



## 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

**February 9, 2021**

**7:30 p.m.**

**Meeting No. 03-21**

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 January 26, 2021

---

### REPORT ON EDUCATION

*There are no Reports on Education.*

---

### TRUSTEE STATEMENTS

Trustee Holly Hunter – I Love to Read Month

---

### HEARING OF DELEGATIONS

*There are no Delegations.*

---

### COMMITTEE REPORTS

- Community Engagement Committee Report December 7, 2020
- Finance/Facilities Committee Report February 2, 2021

---

## **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. E-News Bulletin – February 3, 2021
  - b. 2021 Annual Convention Package
    - i. 2021 Convention Program Overview
    - ii. 2021 Convention Resolutions Package
2. Manitoba Education – Sources of Strength

---

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

*There is no Unfinished Business.*

---

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

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

---

## **TRUSTEE PD SUMMARIES**

- Trustee Chegus - PD – Mental Health Webinar CPBI

---

## **NEW BUSINESS**

*There are no New Business items.*

---

## **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

---

## **REPORT OF THE COMMITTEE OF THE WHOLE**

---

## **ADJOURNMENT**

**St. James-Assiniboia School Division**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 4 – 20-21**

**February 9, 2021**

**MEETING HELD:** Monday, December 7, 2020 at 7:00 p.m. via Microsoft Teams

**PRESENT:** Nicole Bowering, Chair  
Craig Glennie, Trustee  
Holly Hunter, Trustee  
Bryan Metcalfe, Trustee

Cheryl Smukowich, Chair of the Board

Mike Wake, Superintendent  
Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration  
Cory Cameron, Information Officer  
Sarah Francis, Senior Management Secretary

**REGRETS:** NIL

**DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Nicole Bowering called the meeting to order at 7:00 p.m.

Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Community Engagement Events 2020-21**

The Community Engagement Committee discussed ways to connect with the community during the pandemic.

**The Community Engagement Committee recommends:**

**“That the discussion on Community Engagement Events 2020-21 be tabled to the March 1, 2021 Community Engagement meeting.”**

**4. Trustee Led Podcast**

The Committee discussed the current events that have impacted proceeding with the schedule of podcasts. Due to circumstances regarding the global pandemic the Trustee Led Podcast will be postponed to the 2021-22 school year and a new timeline will be developed.

**The Community Engagement Committee recommends:**

**“The Trustee Led Podcast be received as information.”**

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

The next meeting will be Monday, March 1, 2021 at 7:00 pm.

## **7. Adjournment**

The committee adjourned at 7:23 pm.

Minutes submitted by Nicole Bowering, Chair, Community Engagement Committee

Minutes recorded by Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration

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

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 02-21**

Meeting Held: Tuesday, February 2, 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 (6:29 p.m.)

Nicole Bowering, Trustee – (left 6:28 p.m.)  
Holly Hunter, Trustee  
Sandy Lethbridge, Trustee  
Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent  
Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer  
Randy Calvert, Manager, Facilities & Maintenance  
James Dunlop, Acting Assistant Secretary-Treasurer

#### **DISCUSSION AND RECOMMENDATIONS**

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

As per above.

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

The Agenda was approved as circulated.

##### **3. City of Winnipeg**

**a) Portioned Assessment (as of December 16, 2020)**

**b) Portioned Assessment (as of January 15, 2021)**

The Committee reviewed the City of Winnipeg Portioned Assessments as at December 16, 2020 and January 15, 2021. Administration advised that the assessment will continue to change in February and March 2021.

**The Finance/Facilities Committee recommends:**

**That the City of Winnipeg Portioned Assessments as at December 16, 2020 and January 15, 2021 be received as information.**

##### **4. PSFB Correspondence**

**a) École Assiniboine – New Stand-Alone Child Care – Additional Project Support**

**b) St. James Collegiate – Roof Reinforcement for Two Canopies – Design Authorization**

The Committee reviewed correspondence from the Public Schools Finance Board.

**The Finance/Facilities Committee recommends:**

**That the PSFB correspondence listed above be received as information.**

##### **5. Energy Consumption Report**

The Committee reviewed a comprehensive Energy Consumption Report for the fiscal year 2019/2020.

**The Finance/Facilities Committee recommends:**

**That the 2019/2020 Energy Consumption Report be received as information.**

**6. Financial Statement – December 2020**

The Committee reviewed the Financial Statement for the period ended December 2020.

**The Finance/Facilities Committee recommends:**

**That the Financial Statement for the period ended December 2020 be received as information.**

**7. CPI Update – December 2020**

The Committee reviewed the CPI update as at December 2020.

**The Finance/Facilities Committee recommends:**

**That the CPI Update as at December 2020 be received as information.**

**8. Stevenson-Britannia Adult Learning Centre Audit 2019/2020**

The Committee reviewed the Stevenson-Britannia Adult Learning Centre Financial Statements and Audit Report for the period ending June 30, 2020 as prepared by PricewaterhouseCoopers.

**The Finance/Facilities Committee recommends:**

**That the Stevenson-Britannia Adult Learning Centre Financial Statement and Audit Report for the period ending June 30, 2020 be received as information.**

**9. Student Enrolment Projections 2020/2021**

The Committee reviewed the 5-year enrolment projections. The projections indicate that by the 2025/26 school year, student enrolment will increase approximately 211 students.

**The Finance/Facilities Committee recommends:**

**That the 2020/2021 Student Enrolment projections be received as information.**

**10. Public Budget Meeting**

The Committee discussed alternate formats for the online Public Budget Meeting.

**The Finance/Facilities Committee recommends:**

**That the Public Budget Meeting update be received as information.**

Adjournment: 6:45 p.m.

Next Meeting: Finance/Facilities Committee  
(Budget) T.B.D.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee  
Minutes recorded by James Dunlop, Acting Assistant Secretary-Treasurer