



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

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

AGENDA

Meeting of the St. James-Assiniboia School Division Board

Board Room, Aidan Conklin Building, 2574 Portage Avenue

Hybrid Meeting

February 8, 2022

7:30 p.m.

Meeting No. 03-22

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 January 25, 2022

REPORT ON EDUCATION

Numeracy Learning and Instructional Approaches - Numeracy Coach Team

TRUSTEE STATEMENTS

There are no Trustee Statements

HEARING OF DELEGATIONS

There are no Delegations

COMMITTEE REPORTS

Community Engagement Committee – January 17, 2022

Personnel Committee – January 18, 2022

Education Committee – January 18, 2022

Finance/Facilities Committee – February 1, 2022

TRUSTEE COMMITTEE UPDATES

There are no Trustee Committee Updates

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association – 2022 ‘Bear-Pit Session’ with Minister of Education Honourable Wayne Ewasko

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-News January 26, 2022
 - b. COLA Calculation as per the Pembina Trails Arbitration Award
 - c. Draft 2022 Convention Outline
 - d. 2022 Convention Registration
 - e. Memo re: Manitoba Government 2022 Funding of Schools
2. Minister of Education Honourable Wayne Ewasko
 - a. Letter re: Bill 45
 - b. Letter and Proclamation re: I love to Read Month
 - c. Letter and Proclamation re: Inclusive Education Month
 - d. Letter and Proclamation re: International Development Week February 6 to 12, 2022
 - e. Letter and Proclamation re: Teacher and Staff Appreciation Week February 7 to 11, 2022
3. Manitoba Education Letter re: Safe Schools Fund for 2021/2022
4. Malaya Marcelino, MLA Notre Dame – Report on Adult Education in Manitoba

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

There are no Trustee PD Summaries

NEW BUSINESS

There is no New Business

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 – 21-22

January 25, 2022

MEETING HELD: Tuesday, January 18, 2022 at 7:00 p.m. via Microsoft Teams

PRESENT: Nicole Bowering, Chair
Bruce Chegus, Trustee
Holly Hunter, Trustee
Jennifer Lawson, Vice Chair of the Board
Cheryl Smukowich, Chair of the Board

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

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. Virtual Community Forums

Due to the current pandemic situation, the Community Engagement Committee decided to move this discussion item to the March 2022 meeting.

4. Multi-Year Strategic Planning Policy

The Committee discussed the multi-year strategic planning policy as developed by the Governance Committee and gave feedback on the Community Engagement component. This item will remain as a pending item on the Community Engagement Committee agenda.

5. Community Representation

The Committee discussed options for budget considerations for community representation. This will remain an item on the Community Engagement agenda, pending the outcome of the 2022-23 Budget planning process.

6. Date of the Next Meeting

The next meeting is Monday, March 7, 2022 at 5:00 p.m.

7. Adjournment

The committee adjourned at 7:52 pm.

Minutes submitted by Nicole Bowering, Chair

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

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 05-22**

January 25, 2022

Meeting Held: Tuesday, January 18, 2022, Microsoft Teams, 5:00 p.m.

Present: Jennifer Lawson, Board Vice-Chair (Chaired Meeting)
Craig Johnson, Trustee
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair

Mike Wake, Superintendent
Carrol Harvey, Manager, Human Resources
Cindy Labaty, Manager, Human Resources

Regrets: Sandy Lethbridge, Chair

DISCUSSIONS AND RECOMMENDATIONS:

1. Call to Order/Attendance

The meeting was called to order at 5:00 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. COVID-19 Staffing Update

Administration shared information regarding additional staffing measures implemented to assist with the challenges related to COVID-19.

4. Excluded Staff Member Evaluation Process

No new information was shared with respect to this standing item.

5. CUPE Job Descriptions

Administration reviewed recommended revisions to job descriptions AP4-12 Utility Worker Level II – Mechanical and the archival of AP4-16 Utility Worker Level II - Electronics.

The Personnel Committee recommends:

That the revisions to Job Description AP4-12 Utility Worker Level II – Mechanical, now Utility Worker HVAC, and the archival of Job Description AP4-16 Utility Worker Level II - Electronics be approved.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to January 14, 2022.

The meeting adjourned at 5:10 p.m.

Next Committee Meeting: Tuesday, March 15, 2022, 5:00 p.m.

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

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE EDUCATION COMMITTEE NO. 5 ~ 21-22

LL#1621614

January 18, 2022

Meeting Held: Tuesday, January 18, 2022, Microsoft Teams, 6:00 p.m.

Present: Holly Hunter, Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee

Cheryl Smukowich, Chair of the Board

Mike Wake, Superintendent
Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration

Regrets: Sandy Lethbridge, Trustee

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Holly Hunter called the meeting to order at 6:00 p.m.
Attendance recorded above.

2. Approval of Agenda

Agenda approved as circulated.

3. Winnipeg Police Service SRO Report

Senior Administration presented their proposal for information and data collection on the Winnipeg Police Service School Resource Officer Program.

The Education Committee recommends:

“That the proposed plan put forward by Senior Administration regarding the Winnipeg Police Service SRO Report be approved as written.”

PENDING ITEM:

- **Better Education Starts Today (BEST) – Pillars for Student Success**

The meeting adjourned at 6:32 p.m.

Next meeting: March 15, 2022

Report presented by Holly Hunter, Chair, Education 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. 01-22

Meeting Held: Tuesday, February 1, 2022, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Craig Glennie, Chair
 Bruce Chegus, Trustee
 Craig Johnson, Trustee
 Bryan Metcalfe, Trustee

 Sandy Lethbridge, Trustee (5:43 p.m.)
 Cheryl Smukowich, Board Chair

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

Regrets: None

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Financial Statements

- a. **November 2021**
- b. **December 2021**

The Committee reviewed the Financial Statements for the periods ended November 2021 and December 2021.

4. CPI Update

- a. **December 15, 2021**
- b. **January 27, 2022**
- c. **MSBA Correspondence – COLA Calculations**

The Committee reviewed the CPI update from MSBA as at December 15, 2021 and January 27, 2022, along with MSBA Correspondence on COLA calculations.

5. City of Winnipeg

- a. **Portioned Assessment (as of December 17, 2021)**
- b. **Portioned Assessment (as of January 14, 2022)**
- c. **Residential Unit Report (January 14, 2022)**

The Committee reviewed the City of Winnipeg Portioned Assessments as at December 17, 2021 and January 14, 2022, along with the Residential Unit Report as at January 14, 2022. Administration advised that the assessment will continue to change in February and March 2022.

6. Energy Consumption Report 2020/2021

The Committee reviewed a comprehensive Energy Consumption Report for the fiscal year 2020/2021.

7. Correspondence from Manitoba Education
a. Additional Funding

The Committee reviewed correspondence from Manitoba Education outlining additional funding to be provided in response to financial pressures stemming from collective bargaining agreements, COVID-19 pandemic and other factors.

8. Trustee Tech – Lease vs Buy

The Committee reviewed alternative options for the refresh of Trustee equipment.

9. Revised Budget Timeline

The Committee discussed the possible need for flexibility in the Division Budget Timeline for the 2022,2023 Budget. Administration advised that a revised timeline with alternate dates would be distributed.

Adjournment: 6:27 p.m.

Next Meeting: Finance/Facilities Committee (Budget)
February 16, 2022

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