



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

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

January 12, 2021

7:30 p.m.

Meeting No. 01-21

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 December 8, 2020

REPORT ON EDUCATION

There are no Reports on Education.

TRUSTEE STATEMENTS

HEARING OF DELEGATIONS

Community Education Development Association – Presentation: State of Equity in Education Report

COMMITTEE REPORTS

- Education Committee Report December 15, 2020
- Finance/Facilities Report January 5, 2021

TRUSTEE COMMITTEE UPDATES

- Trustee Sandy Lethbridge – Mental Wellness

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There are no action correspondence items.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-News Bulletin – December 16, 2020
 - b. E-News Bulletin – January 6, 2021
 - c. 2021 DATA Privacy Week Feb 1 – 4, 2021
 - d. B’Nai Brith Canada Creative Writing Competition
 - e. Convention 2021 Program Overview
 - f. Awards – Recognition and Awards Deadline Extended to February 5, 2021
 - g. Letter of Congratulations to Honourable Cullen from Seven Oaks School Division

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading – Organizational By-Law 311-20 of the St. James-Assiniboia School Board

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. Trustee Holly Hunter – Brooklands School re: 2020 Anne Lindsey Protecting Out Earth Award
2. Trustee Bruce Chegus – Regulation AG-R Board Self-Evaluation

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. 01-21

Meeting Held: Tuesday, January 5, 2021, Aidan Conklin Building/PSDC via Teams, 5:30 p.m.

Present: Craig Glennie, Chair
Bruce Chegus, Trustee
Craig Johnson, Trustee
Jennifer Lawson, Board Vice Chair

Nicole Bowering, Trustee
Sandy Lethbridge, Trustee
Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent (5:37 p.m.)
Randy Calvert, Manager, Facilities & Maintenance
Carrie Melville, Assistant Secretary-Treasurer
James Dunlop, Accounting Supervisor

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Financial Statements

- a) October 2020**
- b) November 2020**

The Committee reviewed the Financial Statements for the periods ended October 2020 and November 2020.

4. PSFB Correspondence

- a) Collège Sturgeon Heights Collegiate – Welding Shop – Re-engage Consultant Team**
- b) École Assiniboine - Foundation Renewal – Additional Project Support**

The Committee reviewed correspondence from the Public Schools Finance Board.

5. Westwood Collegiate Courtyard

The Committee reviewed a request from Westwood Collegiate to construct an outdoor learning space in the courtyard.

The Finance/Facilities Committee recommends:

That Phase One of the Westwood Collegiate Courtyard project be approved.

And further;

That the project be subject to final inspection and approval of the Manager, Facilities & Maintenance.

And further;

That there will be no additional costs to the St. James-Assiniboia School Division.

6. Manitoba Education Correspondence

The Committee reviewed correspondence from Manitoba Education outlining the Safe Schools Funding allocations.

7. Airport Area West Industrial Secondary Plan

The Committee reviewed correspondence from the City of Winnipeg on the Airport Area West Industrial Secondary Plan.

8. Inclusive Washrooms

The Committee received an update on inclusive washrooms.

9. Holiday Giving Campaign

The Committee received an update on the holiday giving campaign.

The Finance/Facilities Committee recommends:

That the discussion on the Holiday Giving Campaign be received as information.

And further;

That the Holiday Giving Campaign item be listed as a pending item on the Finance/Facilities Agenda.

The Finance/Facilities Committee Recommends:

That the following items be received as information:

- **Financial Statements for October and November 2020**
- **PSFB Correspondence**
- **Manitoba Education Correspondence**
- **Airport Area West Industrial Secondary Plan**
- **Inclusive Washrooms**

Adjournment: 6:25 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, February 2, 2021, 5:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee
Minutes recorded by James Dunlop, Accounting Supervisor

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 09-10**

January 12, 2021

Meeting Held: Tuesday, December 15, 2020, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair
Bruce Chegus, Trustee
Craig Johnson, Trustee
Jennifer Lawson, Board Vice Chair

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee

Carrol Harvey, Manager, Human Resources
Cindy Labaty, Manager, Human Resources

Regrets: Mike Wake, Superintendent

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:30 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Covid-19 Staffing Updates

Administration shared a list of additional human resources added in December to support schools for Covid-19 related reasons.

The Personnel Committee recommends:

That the updates shared be received as information.

4. Excluded Staff Job Descriptions

Administration shared revisions to the job descriptions AP1-11 Manager, Human Resources and AP2-21 Mental Health Worker. The new salary grid for the Mental Health Worker was also shared.

Additionally, Administration shared the job description and corresponding salary grid for the new Human Resources Generalist position.

The Personnel Committee recommends:

That revisions to AP1-11, Manager Human Resources, AP2-21 Mental Health Worker, and the salary for AP2-21 be approved;

And further:

That the job description and salary grid for Human Resources Generalist be approved.

5. MANTE Job Descriptions

Administration shared revisions to existing MANTE job descriptions in line with the Hay Evaluation process recently completed. Two new job descriptions were also shared.

The Personnel Committee recommends:

That revisions to the following job descriptions be approved:

- **AP3-9 Secretarial Assistant**
- **AP3-22 Purchasing Clerk**
- **AP3-26 Assistant Accounts Payable Clerk**
- **AP3-27 Receptionist**
- **AP3-28 Maintenance Systems Clerk**
- **AP3-31 International Education, Head Administrative Assistant**

And further,

That the following new job descriptions be approved:

- **Program Assistant – Online Learning**
- **InformNet Clerk**

6. Policy GCBBA Excluded Staff Compensation and Benefits

Administration shared new information that term employees hired greater than 60 consecutive days are now eligible for dental coverage and raised the question about premiums associated with this coverage with the Board.

The Personnel Committee recommends:

That term employees hired greater than 60 consecutive days pay all of the premiums associated with the dental coverage afforded them under the plan.

7. Electrician – Contractors License

Administration shared information related to the requirement for a staff member to hold a contractor's licence and secure an annual permit for the service/maintenance work done by the Division. As such Administration shared a new job description for an Electrician 2 and a new salary grid commensurate with the additional responsibilities and qualifications required.

The Personnel Committee recommends:

That the job description and salary grid for Electrician 2 be approved.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to December 11, 2020.

The Personnel Committee recommends:

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

9. CPI Update

Administration provided the Committee with the CPI update as referred from the Board meeting held November 24, 2020.

The Personnel Committee recommends:

That the CPI update as referred from the Board meeting held November 24, 2020 be received as information.

10: State of Equity in Education

Administration shared the referral from the Board Meeting of December 8, 2020 with respect to upcoming delegations planned at the Board level with respect to the State of Equity in Education.

The Personnel Committee recommends:

That the State of Equity in Education referral be received as information.

PENDING ITEM:

The Committee advised that the pending item listed below can be removed from the agenda moving forward.

- **Superintendent's job description CBA/AP1-1 Duties and Responsibilities of the Superintendent related to the MASS/MASBO/ MSBA Leading Together Document**

The meeting adjourned at 6:30 p.m.

Next Committee Meeting: Tuesday, January 19, 2021, 5:30 p.m.

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