



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### MISSION STATEMENT

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, safe and caring educational environment so that all students are prepared to be responsible citizens in a democratic society.*

## AGENDA

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

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**January 10, 2023**

**7:30 p.m.**

**Meeting No. 01-23**

Organizational By-Law 316-21 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**

**The St. James-Assiniboia School Division acknowledges that we are on Treaty One Land, the traditional territory of the Anishinaabe, Ininiw, and Dakota and homelands of the Red River Métis Nation.**

### **ADOPTION OF MINUTES**

Board Meeting of December 6, 2022

### **REPORT ON EDUCATION**

St. James Scholarship Foundation

### **TRUSTEE STATEMENTS**

*There are no Trustee Statements.*

### **HEARING OF DELEGATIONS**

*There are no delegations registered.*

### **COMMITTEE REPORTS**

Human Resources/Governance Committee – December 13, 2022

Community Engagement Committee – December 13, 2022

Committee of the Whole Finance – December 20, 2022

Committee of the Whole Education – December 20, 2022

**TRUSTEE COMMITTEE UPDATES**

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*There are no Trustee Committee Updates.*

**REPORT OF THE 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. Manitoba School Boards Association (MSBA)
  - a. 2022-2023 School Board Member Profile Survey
  - b. By-Law Updates
  - c. Performance Based Funding Model for Manitoba Universities and Colleges

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. 2023 Convention Hotel Booking
  - b. 2022 Fall Meeting Resources
  - c. CSBA President's Bulletin Fall 2022
  - d. Beyond 2020 – Renewing Direction for our Future
  - e. Raffle Donations for 2023 Annual Convention
  - f. E-News December 21, 2022
  - g. Fall Legislature Session 2022 Tabled Bills
  - h. Jordan's Principle Funding
2. Minister of Education and Early Childhood Learning – Letter re: 2022/23 Skills Strategy Equipment Enhancement Fund

**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 Angela Dunn - Trustee Attendance at Parent Council Meetings

**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**

### **REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE**

**No. 01-22**

#1720236

Meeting Held: Tuesday, December 13, 2022, Teams, 12:00 p.m.

Present: Sandy Lethbridge, Committee Chair  
Michael Cabral, Trustee  
Holly Hunter, Board Vice Chair  
Tara Smith, Trustee (left at 12:30, Item #10)

Cheryl Smukowich, Board Chair

Jenness Moffatt, Acting Superintendent  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
James Dunlop, Assistant Secretary-Treasurer  
Carrol Harvey, Manager, Human Resources  
Cindy Labaty, Manager, Human Resources

Regrets: Nil

### **DISCUSSION AND RECOMMENDATIONS:**

#### **1. Call to Order/Attendance**

The meeting was called to order at 12:00 p.m. Attendance recorded above.

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

The agenda was approved as distributed.

#### **3. CUPE Negotiation Representatives**

Administration requested two Trustees to assist with CUPE Negotiations.

**The Human Resources/Governance Committee Recommends:**

**That Trustees Cabral and Smith be appointed to the CUPE Negotiations Committee.**

#### **4. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to December 9, 2022.

## **5. Policy AP1-7 Secretary-Treasurer/CFO Job Description**

Administration shared minor revisions to the job description including updating current terms and titles as well as adding new functions of organizing a senior official for Trustee elections and conducting new Trustee orientation sessions.

**The Human Resources/Governance Committee Recommends:**

**That revisions to Policy AP1-7 Secretary-Treasurer/CFO Job Description (Appendix A) be approved.**

## **6. Criminal Record Check and Vulnerable Sector Check for Trustees**

The Committee reviewed the Public Schools Act as well as the nomination process for Trustee candidates and determined that further discussion was required.

**The Human Resources/Governance Committee Recommends:**

**That this item be referred to The Committee of the Whole in Camera.**

## **7. Revised Policy CCA Organizational Chart**

The Committee discussed the proposed amendments to the Organization chart and determined to return this item to the next agenda for further discussion.

## **8. Revised Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers**

Administration discussed changes to policy that would allow certain people to volunteer in advance of new checks being received. This process change would apply only to those volunteers with previously completed but expired checks and upon submission of receipts for having re-done their checks as well as a signed declaration that there has been no change to their status.

**The Human Resources/Governance Committee Recommends:**

**That revisions to Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers (Appendix B) be approved.**

**9. Revised Policy JICFB Student Harassment and Bullying and Revised Regulation GBAA-R Respectful Workplace**

Administration shared updates to the staff and student policies to clearly include hateful language as a disrespectful behaviour.

**The Human Resources/Governance Committee Recommends:**

**That revisions to Policy JICFB Student Harassment and Bullying and to Regulation GBAA-R Respectful Workplace (Appendix C) be approved.**

**10. Proposed Revision to GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators**

The Committee discussed the role of Trustees in the hiring of permanent principals and directed Administration to bring suggested language back to the next Committee meeting.

The meeting adjourned at 12:50 p.m.

**Next Meeting: Tuesday, January 17, 2022 at TBD.**

Report presented by Sandy Lethbridge, Chair, Human Resources/Governance Committee  
Minutes recorded by Carrol Harvey, Manager, HR

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

**JOB DESCRIPTION:**  
**AP1-7**

LL 1361664

CCA  
AFA-CBB  
AFA-E/CBB-E

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** **SECRETARY-TREASURER/  
CHIEF FINANCIAL OFFICER**

**REPORTS TO:** St. James-Assiniboia School Division

**SUPERVISES:** Assistant Secretary-Treasurer, Accounting **Supervisor**  
~~Manager~~, Purchasing Agent, and staff members of the  
Secretary-Treasurer/Chief Financial Officer's Department.

**JOB SUMMARY:** The Secretary-Treasurer/Chief Financial Officer is in charge of the supervision, administration, and coordination of financial and business affairs of the division in such a way as to provide the best possible educational services with the financial resources available, with a maximum of efficiency, a minimum of waste, and an ever-present and overriding awareness of and concern for the impact of the Secretary-Treasurer/Chief Financial Officer's department efforts upon each individual student's education.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs, manages, and coordinates the financial business affairs of the school division.
2. Directs, manages, and coordinates the budget control system for the Division and assumes responsibility for budget development and long range financial planning.
3. Reports to the Board on the financial operation of the school division through a Secretary-Treasurer/Chief Financial Officer's report at each Board meeting.

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Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-7**

4. Holds the principals, managers and supervisors accountable for their annual budgets and the financial operations of the schools/departments. Conducts orientation and training sessions for Principals and school staff as required.
5. Maintains general, revenue and appropriate ledgers on an encumbrance basis.
6. Is responsible for filing of all annual forms and returns to the City of Winnipeg, R. M. of Headingley and **Manitoba Education and Early Childhood Learning Schools Finance Branch**.
7. Manages the internal auditing program for all Division funds. Arranges for the external audit of school division accounts and works closely and cooperatively with independent auditors as the Board may engage from time to time to meet its legal obligations for ensuring sound fiscal controls.
8. Supervises the collection, safekeeping, and distribution of all funds. Receives all monies payable to the division and disburses them in the manner directed. Manages the payment of all accounts and payroll statements that are payable by the division and that have been included in the estimates of the division and all other accounts that have been approved.
9. Approves payment, under final certificates, for payments in respect to routine contracts awarded by the Board, other than for new buildings, where the contracts have been completed to the satisfaction of the Superintendent or designate.
10. Provides monthly revenue and expenditure statements, budget status reports and analyses where appropriate for the Division.
11. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures.
12. Examines financial documents, records, and accounts of the schools and the school division from time to time for determining the propriety of the transactions, ascertaining whether all transactions have been recorded, and determines whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. Implements additional internal controls as required.
13. Interprets the financial concerns of the division to the community

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**JOB DESCRIPTION:**  
**AP1-7**

14. Assists in recruiting, hiring, training, supervising and evaluating of all personnel in the Secretary-Treasurer/Chief Financial Officer's Department and supervises the work and function of the staff of the Secretary-Treasurer/Chief Financial Officer's Department and other Departments as may be assigned.
15. Directs and manages the fixed asset inventory control system of the school division.
16. Assists the **Commiffee of the Whole** Finance/ and Facilities Committee with the recording of the minutes and the preparation of the agenda.
17. Assists the **Human Resources/Governance Personnel** Committee and the Negotiation Committee with the negotiations of the collective agreements.
18. Acts as a signing officer for the Division.
19. Directs and manages the Division's real estate (vacant buildings, leases, permits) and the division's insurance program.
20. Directs and manages the staff parking system in the Division.
21. Serves on the Retirement Plan Committee of the Division.
22. Performs any other acts or duties required by the Public Schools Act.
- 23. Organizes the appointment of a Senior Election Official for Trustee Elections.**
- 24. Conducts new Trustee Orientation sessions for financial policies and PD sessions at Committee of the Whole Finance/Facilities meetings as requested by the Board.**
25. Assumes other responsibilities as may be assigned.

REVISED 90 01 23 (Motion 02-07-90)

REVISED May 22, 2001, Motion 10-24-01 Effective July 1, 2002

REVISED May 23, 2006, Motion 10-11-06

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

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**POLICY: IJOC**

# 94995

GBJC  
IJOA  
IJOC-E**CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS  
FOR VOLUNTEERS**

The St. James-Assiniboia School Division recognizes the importance of the safety and well-being of all staff and students. For this reason, where it is possible, volunteers shall be encouraged to work under the direct supervision of the Principal and teachers. Where this is not possible, the volunteer will be required to agree to a Criminal Record Check and Child Abuse Registry Check in accordance with the following procedures:

1. Both checks are required for all persons seeking to be volunteers where they will be:
  - a. left alone with students during the regular school day (this includes driving students anywhere during the regular school day); or
  - b. driving students to or from school-sponsored activities that occur after the regular school day outside the city of Winnipeg (with the exception of Headingley); or
  - c. acting as one of the qualifying supervising volunteers on any field trip as defined in Policy IJOA; or
  - d. coaching students; or
  - e. at any other time as determined by the Principal in consultation with the Manager of Human Resources.
  
2. Prior to acting in the volunteer capacity as defined in point (1.) above, an individual must be 18 years of age and clear, current checks must have been received by the Board Office. \*Note: a current check is defined as one that is no more than one year old; or where there has been a gap in volunteer service, the gap may not exceed one school year. While usual processing time is quicker, these checks can take upwards of six months to complete.

**\*Former volunteers with expired checks that have previously been approved to volunteer for the Division and do not have a change in their record check status may volunteer upon provision of receipts that the checks have been undertaken and a signed declaration. The Division declaration form is found in IJOC-E.**

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**POLICY: IJOC**

3. The forms to be completed are available ~~at the Board Office and~~ in each school. **Once** ~~if~~ the forms are completed at the school, the Administrative Assistant will forward the forms to the Board Office for processing.
4. All information gathered will be maintained in the initiating school and a Division list will be maintained at the Board office. The information will be kept strictly confidential.
5. The recruitment, selection, training and recognition of volunteers, including the enforcement of this policy shall be the responsibility of the Principal. When authorized by the Principal in accordance with this policy, the Division will cover the cost of both checks.
6. Approved volunteers are expected to immediately advise the Principal of any change to their criminal or child abuse records. They will also be required to complete initial documentation to confirm understanding of this policy and annual documentation to verify their active service as well as to confirm that there has been no change to their criminal or child abuse records.

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LL# 100443

GBAA  
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## STUDENT HARASSMENT AND BULLYING

The St. James-Assiniboia School Division affirms its commitment to maintain a learning environment that is free from harassment and at all times supports the dignity and self-esteem of students. Harassment of any individual will not be tolerated. An individual who believes she/he is being harassed or bullied should report the incident immediately, following the procedures herein set forth.

- I. Consistent with the Manitoba Education document *A Whole-School Approach to Safety and Belonging: Preventing Violence and Bullying*, harassment is defined as a persistent act or comment that is hurtful, degrading, humiliating, or offensive.

- II. Bullying

The Division believes that bullying can be a serious problem that when occurring requires prompt and accurate intervention. For that reason, bullying has been included in this policy. Complaints involving bullying of students will be addressed according to the procedures outlined in this policy. Bullying is defined as unfair and one-sided aggression towards another person and may include physical, verbal, social, or written aggression (including electronic communication such as social media, text messaging and email), isolation or intimidation. It often involves an imbalance of power and strength and results in the target person feeling humiliated and/or distressed. Bullies generally hurt, threaten, and/or frighten others in a repetitive, intentional way. However, severe objectionable conduct will be considered harassment whether it happens once or more than once. Such behaviour includes, but is not restricted to:

- a) Physical aggression: hitting, kicking, taking or damaging personal property
- b) Social aggression: spreading rumours or gossiping, excluding or isolating someone from a group, avoiding or ignoring
- c) Intimidation: exerting control over another by instilling fear through words or actions and when repeated over time, is a form of bullying
- d) Verbal aggression: name calling, teasing, ridiculing or threatening, making intimidating phone calls
- e) Written aggression: hurtful, threatening notes (either signed or anonymous)
- f) Cyber-bullying: is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites or email.
- g) **Hate speech: Any kind of communication in speech, writing or behaviour, disseminated offline or online, that attacks or uses pejorative or discriminatory language with references to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, colour, descent, gender or other identity factor.**

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### III. Complaint Procedure

Any student who believes that she/he, or any parent, or school employee or any other person in charge of students during school approved activities who believes that a/his/her child, is being harassed or bullied within the definitions as just outlined, should act promptly in order to resolve the situation by using the following procedures:

- a) Complaints are to be made directly to the Principal or designate
- b) Once the complaint is received, a prompt and confidential investigation will be made by the Principal or designate
- c) The Principal or designate will endeavour to resolve the matter and in doing so may:
  - Take appropriate disciplinary action where such is found to be warranted
  - Inform the complainant and the person against whom the complaint has been lodged of the outcome of the investigation
  - Take disciplinary action against the complainant if through the investigation, the Principal or designate finds that there were no grounds for the complaint and that it was done willfully and maliciously.

### IV. Consequences of Policy Violation

Where it is found that a violation of the policy has occurred, the following procedures are in place:

- a) **Disciplinary Action**  
Appropriate disciplinary action by the Principal or designate to redress the situation which includes notification that continuation or repetition of conduct found to be in violation of this policy will be cause for further action; and/or
- b) **Disciplinary Directive**  
A directive from the Principal or designate, or Superintendent or designate, which specifies certain behaviour with which the party (ies) must comply. Failure to comply will result in further action up to and including expulsion.

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#100442

GBAA

### RESPECTFUL WORKPLACE

The St. James-Assiniboia School Division affirms its commitment to maintain a safe and respectful working environment that is free from harassment and at all times supports the dignity and self-esteem of individuals. Behaviour contrary to this policy will not be tolerated. An employee who believes she/he is being harassed, bullied, or treated disrespectfully by a person in a position of authority, or by a co-worker, or by any other person affiliated with the Division, should report the incident immediately, following the procedures herein set forth.

As well, the Division commits to ensuring that all of its employees, including administrators and supervisors learn about and understand this policy.

I. Consistent with the Manitoba Human Rights Code, Harassment is defined as:

- a) A course of abusive and unwelcome conduct or comment directly related to the following:
  - i) ancestry, including colour and perceived race;
  - ii) nationality or national origin;
  - iii) ethnic background or origin;
  - iv) religion or creed, or religious belief, religious association or religious activity;
  - v) age;
  - vi) sex, including sex-determined characteristics or circumstances such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
  - vii) gender-identity;
  - viii) sexual orientation;
  - ix) marital or family status;
  - x) source of income;
  - xi) political belief, political association or political activity;
  - xii) physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or any other remedial appliance or device;
  - xiii) social disadvantage.
- b) A series of objectionable and unwelcome sexual solicitations or advances; or
- c) A sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation

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Great Schools for Growing and Learning

**REGULATION:****GBAA-R**

- or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- d) Sexually oriented behaviour or remarks which create a negative psychological environment. Such behaviour or remarks include, but are not restricted to:
- i) demeaning remarks based on gender
  - ii) suggestive jokes about sex
  - iii) inappropriate comments about clothing, physical characteristics or activities
  - iv) inappropriate displays of sexual pictures or materials
  - v) leering, ogling, or suggestive or insulting sounds
  - vi) unwanted questions or comments about one's private life
  - vii) unwanted physical contact, such as brushing up against one's body, patting or pinching
  - viii) sexual assault (an offence under the Criminal Code); or
- e) A reprisal or threat of reprisal for rejecting a sexual solicitation or advance; or
- f) In addition to the behaviours defined in the Manitoba Human Rights Code the Division also recognizes:
- i) a course of abusive and unwelcome conduct or comment undertaken or made on the basis of physical size or weight, medical circumstances or illness as harassment; and
  - ii) retaliation against an individual who:
    - a. invokes the policy; or
    - b. participates or cooperates in an investigation under the policy; or
    - c. associates with a person who invokes the policy or participates in the complaint procedure under the policy.

**II. Bullying and Disrespectful Behaviour**

The St. James-Assiniboia School Division believes that bullying can be a serious problem that when occurring, requires prompt and accurate intervention. For that reason, bullying has been included in the Division's Harassment Policy. Complaints involving bullying of staff will be addressed according to the procedures outlined in this policy. Bullying is defined as unfair and one-sided aggression towards another person and may include physical, verbal, social, or written aggression (including electronic communication such as social media, text messaging and email), isolation or intimidation. It often involves an imbalance of power and strength and results in the target person feeling

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humiliated and/or distressed. Bullies generally hurt, threaten, and/or frighten others in a repetitive, intentional way. However, severe objectionable conduct that adversely affects a person's psychological or physical well-being will be considered harassment whether it happens once or more than once.

Disrespectful behavior towards others is also contrary to the values and objectives of the Division. Employees are expected to treat every other employee, student and visitor in a respectful manner such that their behavior would set an example of appropriate conduct for students. Examples of disrespectful behavior could include swearing, yelling, name calling, gossiping, reprimanding in the presence of others, the improper use of power or authority inherent in one's position, offensive, **hateful**, or inappropriate remarks, gestures, behavior or displays of material. Where an employee is subject to disrespectful behavior, every effort should be made to resolve the issue directly with the other party first. Where this has not resolved the problem, the employee should submit a complaint in accordance with this policy, and include reference to the informal efforts previously made.

Reasonable actions by administrators or supervisors to manage, guide or direct employees or the workplace are not harassment. Appropriate employee performance reviews, counseling and disciplinary or corrective action taken towards an employee is not harassment.

### III. Complaint Procedure

Any person who believes that he/she is, or any person who witnesses another person being harassed, bullied, or treated disrespectfully within the definitions as just outlined, should act promptly in order to resolve the situation by using the following procedures:

- a) Complaints are to be made in writing directly to the appropriate Manager, Human Resources. If a complaint involves a member of the Senior Administrative team, and the employee prefers, a complaint may be made in writing directly to the Board Chair who will advise the Board that a complaint has been filed. The Board Chair will contract with an independent investigator. A complaint must be filed within one month of the circumstances giving rise to the complaint, unless the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay.
- b) Once the written complaint is received, an immediate and confidential investigation will be made by the designated contact. Both the complainant and the person against whom the complaint was made will be contacted.

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**GBAA-R**

- c) The designated contact will endeavour to resolve the matter and in doing so shall:
- i) Assume responsibility for investigating all such complaints to the highest level of confidentiality possible by sharing the minimum amount of information from the written complaint required to perform a thorough investigation. At no time will personal health information be shared with the person against whom the complaint has been lodged.
  - ii) If necessary, take steps to ensure that there is no recurrence of the situation while the investigation is in progress.
  - iii) Take appropriate disciplinary action where such is found to be warranted.
  - iv) Inform the complainant and the person against whom the complaint has been lodged of the outcome of the investigation.
  - v) If through the investigation, the designated administrator finds that there were no grounds for the complaint and that it was done willfully or maliciously, disciplinary action will be taken against the complainant.

Note: this policy is not intended to discourage or prevent the complainant from exercising any other legal rights including the right to file a complaint with the Manitoba Human Rights Commission.

#### IV. Consequences of Policy Violation

Where it is found that a violation of the policy has occurred, the Division may take action including, but not restricted to, the following:

- a) **Disciplinary Action**  
Appropriate disciplinary action will be taken to redress the situation which could include immediate dismissal or notification that continuation or repetition of conduct found to be in violation of this policy will be cause for further disciplinary action up to and including dismissal; and/or
- b) **Disciplinary Directive**  
A directive from the Division which specifies certain behaviour with which the party (ies) must comply. If the directive is disregarded, further action will be taken; and/or
- c) **Transfer of employees; and/or**

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<b>REGULATION:</b> <b>GBAA-R</b>
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d) Notification of the appropriate authorities.

V. Confidentiality

All records, documents, notes and transcripts of an investigation shall remain confidential. Parties to a complaint are advised to refrain from discussing the complaint with anyone else.

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

### **REPORT OF THE COMMITTEE OF THE WHOLE FINANCE No. 02-22**

Meeting Held: Tuesday, December 20, 2022, Aidan Conklin Building/Teams, 6:00 p.m.

Present: Cheryl Smukowich, Board Chair  
Michael Cabral, Trustee  
Holly Hunter, Board Vice Chair  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Tara Smith, Trustee  
Rachelle Wood, Trustee

Present: Jenness Moffatt, Acting Superintendent  
Jordana Buckwold, Acting Assistant Superintendent, Education (K to 12) and  
Administration  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
Mari Aguirre, Manager, Facilities & Future Development  
James Dunlop, Assistant Secretary-Treasurer

Regrets: Angela Dunn, Trustee  
Sandy Lethbridge, Trustee

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

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

Agenda item 10 Board Office Public Closure was removed and the Agenda was approved.

#### **3. Financial Update**

**a) CPI Update – October 2022**

**b) Financial Statement – October 2022**

**c) City of Winnipeg Portioned Assessment as at November 15, 2022**

The Committee received a detailed financial update relating to the Board's strategic focus for utilizing revenues to achieve positive student outcomes. The update included information on the operating and capital reserves, provincial funding, challenges, and property taxation. Administration outlined implications related to inflation and relief costs. The Committee also reviewed The City of Winnipeg portioned assessment as at November 2022, CPI update as at October 2022 and the Financial Statement for the period ended October 2022.

#### **4. Draft Budget Timeline**

The Committee reviewed the draft Division Budget Timeline for the 2023/2024 Budget. Two alternative timelines were provided, in order to address the unknown timing of the provincial funding announcement.

**5. Manitoba Education and Early Childhood Learning Correspondence  
- Britannia School – Unit Ventilator Replacement – Tender Award Authority and  
Project Support**

The Committee reviewed correspondence from Manitoba Education and Early Childhood Learning.

**6. Land Exchange Agreement**

The Committee reviewed the land exchange agreement between the St. James-Assiniboia School Division and the City of Winnipeg. The agreement will transfer ownership of the land where the St. James Library is situated on, in exchange for the land where a portion of the St. James Collegiate's track is built on.

**The Committee of the Whole Finance recommends:**

**That the land exchange agreement with the City of Winnipeg transferring ownership of the land that the St. James library is situated on, in exchange for a portion of land that the St. James Collegiate track is built on be approved, with minor language change as discussed.**

**And further;**

**That Administration be authorized to execute the land exchange agreement with the City of Winnipeg.**

**And further;**

**That Administration provide a copy of the executed land exchange agreement to the committee for information.**

**7. Appointment of the Division Auditor for 2022/2023**

The Committee discussed the appointment of the Division Auditor for the 2022/2023 fiscal year.

**The Committee of the Whole Finance recommends:**

**That PricewaterhouseCoopers LLP be appointed to conduct the audit of the Division's 2022/2023 financial records.**

**8. Retirement/Silver Circle Dinner**

The Committee reviewed the estimated costs for honouring the past three years' Retirement/Silver Circle celebrants.

**The Committee of the Whole Finance recommends:**

**That the Retirement/Silver Circle Dinner for the past three years' celebrants be approved using allocated Surplus funds.**

**9. Proposed Revised Policies**

- a) DKC – Expense Reimbursements (Travel and Automobile)**
- b) DKC-E-2 Employee Car Mileage Allowance Form**
- c) DIA – School Funds**

The Committee reviewed revisions to Policy DKC Expense Reimbursements, Exhibit DKC-E-2 Employee Car Mileage Allowance Form, and Policy DIA School Funds (**Appendix A**). The Committee discussed current inflation rates and the impacts to policy reimbursement rates.

**The Committee of the Whole Finance recommends:**

**That revisions to Policy DIA School Funds be approved.**

**And further;**

**That revisions to Policy DKC Expense Reimbursements be approved.**

**And further;**

**That adjustments to vehicle allowance be increased in accordance with the revised mileage rate.**

Adjournment: 7:24 p.m.

Next Meeting: Committee of the Whole Finance  
Tuesday, January 24, 2023 at 5:00 p.m.

Report submitted by Cheryl Smukowich, Board Chair  
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer

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<b>POLICY: DIA</b>
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LL 118102

DIA-R-1

DIA-R-2

**SCHOOL FUNDS****SECTION 1: PRINCIPAL'S RESPONSIBILITIES & DUTIES REGARDING SCHOOL FUNDS****1.1 General**

The Principal is responsible for the administration of a system of accounting for all monies raised from student activities, student fees, entertainment, gifts, or from any other fund belonging to the school or to the student body or any student teacher groups within the school.

As the Principal is responsible for the school funds, it is his or her responsibility to implement a control system. The objectives of the control system shall be to ensure that:

- (a) The school receives and records in its books all the income to which it is entitled.
- (b) All expenditures are properly authorized.
- (c) Cash and other assets are properly authorized.
- (d) The accounting records provide a reliable basis for the preparation of accounts.

**1.2 Operation of accounts which involve payments to or on behalf of staff (Except Supply Reimbursements)**

Expenditures must be posted against the appropriate fund account. It is the intention to have a common chart of accounts for each school level however, accounts unique to the needs of each school may be added to the basic Chart of Accounts EXHIBITS DIA-E1, DIA-E2, DIA-E3

The following are accounts that each school must have in their chart of accounts to track payments to or on behalf of staff which are not

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reimbursements for materials or supplies purchased on behalf of the school for use within the school. (For such material and supply purchases, the staff member shall be reimbursed from the appropriate fund accounts.) No other accounts are to be used for payments to or on behalf of staff except as noted in (a)-(c) below.

**(a) A School Professional Development Account**

Revenues accruing to this account shall be limited to grants received from the Board.

Expenditures from this account shall be administered by the school Professional Development Committee, and each cheque drawn on this account shall be supported by documentation indicating approval of the Professional Development Committee, in addition to the required expense vouchers from the recipient. Proof of payment (original receipts) must be remitted by the staff member upon completion of the PD activity.

Note: Expenditures for staff memberships in professional organizations can be allocated from this account, as approved by the committee, but such expenditures shall not include memberships in associations or unions for which the fee is income tax deductible.

**(b) A Staff Co-curricular Account**

Revenues accruing to the Staff Co-curricular Account shall be limited to the following:

- 1) The amount allocated as a staff co-curricular expenses grant from the Board
- 2) An amount allocated from school funds, at the discretion of the Principal.

**Expenditures to be paid from the Staff Co-curricular Account**

Expenditures from this account shall be payment toward expenses incurred by staff members in the course of their supervision of co-curricular activities, restricted to the following:

- 1) travel and car expenses

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- 2) meals (each individual claim shall not exceed the amount authorized per meal in Policy DKC)
- ~~3) baby-sitter costs incurred (limited)~~

Expense Payments for the Staff Co-curricular Account may be made in one of two ways:

- 1) By cheque through school funds on the basis of expense vouchers with original receipts attached as presented by staff.
- 2) As block amount honoraria paid to a staff member ~~from time to time~~ or at the end of the particular co-curricular activity. A Fees for Service form – Payroll must be sent into the Board Office for payment by Payroll. Reference Regulation DPA-R Fees for Service.

Allowable amounts for reimbursement to staff members for Staff Co-curricular Expenses are:

- up to a maximum of ~~\$430.00~~ **\$460.00** per major activity
- up to a maximum of ~~\$110.00~~ **\$120.00** per minor activity.

**(c) A Staff Recognition/Appreciation Account**

Revenues accruing to this account shall be limited to an amount not greater than ~~\$35.00~~ **\$50.00** per staff member, allocated from the general operating grants provided by the Board. School funds or monies from fund raising drives are not to be used for this purpose.

Expenditures from this account shall NOT exceed ~~\$35.00~~ **\$50.00** per staff member annually. Expense vouchers with original receipts are required.

**1.3. Operation of accounts which do not involve payments to or on behalf of staff:**

**(a) Principal's Contingency Account**

Expenditures from this account shall be contingency expenditures that arise in the operation of the school, but not including payments to or on behalf of staff.

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(b) Accounts Payable Procedures

The principal shall ensure that the school process for handling goods purchased through the Board Office comply with Regulation DIAAB-R Accounts Payable Procedures.

**1.4 Accounts that should not be included in School Cash Accounts:**

**(a) Staff Fund**

The staff fund (where revenues come from staff) is to be operated on a separate non-school bank account. The Principal and the other signing officers of the school shall not be the signing officers of the staff fund.

**(b) Parent Council Fund**

Any Parent Council Association or Parent Organization fund is to be operated on a separate non-school bank account. The parent group itself shall administer the fund, and the Principal and the other signing officers of the school shall not be the signing officers of the parent fund.

**1.5 School Generated Funds**

**a) Fund Raising (including fund raising drives for band trips or extended field trips)**

The Principal is to communicate to the school catchment area:

- i) Purpose of fund drive
- ii) Manner in which funds will be expended. A detailed budget must be provided where significant monies are being raised for band or extended field trips
- iii) That financial statements will be available to interested parties on request.

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- iv) All fund raising financial statements must be submitted to the Secretary-Treasurer/Chief Financial Officer for tabling with the Board. (These statements should indicate the purpose of the fund drive, and the manner in which the monies raised will be expended.)

Funds which have been raised through activities at fund drives or cafeterias may be expended on school activities and purchasing of supplies in a manner that is authorized by the Principal.

Purchases of all Capital equipment from school generated funds must be approved by the Secretary-Treasurer/Chief Financial Officer's Department and purchased through the Board Office Purchasing System. Capital equipment purchases become the property of the Division and shall be included in the fixed asset inventory program. Additions and disposals of Fixed Asset Inventory must be approved by the Secretary-Treasurer/Chief Financial Officer.

**b) Flat Rate Assessment**

Schools may, upon approval of the Board of Trustees, and with the support of the parent council, elect to levy an annual flat rate assessment in lieu of fund raising activities. Schools wishing to do so shall forward a written request describing the proposed fee and the community/staff support to the Secretary-Treasurer/Chief Financial Officer.

**c) Student Fees**

Schools generate funds from students' fees. (E.g. home economics and industrial arts, lockers, gate receipts, drama & operettas, teas, fund drives, vending machines, cafeterias and book damage charges.)

The general principle which should be followed in regard to these funds is that where the money is raised through student fees or book damage charges, it should be expended for supplies or equipment in the particular area for which ~~they~~ the funds are raised. For example, book damage charges should go toward repairing books, labour costs and distribution of books and book replacement. Guidelines established under policy JN-R (amended 118-80) in regards to student fees, fines and charges shall be adhered to.

The financial operations of school sponsored activities involving student payments in excess of regular student fees (Sports teams, Cheerleading, Out of Town Trips,

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any activity involving the collection of additional fees and encountering expenses)  
 – must follow Regulation DIA-R-1.

## **8. Student Council Fees**

A separate fund account in the SchoolCash Program shall be used to account for monies raised by student organizations and expended under provisions of their constitution. The money should be raised by student effort through approved activities; accounting records should be maintained by both the organization's student treasurer and by the school office; and the money should be disbursed according to the approved activity, following action of the student group and/or the student officers, with the approval of the faculty advisor.

## **9. Graduation and Yearbook Fees**

Monies collected for graduation and yearbooks must only be expended on student activities for which they have been raised. Funds raised in a current school year must not be expended to pay for previous years' purchases or activities.

## **10. Year-End Surplus Funds**

Surplus monies that may accumulate at year end shall be kept to a minimum and may be expended to facilitate efficient operation in the next year. However, major projects which might require fund accumulation over more than one school year should be properly documented indicating the major purpose involved and forwarded to the Secretary-Treasurer/Chief Financial Officer. The amount of the fund balance carried over from year to year is subject to review and limitation by the Secretary-Treasurer/Chief Financial Officer.

## **11. Year-End Surplus from Fundraising Drives**

At year end, funds that were raised for a specific purpose and not yet expended for that purpose shall be reported to the Secretary-Treasurer/Chief Financial Officer and the balance rolled over in the new year. The general principle which must be followed in regard to these funds is that the funds must be expended in a related area for which the funds were initially raised. The intended expenditure must be specified and will be reviewed during the annual internal audit.

## **12. Claims for Reimbursement**

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Providing the school budget (SRB) has sufficient dollars to cover expenses, schools can claim reimbursement for eligible expenditures paid from schools funds (SchoolCash Program). Regulation DJBA-R

### **13. Cash in Schools**

#### **SECTION 2: BANK STATEMENT & RECONCILIATION**

##### **2.1 Monthly Bank Statements**

The principal shall ensure that the monthly bank statement is received and the reconciliation is completed as per SchoolCash instructions and Regulation DIAAC-R.

##### **2.2 Investments**

Schools are limited to savings accounts, guaranteed investment certificates and redeemable term deposits (maximum 1 year).

#### **SECTION 3: MONTHLY REPORTS**

School Financial Statements must be forwarded on a monthly basis to the Assistant Secretary-Treasurer as per Regulation DIAAD-R.

#### **SECTION 4: PAYMENT AUTHORIZATION**

##### **4.1 Signing Officers**

There shall be three signing officers for the school fund, as follows:

- (1) The Principal
- (2) The Vice-Principal or Teacher Designate
- (3) The Administrative Assistant assigned to the school SchoolCash Program.

Note: The Administrative Assistant shall be asked to sign cheques only when one of the authorized signing officers is a payee or is unavailable to sign.

#### **SECTION 5: CASH MANAGEMENT**

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- 5.1 All cheques received shall be stamped “for deposit only” and receipts shall be issued for all cash received. All school fees received must have receipts issued whether cash or cheque. The receipts books used must be at least in duplicate – one for the recipient and one for the school records, the receipts must be numbered and have the name of the school identified.
- 5.2 In the case of school fund drives where a large amount of receipts are generated, it would be permissible to use a spreadsheet to record individual names and amounts. The total of the spreadsheet can then be entered as one receipt. The deposit number must be put on the spreadsheet.
- 5.3 All money received shall be deposited in total as opposed to being net of cash expenditures. Under no circumstances shall money be transferred to petty cash or used to settle other expenses.
- 5.4 All significant monies shall be deposited in the bank – at least weekly or more often depending on the amount of money collected. Deposits are generally delivered to the bank by the principals and should be done on the same day that the funds are received. If the principal is unable to perform the banking duties, then he/she shall check the deposit in detail and initial the deposit slip as evidence of review. Proper separation of banking duties must be evident.
- 5.5 All cash and cheques on hand awaiting deposit shall be kept in the safe and the safe shall be locked at all times. Access to the safe combination shall be limited. The combination must be forwarded on an annual basis to the Secretary-Treasurer/Chief Financial Officer under Confidential Cover. The School Board will reimburse a school experiencing a loss of funds due to a break-in of the school safe up to an amount of \$25.00, upon receipt of a full written report.
- 5.6 School fund surplus may be allocated to individual fund accounts at the beginning of the school term at the discretion of the principal. This may be helpful when undertaking budgeting for school accounts. When budgeting, principals shall consider that the surplus shall be kept to a minimum level. This level shall be adequate to fund the operations at the start of the next school year. Fund raising and school fees should be raised with the intent of being spent during the year that they are collected and spent on the students that provided the funds.
- 5.7 All school sponsored activities involving student payments in excess of

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regular student fees must comply with regulation DIA-R-1 Financial Operations of School Sponsored Activities.

## **SECTION 6: PETTY CASH**

- 6.1 Petty Cash Funds must be strictly controlled and be kept on an imprest basis. The cash on hand plus the paid expense vouchers due for reimbursement shall always be equal to the amount of the float.

Under no circumstances shall petty cash be used for the cashing of staff or pupil cheques. The principal shall ensure that entries in the petty cash are made on a regular basis. When a petty cash reimbursement cheque is required, the principal shall scrutinize the attached vouchers to ensure that only bonafide payments have been made. It must be remembered that petty cash is not an account description but rather a summary of different accounts. When the float is replenished, all the fund accounts affected must be credited.

The principal shall also undertake a surprise cash count at least once every 3 months. This count is designed to show that the cash on hand and vouchers on hand equal the original cash float. The principal shall initial the petty cash book on the date of the count to indicate that a count has taken place.

- 6.2 The Petty Cash Float shall be no more than the following:
- |  |                  |
|--|------------------|
| a) Schools with 500 or more students and with cafeterias, stores, etc. | \$500.00 or less |
| b) Schools with 500 or more students                                   | \$200.00 or less |
| c) Schools with 250 – 499 students                                     | \$100.00 or less |
| d) Schools with 249 or fewer students                                  | \$50.00 or less  |

## **SECTION 7: DISBURSEMENT OF SCHOOL FUNDS**

- (a) Each cheque requires a cheque requisition with adequate backup normally in the form of an original invoice. Before a cheque requisition is approved for payment, the invoice shall be signed by the person who received the goods. The invoice shall not only be checked for the nature of the goods, but also the quantity that is being billed. The cheque requisition should be authorized by one of the administrators that is a signing officer for the school.

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- (b) Every cheque requires two signatures.
- (c) Cheques must be prepared on the SchoolCash system and printed on school cheque stock.
- (d) Blank cheques must never be signed.
- (e) Cheques must not be payable to CASH.
- (f) Payment to individuals for fees for service must not be paid in cash and must be compliant with Regulation DPA-R-E-1 and DPB-R-E-2.
- (g) No signing officer shall sign a cheque or requisition when he/she is the recipient of the cheque (payee).
- (h) Individuals signing cheques shall do so only with full understanding of the payment being made, and shall not sign unless they have reviewed the supporting documentation and are satisfied that the transaction meets the requirements of Board Policy and the relevant Regulation(s).
- (i) All disbursements must be related to school activities

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## **SECTION 8: EXPENDITURE OF SCHOOL/DIVISION FUNDS ON ALCOHOL**

- (a) School and/or Division funds cannot be spent on alcohol except for the purchase of wine at the following staff recognition functions:

Silver Circle Dinner  
 Retirement Dinner  
 Trustee/Administration Christmas Dinner

- (b) If alcohol is provided at a school and/or Division sponsored staff function it must be on a cash bar basis only.

## **SECTION 9: AUDITS**

All school accounts are audited by the Secretary-Treasurer/Chief Financial Officer's Department on an annual basis. External auditors will be called upon if deemed necessary. The Secretary-Treasurer/Chief Financial Officer's Department may require an audit of any account at any time.

As a regular procedure, the accounts of the school will be audited in the spring of the year. However, if the Principal is leaving the school due to transfer, retirement or resignation a subsequent audit should be completed.

## **SECTION 10: Statement of Declaration**

Principals and Vice Principals are required annually to complete the Statement of Declaration as outlined in Exhibit DIA-E4 and submit to the Secretary-Treasurer/Chief Financial Officer before May 31<sup>st</sup> of each school year. In this statement, the principal confirms the following:

I have received a copy of the Division's policy statements and operational procedures setting forth management policies, internal controls and accounting procedures required for all school funds. I have read these documents and I am familiar with their contents. I understand the responsibilities which have been delegated to me, and that my evaluation will include an appraisal of my efforts in this regard. I understand that I am to report any potential conflicts with these policies and operational procedures to either the Secretary-Treasurer/Chief Financial Officer or the Superintendent.

Former DID

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LL 118115

DKC-R-1

DKC-A

DKC-E-1

GDMB-E-1

**EXPENSE REIMBURSEMENTS  
(Travel and Automobile)****I. TRAVEL POLICY****Introduction**

This directive describes the rules, standards and procedures that apply to authorized persons attending conferences and/or travelling on Division business.

In addition, the travel policy pertains to school business travel. School business travel means travel authorized by a school and for which the school will pay all, part or none of the expenses incurred.

Traveller means a Division employee or member of the Board authorized to travel on Division business.

Division business travel means travel authorized by the Board and for which the Division will pay all, part or none of the expenses incurred.

Travel status means that an employee of the Division or a member of the Board is away from his home and headquarters on Division business travel. Headquarters means St. James-Assiniboia School Division and the area comprising the City of Winnipeg.

Incidental expenses include such items as gratuities, laundry.

**Part One:****Authorized Travel for Which the Division Will Pay All Expenses**

Unless otherwise stated, the reimbursement of expenses incurred while on Division business travel is to be applied regardless of sex or marital status of the person authorized to travel. Unless expressly approved by the Board, expenses of spouses of travellers are not included in these arrangements. According to Policy BIBA, Trustees may register at

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conferences or meetings of their choice within their annual prescribed budget. It is the responsibility of the Superintendent or his/her delegate to authorize conference registration and travel of staff.

In general, it is intended that anyone holding travel status shall be afforded transportation and accommodation standards which are comfortable and of good quality. Persons authorized to travel on Division business should not be out of pocket as a result of reasonable expenses incurred, but nothing in this directive is intended to permit payments that could be construed as income or other compensation.

**A. Registration Fees**

If attendance at a conference, seminar, special course or meeting is approved under Travel Status Part One, the registration or enrolment fees for the trustee or employee concerned shall be paid in full.

**B. Transportation Standards**

Except for short journeys where the use of a motor vehicle, bus or train is more economical, air travel is the accepted normal method of transportation for Division business travel. Economy class shall be paid. Normally, on arrival at the destination, airport taxi or shuttle service will be used. Special circumstances may require the use of a rental vehicle.

If a person given travel status has been requested to use a private vehicle and the person agrees, reimbursement shall be on the basis of 46 cents per kilometer, traveled. This is intended to offset the cost of ownership as well as operating the vehicle for the period required.

**C. Accommodation**

Persons travelling on Division business are authorized to stay in establishments which are conveniently located and comfortably equipped, but the use of luxury accommodation is to be avoided.

**D. Meals and Incidentals**

For each full day in travel status in Manitoba, travellers shall be paid a composite allowance of \$63.00 as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

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Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$25.00
Incidentals	\$11.00

For each full day in travel status outside of Manitoba but in Canada, travellers shall be paid a composite allowance of \$80.00 (Canadian Funds) as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

	(Can. Funds)
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

For each full day in travel status in the United States travellers shall be paid a composite allowance of \$80.00 (U.S. Funds) as reimbursement for reasonable costs for meals and incidental expenses.

Travel status will normally include one day prior to onsite registration and one day after the conference has been completed.

If the first or last day in travel status is less than a full day, reimbursement for meals shall be prorated accordingly in addition to the full incidental allowance.

Throughout the total period in travel status, deductions from daily allowance shall be made in respect of meals provided, such as meals en route and those included in conference registration fees. The deductions shall be in the amounts indicated above. In accordance with Division policy, expenses incurred for alcoholic beverages are non-reimbursable.

**E. Expenses**

Trustees, Superintendent, Secretary-Treasurer/Chief Financial Officer, Superintendents, Manager of Facilities and Maintenance, Assistant Secretary-Treasurer and Manager of Human Resources attending conferences as representatives of the Board may claim special expenses. These expenses shall be identified and itemized on the expense claim form.

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**POLICY: DKC****F. Accountable Travel Advances**

Travellers may request an accountable trip advance to cover expenses for an authorized trip on Division business. The amount provided shall not exceed 90% of a reasonable estimate of anticipated reimbursable expenses.

Travel monies shall not be advanced earlier than thirty days prior to the commencement of the trip except in cases where monies are required to pre-book travel, registration costs, etc. to take advantage of discounts.

**G. Claims Procedure**

Claims for reimbursement for expenses incurred while travelling on Division business shall be submitted to the applicable administrator (Chair of the Board, Superintendent, Secretary-Treasurer/Chief Financial Officer) within 60 days of the completion of the trip on the conference and travel expense form DKC-E-1. Claims for reimbursement by staff shall be approved by the Superintendent, Secretary-Treasurer/Chief Financial Officer, Assistant Secretary-Treasurer or Accounting Manager and claims for reimbursement by trustees shall be approved by the Chair of the Board.

If the advance for the trip has been supplied through school funds, the claim for reimbursement for expenses incurred shall be submitted to the principal of the applicable school within 60 days of completion of the trip.

The following expenses shall be supported by vouchers, receipts or other appropriate documents:

- a) transportation costs
- b) accommodation
- c) registration costs

Meals and incidentals are covered by the composite daily allowance and vouchers are not required.

Original Boarding passes or copies of electronic boarding passes must be provided if air travel was utilized.

Board Office will record and monitor all travel advances given to staff and will contact staff who have not submitted a Conference and Travel Expense Claim form 60 days after completion of the trip.

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**POLICY: DKC****Part Two:****Authorized Travel for which the Division will pay part of the Expense.**

The Superintendent or Delegate may authorize travel to conferences or meetings where the expenses of an individual are subsidized to a fixed amount, and the traveller shall report in full the expenses incurred as per Part One of this policy.

**Part Three:****Authorized travel for which the Division will pay none of the Expenses**

The Board may authorize travel to conferences or meetings where the expenses are the responsibility of an individual or another sponsoring organization.

**Policy Review**

This policy shall be reviewed annually and expense provisions revised accordingly.

**II. A. AUTOMOBILE ALLOWANCES****The Division will pay automobile allowances:**

- a) To personnel required to use their own vehicles in carrying out their assigned duties and responsibilities;
- b) To personnel required to travel between two or more school locations each day to undertake assigned duties (ten month basis - September to June);

**Automobile allowances shall be paid on the basis of one of the following methods:**

- Payment of a flat monthly rate according to the standardized car allowances set by the Board; or
- Payment of ~~.46~~ **0.49** cents per kilometer

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**POLICY: DKC****Reimbursement**

Claims for reimbursement for car mileage expenses shall be submitted to the applicable administrator (Superintendent, Secretary-Treasurer/Chief Financial Officer) within 60 days on the Employee Car Mileage Allowance Claim form DKC-E-2. Claims for reimbursement by staff shall be approved by the Superintendent, Secretary-Treasurer/Chief Financial Officer, Assistant Secretary-Treasurer or Accounting Manager.

**B. Automobile Allowances for Division Administrators**

Salary grids for Division Administrators in Group #1 are adjusted to include compensation for automobile allowances.

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## **EMPLOYEE CAR MILEAGE ALLOWANCE CLAIM**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>NO. OF KMS</b>
			0.00
			<b>TOTAL KMS.</b>

Employee Name (PRINT)

Employee Signature

Approved by Supervisor/Principal

Assistant Secretary-Treasurer

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School Name

Total KMS. X ~~\$0.46~~ **0.49** =

**Amount of Claim: \$ 0.00**

GL Code

**St. James-Assiniboia School Division**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 3 – 22-23**

**December 13, 2022**

**MEETING HELD:** Tuesday December 13, 2022, at 5:30 p.m. via Microsoft Teams

**PRESENT:** Angela Dunn, Chair  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Rachelle Wood, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Chair of the Board  
Jenness Moffatt, Acting Superintendent

**REGRETS:** NIL

**DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Angela Dunn called the meeting to order at 5:30 p.m.

Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. St. James-Assiniboia School Board Social Media Pages**

Committee engaged in discussion about the purpose and intent of board social media accounts. This will remain as a pending item on the agenda.

**4. Date of the Next Meeting**

The next meeting is Tuesday, January 17, 2023 at 12:00 p.m.

**5. Adjournment**

The committee adjourned at 6:00 pm.

Minutes submitted by Angela Dunn, Committee Chair  
Minutes recorded by Jenness Moffatt, Acting Superintendent

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

### **REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 02-22**

Meeting Held: Tuesday, December 20, 2022, 2574 Portage Avenue Board Room, 7:30 p.m.

Present: Cheryl Smukowich, Chair

Trustees: Holly Hunter, Vice Chair  
Michael Cabral, Trustee  
Angela Dunn, Trustee  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Tara Smith, Trustee  
Rachelle Wood, Trustee

Present: Jenness Moffatt, Acting Superintendent  
Carrie Melville, Secretary-Treasurer / Chief Financial Officer  
Jordana Buckwold, Acting Assistant Superintendent, Education and Administration  
Potoula Locken, Director, Inclusion Support Services and Accessibility  
Sandra Melo, Acting Director, Assessment and Evaluation and Community Support

Regrets: Sandy Lethbridge, Trustee

### **DISCUSSION AND RECOMMENDATIONS**

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**1. Attendance**

As per above.

**2. Approval of Agenda**

Item 6 MSBA Compensation Review and Item 7 Board Office Public Closure were added and the agenda was approved.

**3. System Planning in SJASD**

Senior Admin presented information on SJASD divisional planning. Data was shared in small groups and Trustees learned more about responsive programming in the division.

**4. Draft Policy IGBD Substitution of Credits in Exceptional Circumstances**

The Committee reviewed the draft Policy IGBD Substitution of Credits in Exceptional Circumstances and discussed scenarios that would qualify as exceptional circumstances for a high school student to require accommodation.

**The Committee of the Whole recommends:**

**That Policy IGBD Substitution of Credits in Exceptional Circumstances be approved.**

**5. Time Sensitive Correspondence**

The following time sensitive correspondence was shared:

- MSBA E-News December 7, 2022



- MSBA Services
- Executive Highlights for November 30, 2022
- Overview of MSBA 2022

## **6. MSBA Market Review**

Discussion took place regarding excluded staff groups compensation.

**The Committee of the Whole recommends:**

**That the Board engage MSBA to establish a division compensation review process for excluded staff groups.**

## **7. Board Office Public Closure**

The committee discussed and approved the closure of the Board Office to the public over the winter break. Staff remain on site, but the building will not be open to the public between December 26, 2022, and January 4, 2023. Notice will be provided on social media, division website and the reader board.

Adjournment: 9:00 p.m.

Next Meeting: Committee of the Whole Education (Pre-Budget)  
Wednesday, January 18, 2023 at 5:30 p.m.

Report submitted by Cheryl Smukowich, Board Chair  
Minutes recorded by Jenness Moffatt, Acting Superintendent