



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, October 22, 2019, 7:30 p.m.

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

#1386557

Meeting No. 16-19

#### **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 (K-12) and Administration
Gillian Muir	Senior Executive Assistant

#### **REGRETS:**

Bryan Metcalfe	Trustee
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#### **CALL TO ORDER**

The Chair called the meeting to order at 7:01 p.m. Attendance – recorded above.

**16-01-19**

**MOVED: Trustee Craig Johnson**

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

**CARRIED**

#### **RETURN TO REGULAR BOARD MEETING – 7:31 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**

**16-02-19**

**MOVED: Trustee Holly Hunter**

“That the minutes of the Board Meeting of October 8, 2019 be adopted.”

**CARRIED**

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**REPORT ON EDUCATION**

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**Continuous School Improvement – École Assiniboine**

**Presented by: Sandra Melo, Principal, Jennifer Rothwell, Vice Principal, Laura Koslowsky, Co-Teacher and Lindsey Noel, Grade 4-5 Teacher**

Ms. Sandra Melo, Ms. Jennifer Rothwell, Ms. Laura Koslowsky and Ms. Lindsey Noel appeared before the Board to present the Continuous School Improvement at École Assiniboine. This year the school team examined several pieces of data, reflected on conversations with colleagues and determined that the school focus would be on the language of play and social language as a whole. Teachers are actively creating opportunities to socially engage students in the classroom using French in fun situations that can also be used in academics. A video was shared that detailed how the school is intentionally working towards strengthening oral practices and student learning in French.

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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. 08-19  
Meeting held October 15, 2019  
Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Personnel Report re: Leaves

**16-03-19**

**MOVED: Trustee Sandy Lethbridge**

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

**CARRIED**

4. Voyageur School Principal Position 2020-2021

**16-04-19**

**MOVED: Trustee Sandy Lethbridge**

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

**REFERRAL MOTION:**

**16-05-19**

**MOVED: Trustee Nicole Bowering**

“That the Voyageur School Principal Position 2020-2021 be referred to the Committee of the Whole In Camera for further consideration.”

**CARRIED**

See Motion 16-22-19 for Board Action

5. Policies

**16-06-19**

**MOVED: Trustee Sandy Lethbridge**

“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.”

**CARRIED**

**16-07-19** 6. CPI Updates  
**MOVED: Trustee Sandy Lethbridge**  
“That the CPI Update as referred from the Board meeting held September 24, 2019 be received as information.”

**CARRIED**

**16-08-19** 7. Personnel Report to the Board  
**MOVED: Trustee Sandy Lethbridge**  
“That the Personnel Report to the Board be received as information.”

**CARRIED**

**16-09-19** 8. MANTE Negotiations Update  
**MOVED: Trustee Sandy Lethbridge**  
“That the update provided by Administration with respect to MANTE negotiations be received as information.”

**CARRIED**

**16-10-19** 9. Policy GCF Hiring of Professional Staff and Appointment of School-Based Administrators  
**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**

CONCLUDED: Report of the Personnel Committee

**FILED**

EDUCATION COMMITTEE No. 2~19-20  
Meeting held October 15, 2019  
Committee Chair: Bruce Chegus

**16-11-19** 1. Attendance  
2. Approval of Agenda  
3. French Immersion Parent Opportunities to Attend Basic French – Information Motion 11-21-19  
**TABLING MOTION:**  
**MOVED: Trustee Bruce Chegus**  
“That the French Immersion Parent Opportunities be tabled.  
And further;  
That the French Immersion Parent Opportunities to Attend Basic French information be received as information.”

**CARRIED**

4. Proposed Flag Suggestions for Senior Years Schools' Second Flagpole Motion 14-14-19

5. Continuing Education Program/International Student Program Reports Motion 15-11-19

6. InformNet Year End Report 2018-2019 Motion 15-12-19

**16-12-19****MOVED: Trustee Bruce Chegus**

"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."

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED**

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**REPORT OF THE CHIEF SUPERINTENDENT**

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Brett Lough, Chief Superintendent  
Report 16-19

**FOR ACTION**

1. School Name Change

**16-13-19****MOVED: Trustee Craig Glennie**

"That the Voyageur School name change be referred to the Finance/Facilities Committee for review."

**CARRIED**

2. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

**16-14-19****MOVED: Trustee Craig Johnson**

"That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for 9-12 students to travel to Romeoville, Illinois on January 16-21, 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**

3. Divisional Choir Fall Concert – November 7, 2019

Cheryl Smukowich, Board Chair will bring greetings at the Divisional Choir Fall Concert on November 7, 2019.

**FOR INFORMATION**

1. Board Actions and Referrals

CONCLUDED: Report of the Chief Superintendent No. 16-19

**FILED**

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

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Mike Friesen, Secretary-Treasurer  
Report 16-19

**FOR ACTION**

1. Westwood Collegiate 60<sup>th</sup> Anniversary
2. Draft Budget Timeline 2020/2021
3. Financial Update to Multi Year Plan

**16-15-19**

**MOVED: Trustee Craig Glennie**

"That items #1-3 be referred to the Finance/Facilities Committee."

**CARRIED**

**FOR INFORMATION**

1. Cheque Registers:
  - a) October 4, 2019 (Payroll)
  - b) October 7, 2019
2. Permit Report

CONCLUDED: Report of the Secretary-Treasurer/CFO No. 16-19

**FILED**

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**CORRESPONDENCE**

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**Action Correspondence**

There were 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, Kelvin Goertzen
  - a. Manitoba's Excellence in Education Awards
  - b. Dyslexia Awareness Month
  - c. Manitoba School Library Day
3. Green Action Centre - Active and Safe Routes to School - Follow Up Email

CONCLUDED: Correspondence

**FILED**

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**UNFINISHED BUSINESS**

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1. Second Reading, By-Law 301-19 Debenture By-Law

- 16-16-19**     **MOVED: Trustee Jennifer Lawson**  
“That the Board give second reading of By-Law 301-19, a debenture by-law for various projects totaling \$1,012,300.”  
**CARRIED**
- 16-17-19**     2. Third/Final Reading, By-Law 301-19 Debenture By-Law  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give third/final reading of By-Law 301-19, a debenture by-law for various projects totaling \$1,012,300.”  
**CARRIED**
- 16-18-19**     3. Second Reading, By-Law 302-19 Religious Instruction at Golden Gate Middle School  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give second reading of By-Law 302-19, a By-Law to allow for religious instruction at Golden Gate Middle School for the 2019-20 school year.”  
**CARRIED**
- 16-19-19**     4. Third/Final Reading, By-Law 302-19 Religious Instruction at Golden Gate Middle School  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give third/final reading of By-Law 302-19, a By-Law to allow for religious instruction at Golden Gate Middle School for the 2019-20 school year.”  
**CARRIED**

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

*There were no questions from the public.*

#### **TRUSTEE PD SUMMARIES**

*There were no Trustee PD summaries.*

#### **NEW BUSINESS**

*There were no New Business items.*

#### **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:23 p.m.**

- 16-20-19**     **MOVED: Trustee Craig Johnson**  
“That the Board recess to Committee of the Whole in Camera.”  
**CARRIED**

#### **REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:31 p.m.**

- 16-21-19**     1. Recommendation for Principal, Jameswood Alternative School (term)  
**MOVED: Trustee Sandy Lethbridge**  
“That Ms. Stacy Kent be appointed Principal of Jameswood Alternative School

(Term) effective January 6, 2020 to June 30, 2021.”

**CARRIED**

**16-22-19** 2. Voyageur School Principal Position 2020-2021

**MOVED: Trustee Sandy Lethbridge**

“That Administration revise the Early Years French Immersion Principal position posting to reflect Early Years French Immersion Principal at Voyageur School effective January 6, 2020 as per the discussion in Committee of the Whole In Camera.”

**CARRIED**

3. Manitoba School Boards Association

- CPI Unemployment Update September 2019
- Salary Bulletin: Pembina Trails School Division Educational Assistants
- Salary Bulletin: Frontier School Division MGEU Support Staff Duke of Marlborough School in Churchill

**16-23-19** **MOVED: Trustee Sandy Lethbridge**

“That the CPI Unemployment Update September 2019, Salary Bulletin Pembina Trails School Division and Salary Bulletin Frontier School Division be referred to the Personnel Committee for review.”

**CARRIED**

**16-24-19** 4. Superintendent/Assistant Superintendent Position

**MOVED: Trustee SL**

“That Mr. Mike Wake be appointed Acting Superintendent for a 6 month term effective January 2020.

And further;

That an Acting Assistant Superintendent be hired for a 6 month term effective January 2020.”

**CARRIED**

**ADJOURNMENT**

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On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:33 p.m.

Cheryl Smukowich  
Chair of the Board

Brett Lough  
Chief Superintendent