



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.

AGENDA

REMOTE MEETING

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

June 9, 2020

7:30 p.m.

Meeting No. 12-20

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."

CALL TO ORDER/ATTENDANCE

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

RETURN TO REGULAR MEETING

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

Board Meeting of May 26, 2020

REPORT ON EDUCATION

There is no Report on Education scheduled.

HEARING OF DELEGATIONS

1. President – STJATA – Kent McPherson

COMMITTEE REPORTS

Governance Committee
Finance and Facilities Committee
Retirement Committee
Awards and Scholarships Committee

REPORT OF THE CHIEF SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Councillor – Charleswood-Tuxedo-Westwood re: Zoom Meeting
2. MSBA – re: Photo Request – End of School Year Celebration and Observances

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-Bulletin June 4, 2020
 - b. Executive Highlights April 6, 2020
 - c. Executive Highlights May 4, 2020
 - d. Kelsey School Division – Superintendent Announcement
2. STJATA – Kent McPherson re: Thank you
3. Lungs are for Life Program 2020-2021 Proposal – The Lung Association, Manitoba
4. Graduate Letter from Premier of Manitoba

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There are no Unfinished Business items

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

1. Policy CBI/AF – Trustee Bruce Chegus
2. Flag Discussion – Trustee Nicole Bowering

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE GOVERNANCE COMMITTEE No. 02-20

#1468389

Meeting Held: Tuesday, June 2, 2020, Aidan Conklin Building, 5:30 p.m.

Present: Craig Johnson, Chair (Teams)
Bruce Chegus, Trustee
Craig Glennie, Trustee (Teams)

Nicole Bowering, Trustee (Teams)
Holly Hunter, Trustee (Teams)
Jennifer Lawson, Board Vice Chair (Teams)
Sandy Lethbridge, Trustee (Teams)
Cheryl Smukowich, Board Chair

Mike Wake, Superintendent
Carrie Melville, Assistant Secretary-Treasurer

Regrets: Mike Friesen, Secretary-Treasurer/Chief Financial Officer

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

Referred item, Organizational By-Law 300-19, was added as item 7 and the Agenda was approved.

3. Review of BABA – Duties of the Chair of the Board

The Committee reviewed revisions to Policy BABA Duties of the Board Chair that address a process for answering questions from the public.

The Governance Committee recommends:

That the revisions to Policy BABA Duties of the Board Chair be approved (Appendix A).

4. Review of AG Board Governance Framework

Brief discussion occurred on Policy AG Board Governance Framework and Policy AD Educational Philosophy/Mission and how it relates to the underpinning process for the preparation of the Strategic Plan.

It was noted that the ongoing professional development sessions with MSBA in the area, could assist in the revision of Policy AG Board Governance Framework.

The Governance Committee recommends:

That a review of Policy AG Board Governance Framework be deferred until the completion of Trustee PD sessions provided by MSBA.

5. Review of AD Educational Philosophy/Mission

Discussion focused on revisions that could integrate the Educational Philosophy/Mission with the Strategic Plan preparation process and Superintendent evaluation.

It was noted that revision to Policy AD Educational Philosophy/Mission, could be considered concurrently with or following the preparation of the Strategic Plan.

The Governance Committee recommends:

That a review of Policy AD Education Philosophy/Mission be held as a pending item on the Governance Agenda.

6. Review of BDE Board Committees

The Committee discussed the addition of language limiting Trustee membership to no more than two standing committees each school year under Section 2 of Policy BDE Board Committees, in order to address workload issues.

The Governance Committee recommends:

That revisions to Policy BDE Board Committees be approved (Appendix B).

7. Organizational By-Law 300-19

The Committee discussed changes to the Organizational By-Law 300-19, Section 11, paragraph 6.a to read that all Trustees are required to vote on every motion unless excused by the Chair for a particular reason. If the Chair is abstaining, the Board shall vote as to the validity of the reason.

The Governance Committee recommends:

That Administration prepare an amendment to the Organizational By-Law 300-19, Section 11, paragraph 6.a to read that all Trustees are required to vote on every motion unless excused by the Chair for a particular reason. If the Chair is abstaining, the Board shall vote as to the validity of the reason.

8. Next Meeting

At the call of the Chair

9. Adjournment

6:20

Report submitted by Craig Johnson, Chair, Governance Committee
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 07-20

Meeting Held: Tuesday, June 2, 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
 Holly Hunter, Trustee (Teams)
 Jennifer Lawson, Board Vice Chair (Teams)
 Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent
 Randy Calvert, Manager, Facilities & Maintenance (Teams)
 Carrie Melville, Assistant Secretary-Treasurer
 James Dunlop, Accounting Supervisor

Regrets: Michael Friesen, Secretary-Treasurer/Chief Financial Officer

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Bright Beginnings Educare – Gym Request

The Committee reviewed a request from Bright Beginnings for the use of the gym and music room at Phoenix School in order to offer before and after school childcare to the community.

The Committee also reviewed the 2019/20 motion to waive fees for the lease of the gym space, as BBE operates with 40 unfunded spaces and is not financially viable without considerations from the School Division and the RM of Headingley. The Phoenix School gym is too small for many activities and is currently available for use by Bright Beginnings. A new gym at Phoenix School continues to be the first priority on the School Division's funding requests to the PSFB, in the applicable category. The Principal at Phoenix supports the shared space arrangement of the gym.

The Division Permit Policy allows day cares the use of gym space free of charge on an ad hoc permit basis during the school year and in summer.

Discussion occurred on the importance of having local childcare to address the needs of catchment students.

The Finance/Facilities Committee recommends:

That the request from Bright Beginnings to lease the gym at Phoenix School for before and after school care be approved for the 2020/21 school year.

And further;

That the lease fees for Bright Beginnings use of the gym at Phoenix School be waived for the 2020/21 school year.

And further;

That a letter of understanding detailing the contributions of the RM of Headingley and the St. James-Assiniboia School Division be included as part of the lease for the gymnasium.

And further;

That the request from Bright Beginnings to lease the music room at Phoenix School for after school care be approved for the 2020/21 school year.

**4. PSFB Correspondence
- John Taylor Collegiate – Chiller Replacement – Initial Project Support**

The Committee reviewed correspondence from the Public Schools Finance Board.

5. Stevenson-Britannia School 50th Anniversary

The Committee reviewed a request from Stevenson-Britannia School for a grant in the amount of \$1300, per Policy INDAA-R: School Anniversary Celebration Guidelines, in support of their 50th Anniversary, scheduled to take place on October 29, 2020.

The Finance/Facilities Committee recommends:

That the request from Stevenson-Britannia School for a grant in the amount of \$1300 in support of the 50th anniversary celebration be approved.

6. Sansome School Student Fee Levy

The Committee reviewed a proposal from Sansome School to levy a fundraising fee in lieu of a school-wide fundraiser. The Sansome School Parent Council supports the levy.

The Finance/Facilities Committee recommends:

That the request from Sansome School to levy a fundraising fee in lieu of a school-wide fundraiser be approved, provided subsidy information is readily available to families in need.

7. City of Winnipeg – Proposed St. Charles Wading Pool Improvement Project

The Committee reviewed a request from the City of Winnipeg to renew the wading pool that is on the John Taylor Collegiate property.

The Finance/Facilities Committee recommends:

That the request from the City of Winnipeg to renew the wading pool on the John Taylor Collegiate property be approved.

And further;

That any applicable permits for the construction be forwarded to the Manager of Facilities and Maintenance.

And further;

That all maintenance and repair for the wading pool be the responsibility of the City of Winnipeg.

And further:

There be no cost to the School Division.

8. Stevenson-Britannia School Playground Improvement

The Committee reviewed a request from Stevenson-Britannia School to plant trees in accordance with the concept drawing and maintenance plan that was submitted.

The Finance/Facilities Committee recommends:

That the request from Stevenson-Britannia School to plant trees in accordance with the concept drawing submitted be approved.

And further;

That there be no additional cost to the School Division over the increased water consumption in the tree planting year.

9. City of Winnipeg – McBey Playground Renewal Follow Up

The Committee reviewed final plans submitted from the City of Winnipeg for the renewal of the playground that is located on the Lincoln School property.

The Finance/Facilities Committee recommends:

That the request from the City of Winnipeg to renew the playground at Lincoln School be approved.

And further;

That all maintenance and repair for the playground be the responsibility of the City of Winnipeg.

And further;

That there be no cost to the School Division.

10. Discovery Children's Centre – Trailer Trial

The Committee reviewed the trial period resulting from a 2018/19 request from Discovery Children's Centre to have a trailer in the parking lot at the Britannia building. No issues resulting from snow plowing were identified during the trial period.

The Finance/Facilities Committee recommends:

That the request from Discovery Children's Centre to have a trailer in the parking lot at the Britannia property be approved.

And further;

That any issues arising from the trailer in the parking lot could result in the removal of the trailer at the expense of Discovery Children's Centre.

The Finance/Facilities Committee Recommends:

That the following item be received as information:

- **PSFB Correspondence**

Adjournment: 7:05 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, September 1, 2020, 6:30 p.m.

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

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"**

RETIREMENT PLAN COMMITTEE MEETING

MINUTES

No. 04-19/20

Meeting Held: May 14, 2020
5:00 p.m. – Board Room

Present: Craig Glennie, Committee Chair, School Board Trustee
Bruce Chegus, School Board Trustee

Martha Wiebe, M.A.N.T.E. Representative (via Teams)
Bob Guenther, C.U.P.E. Representative (via Teams)

Mike Friesen, Secretary-Treasurer
Carrie Melville, Assistant Secretary-Treasurer

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group

Absent with Regrets: Cindy Labaty, Manager, Human Resources

Absent: None

TOPICS, DISCUSSIONS AND RECOMMENDATIONS

I. Call to Order/Attendance

The regular meeting was called to order at 5:05 p.m. Attendance is as recorded above.

II. Approval of Agenda

MOTION: Wiebe/Guenther

"That the agenda be approved as listed."

CARRIED

III. Approval of Minutes – March 5, 2020 (03-19/20)

MOTION: Friesen/Chegus

"That the minutes for the Retirement Plan Committee meeting of March 5, 2020 be approved as written."

CARRIED

IV. Ellement Consulting Group (Consultant/Actuary)

Ross Dunlop reviewed the Risk Compliance and Investment Analytic Report for the first quarter ending March 31, 2020.

The plan has a current balance of \$61,814,287 with a rate of return for the quarter of -13.2%. It was noted that April saw a recovery of 6% of the COVID losses incurred during the first quarter.

It was noted that Investment Manager Letko Brosseau significantly underperformed in comparison with the index.

For the next meeting Ross Dunlop was requested to arrange for a September presentation from Letko Brosseau.

V. Ellement Consulting Group (Actuary)

1. Summary of Benefit Payments and Expenses

A summary of payments processed from February 28, 2020 to May 4, 2020 was provided to the Committee for approval.

MOTION: Friesen/Chegus

“That the list of benefit and expense payments in the amount of \$531,749.59 be approved.”

CARRIED

2. Potential Implications of School Division Amalgamations

Ross Dunlop reviewed a preliminary memorandum for general discussion purposes on School Division amalgamation implications for the Retirement Plan.

VI. Correspondence

The correspondence is received as information.

VII. Other Correspondence

The Other Correspondence is received as information.

VIII. Conference/Course Correspondence

The Conference/Course Correspondence is received as information.

IX. Date of Next Meeting

Thursday, September 17, 2020, 5:00 pm.

X. Adjournment

6:30 p.m.

ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE

NO. 03-20

May 28, 2020

Meeting held: 2:00 pm, Microsoft Teams

Present: George Valentim, Principal, George Waters Middle School
 Kyle Lizotte, Principal, Sansome School
 Lorelei Steffler, Principal, St. James Collegiate
 Jenness Moffatt, Assistant Superintendent, Education (K-12) and Administration
 James Dunlop, Accounting Supervisor
 Sandy Lethbridge, Trustee Representative

DISCUSSION AND RECOMMENDATIONS

1. Call to Order/Attendance

The meeting was called to order at 2:00 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Review of minutes from previous meeting

There were no revisions to the minutes of the previous meeting held April 7, 2020.

4. Policy JM-R Awards and Scholarships

Policy and Regulation JM-R was reviewed by principals. Representatives brought the policy to their Professional Learning Community meetings in May for peer review, and suggestions for edits were discussed by the Committee. Senior Administration will review the suggestions.

The Awards and Scholarship Advisory Committee recommends:

“That the suggestions for edits be discussed by Senior Administration.”

5. Business Arising

There was no new business arising.

The meeting adjourned at 2:30 p.m.

The next meeting will be determined at a later date.

Minutes reported by Sandy Lethbridge, Trustee

Minutes recorded by Jenness Moffatt, Assistant Superintendent, Education (6-12) and Administration