



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

We are a leading an innovative learning community that will enable students to succeed as life-long learners in an ever-changing world. In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.

AGENDA

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

Bruce Chegus Boardroom, Aidan Conklin Building, 2574 Portage Avenue

January 9, 2024

7:00 p.m.

Meeting No. 14-23

Organizational By-Law 329-23 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 community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, the Dakota, the Dene, and Anishinewak peoples. It is the birthplace and homeland of the Red River Métis nation. It is also home to members of the Inuit nation. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility- to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our parts to move our community forward in a true spirit of justice and reconciliation.

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

RETURN TO REGULAR MEETING

ADOPTION OF MINUTES

Board Meeting of December 5, 2023

REPORT ON EDUCATION

Collège Sturgeon Heights Collegiate – Student Leadership Group

TRUSTEE STATEMENTS

1. Trustee Tara Smith – Diversity, Equity & Inclusion Committee

HEARING OF DELEGATIONS

There are no registered delegations.

COMMITTEE REPORTS

Human Resources/Governance Committee – December 12, 2023

Committee of the Whole Finance/Facilities – December 19, 2023

Committee of the Whole Education – December 19, 2023

TRUSTEE COMMITTEE UPDATES

There are no Trustee Committee Updates.

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. Memo re: Bill C-322 National Framework for a School Food Program
 - b. Memo re: Provincial Bills and Private Members Bills Update
 - c. Extended Reporting Period for Insurance Incidents
 - d. E-News December 20, 2023
 - e. COSL Winter Conference February 15 & 16, 2024
2. Minister of Education and Early Childhood Learning
 - a. 2023-2024 Elders and Knowledge Keepers in Schools Grant

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading – By-Law 330-23 Amending Organizational By-Law 329-23
2. Third/Final Reading – By-Law 330-23 Amending Organizational By-Law 329-23

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 Cheryl Smukowich - Bill C-322 National Framework for a School Food Program Letter
2. Trustee Holly Hunter - Letter re: Advocating for Hiring Indigenous Teachers
3. Notice of Motion – By-Law 332-24 – Religious Instruction at Strathmillan School

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE No. 08-23

#1796430

Meeting Held: Tuesday, December 12, 2023, Teams, 5:30 p.m.

Present: Cheryl Smukowich, Committee Chair
Holly Hunter, Board Chair
Sandy Lethbridge, Board Vice Chair
Michael Cabral, Trustee
Rachelle Wood, Trustee

Jenness Moffatt, Superintendent
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Carrol Harvey, Manager, Human Resources
Bruce Brown, Assistant Secretary-Treasurer

Regrets: Nil

DISCUSSION AND RECOMMENDATIONS:

1. Call to Order/Attendance

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

2. Approval of the Agenda

The agenda was approved as distributed.

3. Personnel Report to the Board

The Committee reviewed the personnel report updated to December 8, 2023.

4. EA and Bus Driver Recruitment

Administration shared the current status of EA and Bus Driver recruitment.

5. MTS Staff Retirement Eligibility

Administration shared the processes in place to best determine retirement plans of Division staff.

6. Job Descriptions

Administration reviewed the separate Substitute Clerk and Receptionist job descriptions given they are not currently a combined job.

The Human Resources/Governance Committee recommends:

That revisions to job descriptions AP3-27 Receptionist and AP3-32 Substitute Clerk be approved. (Appendix A)

7. Review Policy Presentation on Committee Reports

The committee discussed the current practice of attaching updated policies with committee minutes as per the Organizational Bylaw 329-23 in a ready to publish format. As a method to keep our community informed of the changes to policy, the committee decided to ensure a summary of additions and deletions are recorded in meeting minutes. This process will be reviewed in the fall of 2024.

The meeting was adjourned at 6:20 p.m.

Next Meeting: Tuesday, January 18, 2024, at 5:30 pm.

Report presented by Cheryl Smukowich, Chair, Human Resources/Governance Committee
Minutes recorded by Carrol Harvey, Manager, Human Resources

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

JOB DESCRIPTION:
AP3-27

#86651

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: RECEPTIONIST

REPORTS TO: Superintendent or designate

SUPERVISES: N/A

JOB SUMMARY: Performs all functions necessary to appropriately receive and channel all Division requests for information and services.

DUTIES AND RESPONSIBILITIES:

- Responds to telephone and in-person inquiries and contacts others with information;
- Liaises with maintenance staff through division radio;
- Assists in collecting fees and payments;
- Assists in typing, photocopying, and distribution of mail;
- Schedules activities, functions, room bookings, meetings, equipment, etc.;
- Provides guidance and mentoring to replacement reception staff;
- Performs other related duties as assigned or as required.

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		12/Jan/21	1 of 2
		Motion 01-06-21	

QUALIFICATIONS:

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 1-2 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		12/Jan/21	2 of 2
		Motion 01-06-21	

#103415

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **SUBSTITUTE CLERK**

REPORTS TO: Generalist, Human Resources

SUPERVISES: N/A

JOB SUMMARY: Performs all duties necessary to ensure the timely placement of qualified substitute and casual staff throughout the Division.

DUTIES AND RESPONSIBILITIES:

- Maintains pertinent database(s), and maintains and generates all related systems, reports, records, files and statistical information;
- Assists in data entry, report generation, placement of substitute/casual staff, and other miscellaneous clerical functions;
- Distributes performance evaluations to Administrators to ensure acceptable performance of substitute/casual staff;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Liaises with Administrators and Human Resources staff to ensure integrity of data and acceptable performance of substitute and casual staff;
- Generates and maintains all necessary reports, records, and files;
- Performs other related duties as assigned or as required including all duties of lower classified positions.

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		11/Jan/22	1 of 2
Motion 10-10-06		Motion 01-02-22	

QUALIFICATIONS:

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 1-2 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division;
- Knowledge of the Human Resources Information System. ~~an asset.~~

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		11/Jan/22	2 of 2
Motion 10-10-06		Motion 01-02-22	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE/FACILITIES No. 11-23

Meeting Held: Tuesday, December 19, 2023, Aidan Conklin Building/Teams, 5:00 p.m.

Present: Holly Hunter, Board Chair
Sandy Lethbridge, Vice Chair
Angela Dunn, Trustee (left at 6:05 p.m.)
Craig Glennie, Trustee
Cheryl Smukowich, Trustee
Rachelle Wood, Trustee

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

Regrets: Michael Cabral, Trustee
Fiona Shiells, Trustee
Tara Smith, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Budget Timeline

The Committee reviewed the draft Division Budget Timeline for the 2024/2025 Budget. Two alternative timelines were provided, in order to address the unknown timing of the provincial funding announcement.

4. Financial Update

- a) CPI Update (September, October)**
- b) Financial Statements (June, July, August, September)**
- c) City of Winnipeg Assessment (November 21, 2023)**

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 2023, CPI update as at September and October 2023 and the Financial Statement for the period ended July, August, September and October 2024.

5. Manitoba Education and Early Childhood Learning Correspondence

- a) **École Assiniboine – Structural Roof Rehabilitation – Authorization to proceed with Construction Tender**
- b) **Ness Middle School – Elevator, Hygiene Room and Roof Replacement – Authorization to proceed with Construction RFP (formerly tender)**
- c) **St. James Collegiate – MAU Replacement/UA Replacement – Authorization to proceed with Construction Tender**

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

6. Stevenson-Britannia Adult Learning Centre Audit

The Committee reviewed the Stevenson-Britannia Adult Learning Centre Financial Statements and Audit Report for the period ending June 30, 2023 as prepared by Reid & Miller.

7. Building Capacity Report

The Committee reviewed the results of the biannual Building Capacity Report – December 2023. This report provides the Board and Administration with building information that reflects the various renovations that take place at each school site as a result of changes in programming and lease agreements. The Division student capacity decreased from 15,404 in 2021 to 15,268 in 2023. The change from the 2021 report stems from class size adjustments, current class configurations and additional rooms being used by lease/day-care spaces at Linwood School, Phoenix School and Robert Browning. The School Division utilizes 85% of the total available space. This includes rooms that are utilized on a part-time basis as well as rooms that have been redesigned for educational purposes. Approximately 13% is leased space. Based on Provincial guidelines, our schools are at approximately 54% capacity.

8. Day Care Projects

The Committee was provided with updates on outdoor development requests from Discovery Children's Centre and Crestview Park Day Nursery. Administration advised that meetings have occurred with both daycares and revised requests are expected to be submitted.

The Committee of the Whole Finance/Facilities recommends:

That the Executive Director and Board for the Discovery Children's Centre be requested to meet with the Board of Trustees and present their new proposal.

9. Stevenson-Britannia Outdoor Project

The Committee reviewed a request from Stevenson-Britannia School to upgrade their school playground.

The Committee of the Whole Finance/Facilities recommends:

That the request from Stevenson-Britannia School to construct a walking path on school grounds be approved in principle.

10. Region 5/6 Resolution – Proposed Amendment

The Committee reviewed revisions suggested by the Manitoba School Board Association related to an SJASD submission pertaining to amendments to the Municipal Assessment Act for resolution consideration at the upcoming MSBA convention. The Board did not express any concerns with the suggested revisions.

Adjournment: 6:34 p.m.

Next Meeting: Committee of the Whole Finance/Facilities
Tuesday, January 23, 2024 at 5:00 p.m.

Report submitted by Holly Hunter, Board Chair
Minutes recorded by Bruce Brown, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION**REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 06-23**

Meeting Held: Tuesday, December 19, 2023, 2574 Portage Avenue Board Room, 6:40 p.m.

Present: Holly Hunter, Chair
Sandy Lethbridge, Vice Chair
Craig Glennie, Trustee
Cheryl Smukowich, Trustee
Rachelle Wood, Trustee (left at 7:00 p.m.)

Present: Jenness Moffatt, Superintendent
Carrie Melville, Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold, Assistant Superintendent, Education and Administration

Regrets: Michael Cabral, Trustee
Angela Dunn, Trustee
Fiona Shiells, Trustee
Tara Smith, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of Agenda**3. National Framework for a School Food Program**

The Committee discussed the support of Bill C-322 as an action to improve access to nutritious foods for students in schools as a national program. Senior Administration was tasked with providing what current nutrition programs exist in SJASD schools. The correspondence will be shared on the January 9th Board Meeting Agenda for action.

4. Basic French Course for Parents Update

Jordana Buckwold, Assistant Superintendent, shared that SJASD is in the process of organizing an information evening for parents of children enrolled in the French Immersion Program that will be held in the new year at one of our four early years French immersion schools. The session is intended to highlight supports and resources offered by Canadian Parents for French, a research-informed nonprofit organization that promotes opportunities to learn and use French. The session date is still to be determined and details will be advertised in January 2024.

5. Schools of Choice Application Process

Revised Policy JC Schools Attendance Areas and Regulation JFAA-R Admission of Resident Students were shared with Trustees with proposed changes to the schools of choice registration process for 2024-2025 school year.

Committee of the Whole Education recommends:

That the Schools of Choice Application Process be referred to the Committee of the Whole In Camera for further review.

6. Time Sensitive Correspondence

The following time sensitive correspondence was shared:

- a. E-News December 6, 2023
- b. 2024 MSBA Convention Booking Rooms Memo
- c. 2024 MSBA Convention Call for Presentations
- d. 2024 MSBA Convention Raffle Donations

Adjournment: 7:05 p.m.

Next Meeting: January 18, 2024 at 6:00 p.m.

Report submitted by Holly Hunter, Board Chair
Minutes recorded by Jenness Moffatt, Superintendent