



## **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**

### **REMOTE MEETING**

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**May 12, 2020**

**7:30 p.m.**

**Meeting No. 09-20**

Organizational By-Law 300-19 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 April 28, 2020

### **REPORT ON EDUCATION**

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*There is no Report on Education scheduled.*

### **HEARING OF DELEGATIONS**

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*There are no delegations registered.*

## **COMMITTEE REPORTS**

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Community Engagement Committee  
Finance/Facilities 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. MANTE Letter dated May 4, 2020 re: Notice of Intent to Bargain

### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. 2020 Time Change – Governance Core Snapshot Part III Webinar
  - b. Resolutions Primer
  - c. Memo re: Safe Distribution of High School Materials
  - d. Kelsey School Division Secretary-Treasurer Posting (interim position)
  - e. Hanover School Division Assistant Superintendent Posting (interim position)
  - f. Jewish Heritage Centre of Western Canada Email re: Mina Rosner Holocaust and Human Rights Competition Opportunity for Students
  - g. Memo re: School Playstructures
2. Minister of Education Proclamation of May 2020 as Music Month in Manitoba
3. Manitoba Education Letter re: Divisional and School by School Profiles and Marking Accuracy and Consistency Report, January 2020 Grade 12 Francais langue seconde immersion 40S: Langue et communication Standards Test
4. Manitoba Department of Families Letter re: 2020 Youth Health Survey Postponement

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

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*There are no Unfinished Business items*

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

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

## **TRUSTEE PD SUMMARIES**

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*There are no Trustee PD Summaries*

## **NEW BUSINESS**

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1. Trustee Bruce Chegus – Does your School Board have a Governance Mindset?
2. Trustee Bruce Chegus – Reporting Educational Priorities

**RECESS 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**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 2-20**

**May 5, 2020**

MEETING HELD: Tuesday, May 5, 2020 at 5:30 p.m. in Board Room

**DISCUSSIONS AND RECOMMENDATIONS**

Trustee Nicole Bowering called the meeting to order at 5:30 p.m.

**1. Attendance**

**PRESENT:** Nicole Bowering, Chair  
Craig Glennie, Trustee  
Holly Hunter, Trustee  
Cheryl Smukowich, Board Chair

Mike Wake, Superintendent  
Jenness Moffatt, Acting Assistant Superintendent, Education (K-12) and Administration  
Doreen Cost, Assistant Superintendent, Student Services

**2. Approval of Agenda**

The agenda was approved as distributed and attendance as noted.

**3. Media Productions**

The Community Engagement Committee reviewed a quote from Collective Spark Communications regarding creating a promotional video for the Division. Discussion was held about reaching out to technology representatives at senior years schools with the information provided by the company.

**The Community Engagement Committee recommends:**

**“That the Media Productions be received as information,**

**And further,**

**That the outline provided by Collective Spark Communications help further service Graphic Tech students in senior years schools for school-based projects.”**

**4. Trustee Statements on Board Meeting Agendas**

The Committee reviewed the addition of Trustee Statements on Board Meeting agendas.

**The Community Engagement Committee recommends:**

**“That Trustee Statements be added to Public Board Meeting agendas prior to the Report on Education, starting with the first meeting of the 2020-21 school year.”**

## **5. Student Engagement Meetings**

Student Engagement Meetings will be held after classes in the fall and spring of the 2020-21 school year. Dates to be identified in the future in consultation with public health officials.

**The Community Engagement Committee recommends:**

**“That Student Engagement Meetings be held in accordance to the previously established cycle of student attendance, beginning in the 2020-21 school year.”**

## **6. Older Adults**

Dates and layout for the Older Adults forum will be identified in the future in consultation with public health officials.

**The Community Engagement Committee recommends:**

**“That the Board and Senior Administration work on an ongoing basis to identify future consultation opportunities with older adults in our community.”**

## **7. Priority Focus Groups**

The Community Engagement Committee discussed having established focus groups made up of parent volunteers who would meet with Trustees and Senior Administration to discuss relevant topics including Division priorities in relation to programming and finance.

**The Community Engagement Committee recommends:**

**“That the discussion on Priority Focus Groups be received as information,**

**And further,**

**That we continue to look for ongoing opportunities to include community and parent focus groups.”**

## **8. Date of the Next Meeting**

The next meeting will be at the call of the Chair.

## **9. Adjournment**

The committee adjourned at 5:57 pm.

Minutes submitted by Nicole Bowering, Chair  
Minutes recorded by Nicole Bowering, Chair

## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 06-20**

Meeting Held: Tuesday, May 5, 2020, Aidan Conklin Building, 6:30 p.m.

Present: Craig Glennie, Chair (Teams)  
Nicole Bowering, Trustee (Teams)  
Craig Johnson, Trustee (Teams)  
Sandy Lethbridge, Trustee (Teams)

Bruce Chegus, Trustee (Teams)  
Cheryl Smukowich, Board Chair

Present: Mike Wake, Acting Superintendent  
Michael Friesen, Secretary-Treasurer/Chief Financial Officer  
Randy Calvert, Manager, Facilities & Maintenance (Teams)  
Carrie Melville, Assistant Secretary-Treasurer  
James Dunlop, Accounting Supervisor (Teams)

#### **DISCUSSION AND RECOMMENDATIONS**

##### **1. Attendance**

As per above.

##### **2. Approval of the Agenda**

The Agenda was approved as circulated.

##### **3. Proposed Increase of ISP Homestay Fees**

The Committee reviewed a proposal from the International Student Program to increase the Homestay Fees to \$800 beginning in the 2021-2022 school year. The Committee also discussed potential additional costs related to dietary restrictions.

**The Finance/Facilities Committee recommends:**

**That the request from the International Student Program to increase to Homestay Fees to \$800 beginning in the 2021-2022 school year be approved.**

**And further;**

**That Administration monitor the additional expenses related to dietary restrictions of International Students.**

##### **4. Outside User Liability Insurance**

The Committee reviewed correspondence from MSBA advising that liability insurance is now mandatory for all external permit holders in order to protect the Division from potential claims occurring on or in school properties.

This new requirement increases the amount of time to issue each permit as well as the cost to the permit holder if insurance was not already in place.

**5. City of Winnipeg**  
**a) Portioned Assessment as at March 2, 2020**  
**b) 2020 Mill Rates**

The Committee reviewed documents provided by the City of Winnipeg, including: the 2020 Mill Rates and By-Law's 28, 2020 and 29/2020, that support the collection of the 2020 Mill Rates for the Education Support Levy and Special Levy.

**6. Financial Statement**  
**a) February 2020**  
**b) March 2020**

The Committee reviewed the Financial Statement for the periods ended February 2020 and March 2020.

**7. PSFB Correspondence**  
**a) Brooklands School – 2020/2021 Modular Classroom Assessment**  
**b) Ecole Assiniboine – 2020/2021 Modular Classroom Assessment**  
**c) John Taylor Collegiate – Elevator, Link, and Building Envelope Upgrade – Project Support**  
**d) Britannia School – Unit Ventilator Replacement – Design Authorization**

The Committee reviewed correspondence from the Public Schools Finance Board.

**8. Review of Organizational By-Law**

The Committee reviewed the Organizational By-Law and did not identify any areas for revision.

**9. St. James Public Library Land Transfer**

The Committee reviewed the proposed terms and conditions of a reciprocal agreement that would see the St. James Public Library Land transferred to the City of Winnipeg in exchange for a portion of land that the St. James Collegiate track was built on.

**The Finance/Facilities Committee recommends:**

**That correspondence be sent to the Public Schools Finance Board requesting authorization to proceed with the Land Exchange of 1910 Portage Avenue and 100 Ferry Road.**

**And further;**

**That subject to the approval of the Public Schools Finance Board, Administration be authorized to proceed with the referenced land exchange.**

**10. School Cash Online Pilot Report**

The Committee reviewed the result of the School Cash Online pilot for Parent Council fundraising that occurred at four schools during the year. The School Cash program was not a good fit for Parent Council use as it did not easily allow for the amount of purchase options that fundraisers usually have.

An alternate solution for Parent Councils was discussed.

**11. Voyageur Parent Council Funds**

The Committee reviewed a concern from the Voyageur Parent Council regarding funds remaining due to events cancelled for COVID-19 and the impending early years reorganization.

**The Finance/Facilities Committee recommends:**



**That Administration follow up with the Principals of École Robert Browning and Voyageur School regarding Parent Council funds.**

**The Finance/Facilities Committee Recommends:**

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

- **MSBA Correspondence**
- **City of Winnipeg Correspondence**
- **Financial Statements for February and March 2020**
- **PSFB Correspondence**
- **Organizational By-Law**
- **School Cash Online Pilot Report**

Adjournment: 7:30 p.m.

Next Meeting: Finance/Facilities Committee  
Tuesday, June 2, 2020, 6:30 p.m.

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