).
And further;
That Policy KD Marketing of Education be referred to the Community Engagement Committee for review in fall 2019."
CARRIED
7. Draft Policy BEDBB – Electronic Communication with Trustees
- - Organizational By-Law 290-18 – Section 15, item 10
- 10-10-19 **MOVED: Trustee Bruce Chegus**
"That the revision to policy BEDBB – Electronic Communication with Trustees be approved (Attachment E)."
CARRIED

8. Policy AG Board Governance, Regulation AG-R Board Self Evaluation & Exhibit AG-E-1 Board Self Evaluation
- 10-11-19** **MOVED: Trustee Bruce Chegus**
"That the revisions to Regulation AG-R Board Self Evaluation be approved (Attachment F).
And further;
Exhibit AG-E-1 Board Self Evaluation be archived.
And further;
All Trustees complete and submit their Board Self Evaluation to the Board Vice Chair by August 1, 2019 (Attachment G).
And further;
That the Board Self Evaluation submissions be reviewed at the August 27, 2019 Board Meeting."
CARRIED
9. By-Law 297-19 Consolidated Trustee Indemnity
- 10-12-19** **MOVED: Trustee Bruce Chegus**
"That Administration prepare a Consolidated Trustee Indemnity By-Law (Attachment H)."
CARRIED
10. Board and Committee Schedule 2019-20
- 10-13-19** **MOVED: Trustee Bruce Chegus**
"That revisions to the draft Board and Committee Schedule for 2019/20 be referred to the Committee of the Whole In Camera for discussion."
CARRIED
11. Trustee Election Guideline
- 10-14-19** **MOVED: Trustee Bruce Chegus**
"That the Trustee Election Guideline be received as information."
CARRIED
- CONCLUDED: Report of the Governance Committee
FILED
- FINANCE/FACILITIES COMMITTEE No. 08-19**
Meeting held June 4, 2019
Committee Chair: Bryan Metcalfe
1. Attendance - for information
2. Approval of Agenda
3. Program Budget Review
- Location 667 - Information Technology
- 10-15-19** **MOVED: Trustee Nicole Bowering**
"That the presentation on the IT five-year budget plan be received as information."
CARRIED

- 10-16-19 4. School Cash Online Pilot Report
MOVED: Trustee Nicole Bowering
“That a deviation from policy DIA to allow a Parent Council clearing account through the School’s funds be approved for three pilot locations in 2019-20.
And further;
That the report on the School Cash Online Pilot be carried as a pending item.”
CARRIED
- 10-17-19 5. Lincoln Middle School Outdoor Learning Space
MOVED: Trustee Nicole Bowering
“That the request from Lincoln School to construct an outdoor learning space be approved.
And further;
That the project be subject to final inspection and satisfaction of the Manager, Facilities & Maintenance.”
CARRIED
- 10-18-19 6. PSFB Correspondence
• École Assiniboine – New Stand-Alone Child Care – Project Support
MOVED: Trustee Nicole Bowering
“That the PSFB correspondence listed above be received as information.”
CARRIED
- 10-19-19 7. Turtle Mountain Correspondence re Federal Carbon Tax
MOVED: Trustee Nicole Bowering
“That Administration prepare correspondence for the Honourable Catherine McKenna, Minister of Environment and Climate Change, over the signature of the Chair, requesting a Carbon Tax exemption for School Divisions.
And further;
That the correspondence be copied to Doug Eyolfson, Member of Parliament for Charleswood-St.James-Assiniboia-Headingley, The Honourable Brian Pallister, Premier of Manitoba, All Manitoba School Boards and the Manitoba School Boards Association.”
CARRIED
- 10-20-19 8. Assiniboine School Renovation Update
MOVED: Trustee Nicole Bowering
“That the update on the child care expansion plan at École Assiniboine be received as information.”
CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

FILED

REPORT OF THE CHIEF SUPERINTENDENT

Brett Lough, Chief Superintendent
Report 10-19

FOR ACTION

- 10-21-19 1. Chief Superintendent & Secretary-Treasurer/CFO Evaluation Process

MOVED: Trustee Jennifer Lawson

"That the Board approve the proposed timeline as presented."

CARRIED

- 10-22-19 2. Extended Field Trip Proposal - Westwood Collegiate

MOVED: Trustee Sandy Lethbridge

"It is recommended that the Board approve the extended field trip proposal from Westwood Collegiate for four Grade 11-12 students and one recently graduated student, as of June 28, 2019, to travel to Raleigh, North Carolina on July 28 - August 3, 2019; 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. And further;

That the Board waive Section VI.B.2., A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the off-site activity, of Regulation IJOA-R to allow for the recently graduated student, as of June 28, 2019, to participate in the field trip.

And further;

That the Board waive Section IV.E.2.d., For trips outside of Canada, three (3) teachers from the participating school, one of whom must be the teacher-in-charge, of Regulation IJOA-R to allow for two (2) teachers from the participating school to meet the supervision requirement."

CARRIED

FOR INFORMATION

- 10-23-19 1. Board Actions and Referrals
2. 2018-19 Student Services Support Funding Survey & Executive Summary

MOVED: Trustee Bruce Chegus

"That the 2018-19 Student Services Support Funding Survey & Executive Summary be referred to the Education Committee for review."

CARRIED

- 10-24-19 3. Good News - Celebrate Literacy Award for 2019

MOVED: Trustee Craig Johnson

"That the Board send a letter, over the signature of the Board Chair, offering congratulations to the Brooklands School Literacy Team for receiving the Celebrate Literacy Award 2019."

CARRIED

4. 4th Annual Graduation Pow Wow - May 28, 2020

CONCLUDED: Report of the Superintendent No. 10-19

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer

Report 10-19

FOR ACTION

No items for action.

FOR INFORMATION

1. Cheque Registers:
 - a) May 10, 2019
 - b) May 16, 2019 (INP Payroll Clearing)
 - c) May 16, 2019
 - d) May 21, 2019
2. Permit Report
3. Fundraising Report
 - a) Phoenix School
 - b) Stevenson-Britannia School

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There were no items for action.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. MSBA Editorials
 - b. MSBA Brief to K-12 Education Review Commission
 - c. MSBA Written Submission to K-12 Education Review Commission
 - d. Memo re: 2019-20 Association Datebook
 - e. MSBA Provincial Executive June Meeting Highlights
 - f. CSBA Reminder: Deadline for Early Bird Rates
 - g. Memo re: Autopac Renewals through HUB
 - h. Memo re: Student Accident Insurance
 - i. Memo re: TADD Lunches
 - j. Biosciences Association of Manitoba: Global Biotech Week Programming
2. St. James Scholarship Foundation, B. Alexander, President, Letter of Appreciation
3. Minister of Education and Training, Honourable Kelvin Goertzen, Response to Letter Dated April 12, 2019.

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS

- 10-25-19** 1. First Reading, By-Law 299-19 - Religious Instruction at Strathmillan School
MOVED: Trustee Jennifer Lawson
"That the Board give first reading of By-Law 299-19, a by-law to allow for religious instruction at Strathmillan School for the 2019-20 school year."

CARRIED

- 10-26-19** 2. First Reading, Debenture By-Law 296-19
MOVED: Trustee Jennifer Lawson
"That the Board give first reading to By-Law 296-19, a debenture by-law for various projects totaling \$415,700."

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There was no agenda-based questions from the public.

TRUSTEE PD SUMMARIES

There were no Trustee PD summaries.

NEW BUSINESS

- 10-27-19** 1. French Immersion Representation at ESS and Senior Administration Levels
MOVED: Trustee Nicole Bowering
"That Options to Create Equity for French Immersion Representation at ESS and Senior Administrative Levels be referred to the Personnel Committee for review."

CARRIED

- 10-28-19** 2. Retirement/Resignation Notice for Senior Management Positions
MOVED: Trustee Nicole Bowering:
"That Senior Management Succession Planning be referred to the Personnel Committee for review."

CARRIED

- 10-29-19** 3. Notice of Motion - By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)
Trustee Jennifer Lawson provided notice that Amending By-Law 298-19, a By-Law to amend the Organizational By-Law 290-18, shall be given first reading at the June 25, 2019 Board Meeting.

- 10-30-19 4. Notice of Motion By-Law 297-19 Consolidate Trustee Indemnity (240-13, 263-15 & 293-19)
Trustee Jennifer Lawson provided notice that By-Law 297-19, a Consolidation of By-Laws 240-13, 263-15 and 293-19, shall be given first reading at the June 25, 2019 Board Meeting.

- 10-31-19 5. Manitoba Envirothon Championships Student Recognition
MOVED: Trustee Holly Hunter
"That the Board send a letter, over the signature of the Board Chair, congratulating the staff and students who earned Gold at the Manitoba Envirothon Championships."

CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 8:55 p.m.

- 10-32-19 1. Board & Committee meeting Schedule 2019-20 Draft
MOVED: Trustee Jennifer Lawson
"That the Board approve the proposed Schedule of Committee Meetings for the 2019-20 school year."

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 8:55 p.m.

Cheryl Smukowich
Chair of the Board

Brett Lough
Chief Superintendent