



## 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

**November 27, 2018**

**7:30 p.m.**

**Meeting No. 17-18**

Organizational By-Law 290-18 govern 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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### RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

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### RETURN TO REGULAR MEETING

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**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

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Board Meeting of November 6, 2018

### REPORT ON EDUCATION

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St. James Scholarship Annual Report

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## HEARING OF DELEGATIONS

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Mr. Jim Jones, Community Resident

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## COMMITTEE REPORTS

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Finance/Facilities Committee  
Education Committee  
Personnel Committee

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## 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

Nil

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. H. Demetriooff, Director, Education and Communication Services - Call for Workshop Proposal – 2019 Convention Updated to reflect revised theme statement
  - b. CSBA Announcement – New Executive Director
  - c. J. Esau, Administrative Assistant - 2018-19 Association Datebook - Addendum
  - d. H. Demetriooff, Director, Education and Communication Services - Detailed Program – November Event
  - e. H. Demetriooff, Director, Education and Communication Services - Detailed Program Raffle Donations for 2019 Convention
  - f. D. Thomas, Risk Manager - WHMIS 2015
  - g. J. Rempel, Labour Relations Consultant, Secretary Treasurer Position and Over-Time
  - h. Municipal Engagement Materials and Letter Template
  - i. Executive Highlights – November 8, 2018
  - j. H. Demetriooff, Director, Education and Communication Services - 2019 Convention – Booking Hotel Rooms
  - k. H. Demetriooff, Director, Education and Communication Services - 2019 Convention – Awards Program Nominations Forms
  - l. A. Kehler, Executive Assistant - Fall 2018 Regional Meetings Package
  - m. A. Kehler, Executive Assistant - Thank you letter re nominating Sandy Lethbridge

- n. Commemorative Remembrance Day Video
  - o. J. Watt, Executive Director - Presidential Campaign Literature – Kelli Riehl
  - p. H. Demetriooff, Director, Education and Communication Services - E-Bulletin – November 21, 2018
  - q. J. Watt, Executive Director – Invitation to meet MSBA Presidential candidate Kelli Riehl
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- 2. Lord Selkirk S.D. – Chair and Vice-Chair Announcement
  - 3. Louis Riel S.D. – Chair and Vice-Chair Announcement
  - 4. Seven Oaks S.D. – Chair and Vice-Chair Announcement
  - 5. River East Transcona S.D. – Chair and Vice-Chair Announcement
  - 6. Interlake School Division – Nomination Alan Campbell for position of President, MSBA
  - 7. Swan Valley S.D. – Reaffirmed the nomination of Kelli Riehl for MSBA President
  - 8. Louis Riel S.D. – Christian Michalik named Superintendent

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

There is no unfinished business

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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

**TRUSTEE PD SUMMARIES**

There are no Trustee PD Summaries

**NEW BUSINESS**

There is no New Business

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

**REPORT OF THE COMMITTEE OF THE WHOLE**

**ADJOURNMENT**

## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 11-18

Meeting Held: Tuesday, November 13, 2018, Aidan Conklin Building, 5:30 p.m.

Present: Bryan Metcalfe, Chair  
Nicole Bowering, Trustee  
Craig Glennie, Trustee  
Craig Johnson, Trustee

Cheryl Smukowich, Board Chair

Present: Brett Lough, Chief Superintendent  
Michael Friesen, Secretary-Treasurer/Chief Financial Officer  
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Carrie Melville, Assistant Secretary-Treasurer  
Rob Carnegie, Director, Information Technology (item 3)

Regrets: Randy Calvert, Manager, Facilities & Maintenance

#### DISCUSSION AND RECOMMENDATIONS

##### 1. Attendance

As per above.

##### 2. Approval of the Agenda

Item 8, Parent/Trustee Forum – Presentation was moved to Item 3 and the agenda was approved.

##### 3. Parent/Trustee Forum - Presentation

The Committee reviewed the Parent/Trustee Forum presentation.

**The Finance/Facilities Committee recommends:**

**That the Parent/Trustee Forum presentation as amended be approved.**

##### 4. MSBA Call for Nominations and Resolutions

The Committee reviewed the MSBA Call for Nominations and Resolutions. The Committee didn't identify any submissions for 2019.

**The Finance/Facilities Committee recommends:**

**That the MSBA Call for Nominations and Resolutions be received as information.**

**5. Manitoba Pre-Budget Consultation**

**- An Educational Perspective: Summary**

The Committee reviewed the Manitoba Pre-Budget Consultation – An Educational Perspective: Summary, prepared by MSBA in response to the Province’s online Pre-Budget Survey 2018.

**The Finance/Facilities Committee recommends:**

**That the Manitoba Pre-Budget Consultation – An Educational Perspective: Summary prepared by MSBA be received as information.**

**And further;**

**That the Manitoba Pre-Budget Consultation – An Educational Perspective: Summary be forwarded to Principals to share the information with their Parent Council/Advisory Committee.**

**6. Financial Statement**

**- September 2018**

The Committee reviewed the Financial Statements for the period ending September 30, 2018.

**The Finance/Facilities Committee recommends:**

**That the Financial Statement for the period ending September 30, 2018 be received as information.**

**7. PSFB Correspondence**

**- École Assiniboine – Stand-alone Child Care**

The Committee reviewed correspondence from the Public Schools Finance Board.

**The Finance/Facilities Committee recommends:**

**That the PSFB correspondence listed above be received as information.**

**8. Grant Request**

**- Grant’s Old Mill**

The Committee reviewed a request from the St. James-Assiniboia Pioneer Association / Grant’s Old Mill for financial assistance.

**The Finance/Facilities Committee recommends:**

**That a grant in the amount of \$1000 be approved for Grant's Old Mill.**

Adjournment: 6:25 p.m.

Next Meeting: Finance/Facilities Meeting  
Tuesday, December 4, 2018, 5:30 p.m.

Report submitted by Bryan Metcalfe, Chair, Finance/Facilities Committee  
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 2 ~ 18-19**

LL#1274666

**November 19, 2018**

**Meeting Held: Tuesday, November 19, 2018 Board Room, 5:00 p.m.**

**Present: Bruce Chegus, Chair  
Holly Hunter, Trustee  
Jennifer Lawson, Trustee  
Sandy Lethbridge, Trustee**

**Cheryl Smukowich, Board Chair**

**Brett Lough, Chief Superintendent  
Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services  
Mike Wake, Assistant Superintendent, Education (6-12) and Administration  
Deidre Sagert, Early Years Support Teacher (Agenda items 3 and 4)**

**Regrets: NIL**

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Bruce Chegus called the meeting to order at 5:02 p.m.

Attendance recorded above

**2. Approval of Agenda**

Agenda approved as circulated.

**INFORMATION ITEMS – AGENDA ITEMS 3 – 9**

**3. Early Development Instrument (EDI) 2016-2017 Report Motion 16-31-18**

Deidre Sagert presented the 2016-17 EDI data, highlighting celebrations in the Very Ready categories, as well as the challenges we see in the Not Ready categories. The EDI results guide us in collaborating with our community partners, namely daycare providers and the Parent Child Coalition. A Fall into Data session will be held to discuss the data on November 27, 2018.

EDI results also help to guide programming for Literacy Links, Welcome to Kindergarten, Jump Start into Kindergarten, and instruction in Kindergarten. For example, the Division, with a Kindergarten screening tool, is addressing fine motor needs and has provided training for resource teachers on how to use the tool. Early years principals will also receive an overview.

**4. Kindergarten Literacy Links Program Report 2017-2018 Motion 15-09-18**

The Literacy Links Program continues to see great success with 86% of our Kindergarten students taking part in the program (484/561). 107 younger siblings also participated. This is a well-loved program with positive feedback from parents.

**5. InformNet Report 2017-2018 – Motion 15-08-18**

Assistant Superintendent Wake presented the InformNet report 2017-2018. InformNet is an accredited online high school where students in St. James-Assiniboia and Pembina Trails school divisions participate in internet-based learning experiences. Winnipeg school division also held 30 seats.

InformNet allows students to use their own ideas and produce honest work in order to earn credits. Students, parents and schools are provided with a monthly progress report. InformNet also provides summer school at a fee, which is open to all school divisions in the province.

**6. International Education Report /Continuing Education Report 2017-2018 Motion 15-07-18**

Assistant Superintendent Wake reviewed the reports from the International and Continuing Education programs. The reports indicate that both programs continue to be successful in the Division.

The International Student Program (ISP) hosted 151 students in 2017-18. Administration continues to explore various markets to enhance the learning experiences of students. ISP students experience strong support from ISP staff, school staff and community/homestays. All international students received the necessary English language support and appropriate academic planning. A record number of 41 international students graduated at the end of June.

In 2017-2018, there were 109 certificate program graduates from Continuing Education. The Continuing Education administration continues to explore certificate and general interest programs that meet the needs of the community. There was an increase in the number of new Canadians studying in the program and, as a result, administration is working with provincial and federal government agencies, instructors and the community to meet the needs of students.

**7. English as an Additional Language (EAL) Report 2017-2018 Motion 16-25-18**

Assistant Superintendent Cost presented the Annual EAL Report. The Division continues to work to create inclusivity amongst EAL learners through Universal Design for Learning and to meet their needs and the needs of their teachers through tiered interventions. In 2017-18, schools with the highest EAL populations received the most support, helping students to achieve their own goals and curricular outcomes in literacy and numeracy.

Literacy, Academics and Language (LAL) – The Intensive Newcomer Support grant is applied for annually. This grant supports those students who are not literate in their first language, have had gaps in their learning, and have English as an additional language. In 2017-18, an EAL teacher and EAL EA were deployed at St. James Collegiate, George Waters, Strathmillan and Stevenson schools.

**8. Well-being and Well-becoming Working Group**

As part of the St. James-Assiniboia School Division Mental Health Promotion in Education, this working group is being supported by a joint venture between the University of Manitoba and the Manitoba Association of School Superintendents (MASS). The focus will be on helping students become more resilient through the intertwining of the strategies and principles of Cognitive Behaviour Therapy (CBT), growth mindset and the Circle of Courage.



**9. MSBA Call for Nominations and Resolutions Motion 16-34-18**

The Committee did not have any suggestions for Education related resolutions.

**The Education Committee Recommends:  
That the following items be received as information:**

- **Early Development Instrument (EDI) 2016-2017 Report**
- **Kindergarten Literacy Links Program Report 2017-2018**
- **InformNet Report 2017-2018**
- **International Education Report /Continuing Education Report 2017-2018**
- **English as an Additional Language (EAL) Report 2017-2018**
- **Well-being and Well-becoming Working Group**

The meeting adjourned at 7:25 pm.

**Next meeting: December 17, 2018**

Report presented by Bruce Chegus, Chair, Education Committee

Minutes recorded by Doreen Cost, Assistant Superintendent, Education (K-8) and Student Services

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
**REPORT OF THE PERSONNEL COMMITTEE 08-18**

**November 27, 2018**

Meeting Held: Tuesday, November 20, 2018, Board Room, 5:00 p.m.

Present: Sandy Lethbridge, Chair  
Craig Johnson, Trustee  
Jennifer Lawson, Trustee  
Bryan Metcalfe, Trustee

Brett Lough, Chief Superintendent  
Carrol Harvey, Manager, Human Resources  
Cindy Labaty, Manager, Human Resources

Mike Friesen, Secretary-Treasurer/CFO

Regrets: Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1. Call to Order/Attendance**

The meeting was called to order at 5:00 p.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. K-3 Class Size Report**

Administration shared data around the September 30, 2018 K-3 class size data. There were only three classes in the Division Kindergarten to Grade 3 that were at 24. The two Kindergarten classes at Stevenson have since been divided into three classes of 16 and the one Grade 3 class at Crestview could have been made into two classes of 22 had that have been necessary with government legislation that was not enacted. Now, all but one K-3 class in the Division has 23 or less students.

**The Personnel Committee recommends:**

**That the K-3 Class Size Report be received as information.**

#### **4. Policies and Regulations**

Administration shared the new scent awareness regulation meant to enhance the safety of employees who suffer from chemical exposures. The poster that Administration shared will be updated to say “please avoid” to be consistent with the policy. As well, Administration shared revisions to simplify the media release form, and a new application form for professional staff asked to provide consulting activities, in part to ensure the activity is in line with the Division’s Strategic Plans:

- EBB-R-2 Scent Awareness (New)
- GBJA-E-2 Digital Media Release Form (Revised)
- GCRC Consulting Activities – Professional Staff (Revised)
- GCRC-E Application for Consulting Activities – Professional Staff (New)

**The Personnel Committee recommends:**

**That changes to Policy GCRC Consulting Activities be approved as recommended.**

**And further;**

**That the new regulation EBB-R-2 Scent Awareness, the new application form GCRC-E for Consulting Activities, as well as the changes to GBJA-E-2 Digital Media Release Form be received as information.**

#### **5. Social Worker Clinician term**

Administration shared that they are using available dollars to hire a 50% Social Worker for the remainder of the 2018/19 school year.

**The Personnel Committee recommends:**

**That the hiring of a 50% term Social Worker be received as information.**

#### **6. Job Descriptions – Excluded Secretarial Staff**

Administration shared its plans to reduce the Board Office administrative support by one position, the Executive Secretary position. In doing so, they shared revisions to excluded secretarial job descriptions AP5-1, Senior Executive Assistant and AP5-2, Executive Assistant as well as the archiving of AP5-3, Executive Secretary.

**The Personnel Committee recommends:**

**That changes to the Senior Executive Assistant AP5-1 and the Executive Assistant AP5-2 job descriptions be received as information;**

**And further;**

**That the Executive Secretary AP5-3 job description be archived.**

**7. MSBA Collective Bargaining Update**

Administration provided the Committee with the MSBA Collective Bargaining Update as referred from the Board meeting held September 25, 2018.

**The Personnel Committee recommends:**

**That the MSBA Collective Bargaining Update as referred from the Board meeting held September 25, 2018 be received as information.**

**8. CPI Updates**

Administration provided the Committee with the CPI Updates as referred from the Board meetings held September 25 and November 6, 2018.

**That the CPI Updates as referred from the Board meetings held September 25 and November 6, 2018 be received as information.**

**9. MSBA Call for Nominations and Resolutions**

The Committee reviewed the package from MSBA requesting resolutions for the 2019 MSBA convention.

**The Personnel Committee recommends:**

**That the MSBA Call for Nominations and Resolutions package be received as information.**

**10. Parental Leave Benefit Sharing**

Administration provided the Committee with correspondence from MSBA regarding Parental Leave Benefit Sharing as referred from the Board meeting held November 6, 2018.

**The Personnel Committee recommends:**

**That the correspondence from MSBA regarding Parental Leave Benefit Sharing be received as information.**

**11. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to November 16, 2018.

**The Personnel Committee recommends:**

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

The meeting adjourned at 5:50 p.m.

**Next Committee Meeting:** Tuesday, December 18, 2018, 5:00 p.m.

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