



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 25, 2019, 7:30 p.m.

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

#1352277

Meeting No. 11-19

#### **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
Bryan Metcalfe	Trustee

#### **ALSO IN ATTENDANCE:**

Brett Lough	Chief Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Mike Wake	Asst. Superintendent, Education (6-12) and Administration
Carrie Melville	Asst. Secretary-Treasurer (7:29 p.m.)
Gillian Muir	Senior Executive Assistant
Jennifer Cameron	Information Officer (7:29 p.m. - 8:39 p.m.)

#### **REGRETS:**

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

The Chair called the meeting to order at 7:03 p.m. Attendance – recorded above.

**11-01-19      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**

**11-02-19      MOVED: Trustee Craig Johnson**  
"That the minutes of the Board Meeting of June 11, 2019 be adopted."

**CARRIED**

## **REPORT ON EDUCATION**

### **Buchanan School - Collaborating with the Purpose of Student Growth**

**Presented By: Classroom Teachers Chris Mavroudis, Megan Cretton, Deb O'Neil**

Mr. Mavroudis and Ms. Cretton appeared before the Board to present how they use teacher Professional Learning Community (PLC) time for collaborative planning and monitoring student achievement. This year they worked on learning sprints that focused on student writing. Teachers would review student samples, analyze them and ask 'how can this student improve?' From there teachers can determine what instruction will make a difference, implement it in the classroom and follow up with further collaboration and assess the improvement. There were two videos presented that showed students reflecting back on their work from the start to the end of the school year in order to see the growth they have achieved throughout the year.

## **HEARING OF DELEGATIONS**

There were no delegations registered.

## **COMMITTEE REPORTS**

### **PERSONNEL COMMITTEE 06-19**

Meeting held June 18, 2019

Committee Chair: Sandy Lethbridge

1. Attendance - for information
2. Approval of Agenda
3. Job Descriptions

**11-03-19**

**MOVED: Trustee Sandy Lethbridge**

"That revisions to job descriptions AP4-7 Truck Driver and AP5-19 Transportation Supervisor be approved."

**CARRIED**

4. PWC Audit

**11-04-19**

**MOVED: Trustee Sandy Lethbridge**

"That the roles and responsibilities chart developed by the Committee be reviewed in September and the Committee begin discussion of the second recommendation at that time."

**CARRIED**

5. Code of Conduct for Child Protection Policy

**11-05-19**

**MOVED: Trustee Sandy Lethbridge**

"That the Code of Conduct for Child Protection policy be approved."

**CARRIED**

- 11-06-19 6. French Immersion Representation – ESS/Senior Administration  
**MOVED: Trustee Sandy Lethbridge**  
“That all future Senior Administrator positions be posted as having the ability to communicate in the French language be considered an asset.”  
**CARRIED**
- 11-07-19 7. Senior Management Succession Planning  
**MOVED: Trustee Sandy Lethbridge**  
“That this discussion be received as information.”  
**CARRIED**
- 11-08-19 8. Personnel Report to the Board  
**MOVED: Trustee Sandy Lethbridge**  
“That the Personnel Report to the Board be received as information.”  
**CARRIED**
- 11-09-19 9. Kindergarten Waiting Lists  
**MOVED: Trustee Sandy Lethbridge**  
“That this discussion be received as information.”  
**CARRIED**
- CONCLUDED: Report of the Personnel Committee  
**FILED**
- EDUCATION COMMITTEE No. 9~18-19**  
Meeting held June 18, 2019  
Committee Chair: Bruce Chegus
- 11-10-19 1. Attendance - for information  
2. Approval of Agenda  
3. Middle Years Exams and Formal Instruction for Exam Preparation Motion 19-15-19  
**MOVED: Trustee Bruce Chegus**  
“That Senior Administration will have formal instruction for exam preparation as a standing item on middle and senior years level administrator meetings.”  
**CARRIED**
- 11-11-19 4. Student Services Support Funding Survey 2018-2019 Motion 10-23-19  
**MOVED: Trustee Bruce Chegus**  
“That the Student Services Support Funding Survey 2018-2019 be reviewed in more detail at the September 17, 2019 meeting, along with the Manitoba Education and Training Student Services Review and Reporting feedback.”  
**CARRIED**
- 11-12-19 Information Items - Agenda Items 3 & 4  
a) Continuous Improvement Presentation: Tanis Pshebniski and Tia Cumming  
b) Peaceful Village After School Program Report 2018-19 Motion 09-11-19  
**MOVED: Trustee Bruce Chegus**

"That the following items be received as information:

- Continuous Improvement of Student Learning Presentation by Tanis Pshebniski and Tia Cumming
- Peaceful Village After School Program Report 2018-19."

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED**

### **REPORT OF THE CHIEF SUPERINTENDENT**

Brett Lough, Chief Superintendent  
Report 11-19

#### **FOR ACTION**

1. Request for Emotional Support Animal in School

**11-13-19 MOVED: Trustee Craig Johnson**

"It is recommended that the Board approve the application submitted by Westwood Collegiate for the use of an Emotional Support Animal for the 2019-20 school year.

And further;

That the Board waive Policy ECACB Dogs Prohibited on School Property."

**CARRIED**

#### **FOR INFORMATION**

1. Board Actions and Referrals
2. Celebration of Success - School Year Update Report No. 3
3. Innovative Grant Report 2018-2019
4. Report on Music Festival Activities 2019
5. Arts Events 2019-20
6. Department Head/Program Implementation Assistant (PIA), Teacher Designate and Teacher Leader Appointments

CONCLUDED: Report of the Superintendent No. 10-19

**FILED**

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

Mike Friesen, Secretary-Treasurer  
Report 11-19

#### **FOR ACTION**

No items for action.

#### **FOR INFORMATION**

1. Cheque Registers:
  - a) June 10, 2019
  - b) June 13, 2019 (INP Payroll Clearing)
  - c) June 19, 2019
2. Permit Report
3. Fundraising Report

- a) Collège Sturgeon Heights Collegiate
  - b) Strathmillan School
  - c) George Waters Middle School
  - d) Lincoln Middle School
  - e) Stevenson-Britannia School
  - f) St. James Collegiate
  - g) Buchanan School
  - h) École Assiniboine
  - i) John Taylor Collegiate
4. Letter of Appreciation from the Historical Museum Association of St. James-Assiniboia

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 Memo re K-12 Review Commission Public Hearings
  - b. MSBA Memo re Creation of written submission to K-12 Review Commission online repository
  - c. Call for Nomination - Minister of Justice National Youth Justice Policing Award
  - d. MSBA Letter re Update to Previous MSBA Correspondence on Bill C-369 National Day for Truth and Reconciliation, Bill 12 Labour Relations Amendment Act and Bill 13 Workplace Safety and Health Amendment Act

CONCLUDED: Correspondence

**FILED**

## **UNFINISHED BUSINESS**

- 11-14-19** 1. Second Reading, By-Law 299-19 - Religious Instruction at Strathmillan School  
**MOVED: Trustee Jennifer Lawson**  
 "That the Board give second reading of By-Law 299-19, a by-law to allow for religious instruction at Strathmillan School for the 2019-20 school year."

**CARRIED**

- 11-15-19** 2. Third/Final Reading, By-Law 299-19 - Religious Instruction at Strathmillan School  
**MOVED: Trustee Jennifer Lawson**  
 "That the Board give third/final reading of By-Law 299-19, a by-law to allow for religious instruction at Strathmillan School for the 2019-20 school year."

**CARRIED**

- 11-16-19 3. Second Reading, Debenture By-Law 296-19  
**MOVED: Trustee Jennifer Lawson**  
"That the Board give second reading to By-Law 296-19, a debenture by-law for various projects totaling \$415,700."

**CARRIED**

- 11-17-19 4. Third/Final Reading, Debenture By-Law 296-19  
**MOVED: Trustee Jennifer Lawson**  
"That the Board give third/final reading to By-Law 296-19, a debenture by-law for various projects totaling \$415,700."

**CARRIED**

- 11-18-19 5. First Reading, By-Law 298-19 Amending By-Law 290-18 (Board Organizational By-Law)  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give first reading to Amending By-Law 298-19, a By-Law to amend the Organizational By-Law 290-18."

**CARRIED**

- 11-19-19 6. First Reading, By-Law 297-19 Consolidated Trustee Indemnity (240-13, 263-15 and 293-19)  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give first reading to By-Law 297-19, a Consolidation of By-Laws 240-13, 263-15 and 293-19."

**CARRIED**

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

Mr. Z Linnick asked what the religious instruction entailed that was approved at tonight's meeting. Trustee Bowering responded that the Board is regulated under the Public Schools Act when a petition comes forward with the minimum amount of signatures required. Parents who choose to have their children involved and are able to gather the necessary names for the petition have the right under the Public Schools Act to have religious instruction at their school.

Mr. Z Linnick asked where he could find the Code of Conduct Policy that was approved at tonight's meeting. Chief Superintendent Lough responded that it will be uploaded to the electronic policy manual.

Mr. Z Linnick asked who looks after the Division social media account. Chief Superintendent Lough responded that it is managed by a staff member at the Division Office.

### **TRUSTEE PD SUMMARIES**

There were no Trustee PD summaries.

**NEW BUSINESS**

- 11-20-19 1. Trustee Statements  
**MOVED: Trustee Craig Glennie**  
“That the new business item regarding Trustee Statements added to the Board Meeting Agenda following the adoption of previous meeting minutes with each Trustee, starting with the Board Chair, being allocated 2 minutes each to rise and report on accomplishments and events happening within their ward be referred to the Governance Committee for review.”  
**CARRIED**
- 11-21-19 2. French Lessons for Immersion Parents  
**MOVED: Trustee Craig Glennie**  
“That the Education Committee investigate if a program can be created to help provide parents of k-3 students in French immersion the opportunity to attend basic French lessons designed to help support their child’s learning.”  
**CARRIED**
- RECESS TO COMMITTEE OF THE WHOLE IN CAMERA - 8:29 p.m.**
- 11-22-19 **MOVED: Trustee Sandy Lethbridge**  
“That the Board recess to Committee of the Whole in Camera.”  
**CARRIED**
- REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:13 p.m.**
- 11-23-19 1. Student/Trustee Forum Feedback  
**MOVED: Trustee Nicole Bowering**  
“That the Student/Trustee Forum Feedback be referred to the Community Engagement Committee for review.”  
**CARRIED**
- 11-24-19 2. Community/55+/Parent/Trustee Forum Date  
**MOVED: Trustee Nicole Bowering**  
“That the Community/55+/Parent/Trustee Forum event be referred to the Community Engagement Committee for review and planning.”  
**CARRIED**
- 11-25-19 3. Confidential Employee Request  
**MOVED: Trustee Craig Johnson**  
“That the request be approved.”  
**CARRIED**
- 11-26-19 4. Manitoba School Board Association  
**MOVED: Trustee Sandy Lethbridge**  
“That the CPI Update May 2019 be referred to the Personnel Committee for review.”  
**CARRIED**

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:15 p.m.

Cheryl Smukowich  
Chair of the Board

Brett Lough  
Chief Superintendent