



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### MISSION STATEMENT

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.*

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## AGENDA

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**June 27, 2017**

**Meeting No. 11-17**

Organizational By-Law 273-16 governs meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

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### CALL TO ORDER/ATTENDANCE

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### IN-CAMERA COMMITTEE OF THE WHOLE IN-CAMERA

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### ADOPTION OF MINUTES

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Board Meeting of June 13, 2017

### REPORT ON EDUCATION

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2017-18 Theme

### HEARING OF DELEGATIONS

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No Delegations Registered

### COMMITTEE REPORTS

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Education Committee  
Personnel Committee

### REPORT OF THE CHIEF SUPERINTENDENT

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

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## **CORRESPONDENCE**

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### **Action Correspondence**

1. MSBA Call for Nominations Committee / MSBA Resolutions and Policy Committee
2. Parents, students, alumni, and friends of the Sturgeon Heights Music Program and petition, re Sturgeon Heights Music program.
3. B. Workman, J. Paulson, J. MacKay, T. Klein, former band directors in the division, re Sturgeon Heights Wind Ensemble and Band program.

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA):
  - a. K. Cameron, President, 2017 MSBA AGM: Referral Back to Executive of Motion re: 2012 MSBA Policies to be Archived
  - b. K. Cameron, President, Recent MSBA timeframes for urgent communication and response deadlines
  - c. D. Thomas, Risk Manager, Memo: Soccer Net Safety
  - d. E – Bulletin – June 7, 2017
  - e. Manitoba Education re Continuity of Learning for Children in Care
  - f. University of Winnipeg Faculty of Education Outreach re Newsletters
  - g. University of Manitoba Asper/University of Toronto Rotman School re Directors Education Program

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## **UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

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- Second Reading – By-Law 276-17 – Religious Instruction at Strathmillan School
- Third/Final Reading – By-Law 276-17 – Religious Instruction at Strathmillan School
- First Reading – Amending By-Law 277-17
- First Reading – Borrowing By-Law 278-17

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## **QUESTIONS FROM THE PUBLIC**

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(This time is allocated to hearing questions from the public regarding items on this agenda.)

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## **NEW BUSINESS**

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Bus Safety Issues – Trustee John Mulligan

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## **RECONVENE TO COMMITTEE OF THE WHOLE IN-CAMERA**

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## **REPORT OF THE COMMITTEE OF THE WHOLE**

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## **ADJOURNMENT**

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 10 ~ 16-17**

LL#1079017

**June 27, 2017**

**Meeting Held: Monday, June 19, 2017 Board Room, 5:00 p.m.**

**Present: Jennifer Lawson, Chair  
Ed Hume, Trustee  
Sandy Lethbridge, Trustee  
Peter Woods, Trustee**

**Craig McGregor, Board Chair  
Cheryl Smukowich, Trustee**

**Brett Lough, Chief Superintendent  
Tanis Pshebniski, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration**

**Regrets: NIL**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Jennifer Lawson called the meeting to order at 5:00 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**3. Policies Reviewed**

- IGBF – French Immersion (New)
- IGBF-R – Guiding Principals in French Immersion (New)
- JLCD – Administering Medicines to Students (Revised)
- JLCD-R – Administering Medicines to Students (Revised)
- JLCD-E-1 Administration of Prescribed Medication (Revised)
- JLCD-E-2 Administration of Prescribed or Over-the-Counter Medication Record (Revised)
- JLCD-E-3 Authorization for the Administration of Prescribed Medication (New)
- JLCD-E-4 Authorization for the Self-Administration of Medication (Revised)

New and revised policies and regulations will be shared with administrators at the August 29 AC meeting. These changes will be in effect for September 2017-2018.

**The Education Committee Recommends:**

**That policies IGBF French Immersion and JLCD Administering Medicines to Students be approved;**

**And further,**

**That the following regulations and exhibits be received as information:**

- **IGBF-R – Guiding Principals in French Immersion**
- **JLCD-R – Administering Medicines to Students**
- **JLCD-E-1 Administration of Prescribed Medication**
- **JLCD-E-2 Administration of Prescribed or Over-the-Counter Medication Record**
- **JLCD-E-3 Authorization for the Administration of Prescribed Medication**
- **JLCD-E-4 Authorization for the Self-Administration of Medication**

**INFORMATION ITEMS – AGENDA ITEMS 3, 4, 6 and 7**

**a) Media Relations Workshop and NSBA Denver Highlights – 10 Minute Presentation – Ed Hume, Trustee**

Trustee Ed Hume shared highlights of two workshops.

Media Relations Workshop:

- Media as a friend and a way to promote school divisions
- As a result of the internet stories require immediate attention
- Role playing media interviews

NSBA:

- School visits with students in attendance. Provided opportunity to ask questions of students
- Astronaut Scott Kelly spoke on topic of taking risks
- Outdoor education
- Arianna Huffington discussed role of technology in our lives e.g. cellphones, social media
- Making school boards better

Further information will be shared with the Committee.

**b) Student/Trustee Forum Feedback Motion 10-17-17**

The Committee received very positive feedback from students and administration about the Student/Trustee Forum. The Committee reviewed the feedback that was collected from students. Administration will share this feedback with respective schools to review, reflect upon and address. The Committee will revisit this feedback in the fall through small group discussion. It was also noted that this information will be considered in conjunction with future parent forums. The Committee wishes to thank the school administrators for their school's participation. All members of the Committee felt that this was a very worthwhile and informative event and they look forward to future opportunities.

**c) Staff Survey Motion 10-16-17**

Administration presented the results of the Staff Survey. The survey was made available to all staff for their response with over 500 surveys completed. The Committee reviewed the responses to questions that were specific to Education. Overall, the general performance of the Division is rated very high. Education and the working environment is also viewed positively. The Committee also discussed areas of focus that were highlighted in the survey.

**d) Professional Development Walkthroughs Motion 10-20-17**

Administration spoke to the instructional Walk-Through Process, which is a standing item for discussion at each AC meeting. The purpose of this process is for administrators to enhance their instructional leadership skills and identify “Look Fors” of good teaching. The Walk-Through Process has evolved over the past several years based on the needs of the administrative group.

**The Education Committee Recommends -**

**That the following items be received as information:**

- **Presentation on the Media Relations Workshop and NSBA Denver Highlights**
- **Student/Trustee Forum Feedback**
- **Staff Survey**
- **Professional Development Walkthroughs**

The meeting adjourned at 7:40 p.m.

**Next meeting: September 18, 2017**

Report presented by Jennifer Lawson, Chair, Education Committee

Minutes recorded by Tanis Pshebniski, Assistant Superintendent, Education (K-8) and Student Services

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 05-17**

**June 27, 2017**

Meeting Held: Tuesday, June 20, 2017, Board Room, 5:00 p.m.

Present:       Sandy Lethbridge, Chair  
                  Craig Johnson, Trustee  
                  John Mulligan, Trustee  
                  Cheryl Smukowich, Trustee  
  
                  Craig McGregor, Board Chair  
                  Ed Hume, Trustee  
  
                  Brett Lough, Chief Superintendent  
                  Carrol Harvey, Manager, Human Resources  
                  Cindy Labaty, Manager, Human Resources

Regrets:       Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1.     Call to Order/Attendance**

The meeting was called to order at 5:03 p.m. Attendance recorded above.

**2.     Approval of Agenda**

The agenda was approved as distributed.

**3.     Cumulative Tracking of Short/Long Term Sick Leave**

Administration provided information and historical data around the absenteeism rates in the Division.

**The Personnel Committee recommends:**

**That the information provided be received as information.**

**4.     Staff Survey 2017**

The Committee discussed questions, thoughts and suggestions related to the staff survey feedback.

**The Personnel Committee recommends:**

**That the Staff Survey 2017 be received as information.**

**5. Trustee Requests for Personal Information**

Administration presented revisions to Policy BC School Board Member Conduct and Regulation BC-R with respect to establishing protocols for Administration that are consistent with FIPPA legislation when responding to Trustee requests for personal employee information.

**The Personnel Committee recommends:**

**That revisions to Policy BC School Board Member Conduct be approved;**

**And further,**

**That revisions to Regulation BC-R Board Confidentiality be received as information.**

**6. Release Time Request Manitoba Teachers' Society**

Administration shared correspondence from MTS requesting a two-year leave for Mr. Norm Gould as he continues in an executive capacity for 2017-18 and 2018-19.

**The Personnel Committee recommends:**

**That the request from MTS for a two-year leave for Mr. Gould be approved.**

**7. Job Descriptions**

Administration shared revisions recommended to the following job descriptions:

- AP3-18 Continuing Education, Head Administrative Assistant
- AP3-31 International Education, Head Administrative Assistant

**The Personnel Committee recommends:**

**That revisions to the following job descriptions be approved:**

- AP3-18 Continuing Education, Head Administrative Assistant
- AP3-31 International Education, Head Administrative Assistant

**8. CUPE Letter of Understanding re: Article 18.08**

Administration shared the proposed letter of understanding with CUPE regarding the Sick Call-in Protocol currently subject to approval of their membership.

**The Personnel Committee recommends:**

**That the CUPE Letter of Understanding re: Article 18.08 be approved.**

**9. CPI Update**

Administration provided the Committee with the CPI Update as referred from the Board meeting held June 13, 2017.

**The Personnel Committee recommends:**

**That the CPI Update as referred from the Board meeting held June 13, 2017 be received as information.**

**10. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to June 16, 2017.

**The Personnel Committee recommends:**

**That the Personnel Report to the Board be received as information.**

The meeting adjourned at 7:15 p.m.

**Next Committee Meeting: Tuesday, September 19, 2017, 5:00 p.m.**

Report presented by Sandy Lethbridge, Chair, Personnel Committee  
Minutes recorded by Carrol Harvey, Manager, Human Resources