



## 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

**June 6, 2023**

**7:30 p.m.**

**Meeting No. 08-23**

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 May 2, 2023

Special Board Meeting of May 23, 2023

### **REPORT ON EDUCATION**

Outdoor Education – Stevenson-Britannia and Brooklands School

### **TRUSTEE STATEMENTS**

*There are no Trustee Statements.*

### **HEARING OF DELEGATIONS**

*There are no delegations registered.*

### **COMMITTEE REPORTS**

Community Engagement Committee – May 9, 2023

Human Resources/Governance Committee – May 9, 2023

Committee of the Whole Finance/Facilities – May 16, 2023

**TRUSTEE COMMITTEE UPDATES**

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Ziibi Odewei'igan – SJASD Indigenous Steering Committee  
Retirement Plan Committee

**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**

*There is no Action Correspondence.*

**Information Correspondence**

1. Community Resident Letter re: Religious Instruction
2. Community Resident Letter re: Religious Instruction
3. Manitoba School Boards Association (MSBA)
  - a. E-News May 3, 2023
  - b. Memo re: Student Travel & Accident Insurance Information
  - c. E-News May 17, 2023
  - d. Memo re: Wildfire Safety
  - e. E-News May 31, 2023
4. Manitoba Education and Early Childhood Learning
  - a. Letter re: Provincial Student Information System – Project Update
5. Minister of Education and Early Childhood Learning
  - a. Letter of Response re: Criminal Record and Child Abuse Registry Checks for School Trustees

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

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1. Second Reading – By-Law 326-23 Religious Instruction at Strathmillan School
2. Third/Final Reading – By-Law 326-23 Religious Instruction at Strathmillan School
3. Second Reading – By-Law 325-23 Amending Organizational By-Law 316-21
4. Third/Final Reading – By-Law 325-23 Amending Organizational By-Law 316-21

**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 Holly Hunter – Religious Instruction
2. Notice of First Reading – By-Law 328-23 Amending Retirement Committee By-Law
3. Trustee Craig Glennie – Naming of Board Room

**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**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 7 – 22-23**

**May 9, 2023**

**MEETING HELD:** Tuesday, May 9, 2023, at 12:00 p.m. via Microsoft Teams

**PRESENT:** Angela Dunn, Chair  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Rachelle Wood, Trustee  
Cheryl Smukowich, Chair of the Board  
Jenness Moffatt, Acting Superintendent  
Jordana Buckwold, Acting Assistant Superintendent  
Michelle Lancaster, Communications Officer

**REGRETS:** NIL

**DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Angela Dunn called the meeting to order at 12:04 p.m.

Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Board Social Media – Trustee Bios**

The Committee reviewed Trustee biographies and accompanying photos that will be posted in rotation on the SJASD Board of Trustees Instagram account.

**4. Additional Ideas for Fall Community Engagement**

Community Engagement Committee discussed the Manitoba Association of Parent Council and the idea of the Board of Trustees holding a meet and greet with the representatives from each school Parent Council with a possible end of year or early fall date.

The Committee also discussed volunteers and recruitment of lunch supervisors. It was discussed that the Board social media account promotes this in Fall 2023.

**5. Date of the Next Meeting**

The next meeting is Tuesday, June 13, 2023 at 12:00 p.m.

## **6. Adjournment**

The committee adjourned at 12:36 p.m.

Minutes submitted by Angela Dunn, Committee Chair

Minutes recorded by Jordana Buckwold, Acting Assistant Superintendent



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

### **REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE No. 04-23**

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#1755883

Meeting Held: Tuesday, May 9, 2023, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Committee Chair  
Cheryl Smukowich, Board Chair  
Holly Hunter, Board Vice Chair  
Tara Smith, Trustee

Jenness Moffatt, Acting Superintendent  
Carrol Harvey, Manager, Human Resources  
Cindy Labaty, Manager, Human Resources

Regrets: Michael Cabral, Trustee  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
James Dunlop, Assistant Secretary-Treasurer

#### **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 May 4, 2023.

##### **4. Regulation GDMB-R MANTE Staff Training Program**

The Committee reviewed revisions to Regulation GDMB-R MANTE Staff Training Program including allowing for the parties to agree to access the funds to provide global training if desired. The Committee received Regulation GDMB-R Staff Training Program as information. (Appendix A)

##### **5. Job Description AP3-38 Department, Head Administrative Assistant**

The Committee reviewed revisions to job description AP3-38 Department, Head Administrative Assistant to include the Curriculum and Professional learning areas. (Appendix B)

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

**That revisions to Job Description AP3-38 Department, Head Administrative Assistant be approved.**

## **6. Letter of Understanding between MANTE and SJASD**

The Committee reviewed a proposed letter of understanding allowing MANTE the option to trial a full-time President for the 2023-2024 school year. This matter is currently pending MANTE's endorsement of this request by way of a vote planned in the coming weeks.

## **7. 2023-2024 Board and Committee Meeting Schedule**

The Committee reviewed the draft 2023-2024 Board and Committee Meeting Schedule with the proposed time of public board meetings to change to 7:00 p.m. going forward. Exhibit BEDH-E-1 Information for Delegations Welcome to the Board Meeting document was revised to reflect the change in time and removal of advertisement in the local newspaper and received as information. (Appendix C)

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

**That the 2023-2024 Board and Committee Meeting Schedule be approved.**

The meeting adjourned at 6:10 p.m.

**Next Meeting: Tuesday, June 13, 2023 at 5:30 pm.**

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

#102131

 GDMB  
 GDMB-E1  
 GDMB-E2

## M.A.N.T.E. STAFF TRAINING PROGRAM

### 1. COMMITTEE MEMBERSHIP AND FUND ESTABLISHMENT

**Association** - One Association appointed representative\* from each of:

- Educational Assistants
- Secretarial Assistants
- Library Technicians
- 12-Month Employees

\*Note: The Association may choose representatives that either currently or previously held positions in these classifications.

**Division**

- The Manager of Human Resources
- Accounting Manager
- One Division-appointed School Principal

Financial support is to be drawn from a Professional Development Fund, jointly funded by the Division and the Association in the amount of \$7,500.00 per annum each.

### 2. DUTIES OF THE COMMITTEE

The Professional Development Committee for Support Staff represented by the Manitoba Association of Non-Teaching Employees, ("The Committee"), will meet at least once per school year, during school hours to review policy issues. The meeting will be deemed to have a quorum if at least two Association members and two Division members are present.

Employees who initiate a request for training should forward an application to the respective employee representative (i.e. Educational Assistants to the Educational Assistant representative) who will then distribute copies of the application and any accompanying documentation to the Committee members. Approval of individual applications will be decided on the basis of a vote of the Committee members. The majority of votes will determine the acceptance or rejection of an application.

ADOPTED	REVIEWED	REVISED	PAGE
25/Apr/06		21/Jun/22	1 of 3
Motion 08-16-06			



If the individual application for funding involves out of Winnipeg travel, the Committee must receive confirmation that similar training is not available in Winnipeg.

The Committee will review all applications received in advance of attendance provided the employee has first sought funding at the school level and provided further that the employee is a non-probationary, permanent, employee of the Division. Requests to travel outside the city will not be approved until the employee has completed two years of permanent service. Priority will be given to development, which will have direct benefit to the individual employee in carrying out their current duties and responsibilities and/or would assist the employee in achieving a promotion within their classification group.

The Committee will, in reviewing individual applications, consider the benefits that other employees may derive from the provision of funds to an individual employee (i.e. transferability of knowledge); and will not normally approve more than two employees per building for the same session unless employees are attending separate parts of the session.

The Committee will, in considering individual applications, take into account the cost to ensure that no one individual applicant receives an unfair share of the available funding and the total budget. No employee will be allocated more than \$2500.00 in funding during any three consecutive school years exclusive of substitute costs.

### **3. PROVISION OF FUNDS**

Upon approval of the Committee, funds will be accessed in the following manner;

1. For seminars, conferences, lectures and courses, the full amount of registration fees will be paid:
  - i. Directly to the organization by the division once an invoice is received upon proof of registration OR
  - ii. Reimbursement to the employee upon submission of proof of registration and receipt of payment.

There will be no provision for travel or parking expenses in the city.

2. For seminars, conferences, and lectures, where travel is outside the city, a travel advance of up to 90% of eligible costs will be paid to the

ADOPTED	REVIEWED	REVISED	PAGE
25/Apr/06		21/Jun/22	2 of 3
Motion 08-16-06			

employee upon proof of registration. The remaining 10% will be forwarded upon receiving the necessary receipts and documents as per division policy DKC.

Please note: Funds are non-transferable. If you are unable to attend your approved training, please notify us immediately. In this regard, please advise us if you have been approved for sub coverage and it is not provided for any reason.

3. At the discretion of the MANTE President and Manager of Human Resources, the parties may agree to access the funds to provide global training to some or all MANTE members. Funds may be used to support instructor/speaker fees, supplies, venue, etc.

#### **4. GENERAL**

Upon completion of a course or seminar, the employee who has received funding from the Committee must submit an individual evaluation on the form provided.

Employees who have received Professional Development Funds must be willing to serve as a resource on the subject matter; should the need arise.

Failure to attend or successfully complete approved training may result in the employee being required to reimburse the Professional Development Fund any monies paid on the employee's behalf.

ADOPTED	REVIEWED	REVISED	PAGE
25/Apr/06		21/Jun/22	3 of 3
Motion 08-16-06			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP3-38**

1572662

**M.A.N.T.E. STAFF JOB DESCRIPTIONS****POSITION:** DEPARTMENT, HEAD ADMINISTRATIVE ASSISTANT**REPORTS TO:** Department Administrator/Management**SUPERVISES:** N/A**LOCATION:** Division Departments including: ESS, Information Technology, Curriculum, Assessment and Professional Learning, and Jameswood Alternative School**JOB SUMMARY:** Processes and maintains the department's financial records and purchasing requirements; maintains many complex databases, provides administrative support to the department administrators/ management; and directs the efficient operation of the office.**POTENTIAL EXPOSURE TO VIOLENCE:**

Working in a school setting poses certain inherent risks. Therefore, training in NVCI, WEVAS, or Restitution may be required.

**DUTIES AND RESPONSIBILITIES:**

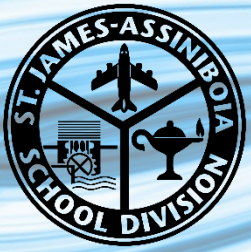
- Prepares and maintains all necessary systems, reports, records, and files;
- Requisitions and distributes supplies and equipment and monitors inventories;
- Receives money; tracks budgets and provides account information to appropriate personnel, issues cheques as required;
- Maintains many complex pertinent database(s) and generates all related reports and statistical information;
- Performs other related duties as assigned or as required including all duties of lower classified positions.

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		23/Mar/21	1 of 2
Motion 10-10-06		Motion 06-17-21	

**QUALIFICATIONS:**

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- May be required to have a valid Manitoba driver's licence and daily access to a vehicle;
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		23/Mar/21	2 of 2
Motion 10-10-06		Motion 06-17-21	



www.sjasd.ca

St. James-Assiniboia School Division

# Welcome to the Board Meeting

## Information for Delegations

All regular and special meetings of the Board shall be open to the public and the public shall be permitted to participate as provided for in the Board's Organizational By-Law.

The public may approach the Board in three ways:

1. Send a letter to the Board Office and/or the Board Chair to be tabled at a regular Board Meeting and considered for action or information.
2. Make a formal presentation to the Board via the delegation process as outlined in the Organizational By-Law. The delegation is allowed ten minutes for the presentation. Trustees may use an additional 15 minutes following the presentation for questions for clarification.
3. Have an opportunity to ask questions at any Board Meeting on items that appear on that evening's agenda. The question period is 15 minutes in length per meeting, unless extended by the Board by formal motion.

Members of the public wishing to make formal presentations before the Board shall make arrangements in advance with the Superintendent or Secretary-Treasurer/ Chief Financial Officer so that such delegation presentations, when appropriate, may be scheduled on the agenda.

(From Section 15 of the Organizational By-Law 316-21) Visit our website, [www.sjasd.ca](http://www.sjasd.ca), for more information.

### Board Meeting Presentations

#### When are Board Meetings held?

Board Meetings are held on the 1st Tuesday of each month and start at 7:00 p.m. Meetings are not normally held in the summer (dates are publicized on the Division website). Board Meetings are held at the School Board Office, 2574 Portage Avenue.

#### Who can make a presentation at a Board Meeting?

Any interested parent, resident, parent council, home and school group, or individual wishing to bring concerns to the Board as information and/or suggestions to the Board for the trustees' consideration.

#### How do you make a presentation to the St. James-Assiniboia School Board?

Send a letter raising the points to be considered by the Board to the Secretary-Treasurer/ Chief Financial Officer or Superintendent or present a brief as a delegation at the Board Meeting.

#### What happens if I choose the Delegation route? How long may the presentation be?

The presentation may be in a form of a brief/petition or letter format as lengthy as required. However, Board policy restricts the time of presenting to ten minutes. Trustees have the weekend prior to the Board Meeting to review the document; therefore, a highlight or resume of a lengthy presentation is quite acceptable. Policy states the presentation should be as brief as possible so that trustees may use the additional 15 minutes for clarification questions, if necessary.

#### When do delegations usually appear on the agenda?

Delegations are usually heard at approximately 7:30 p.m. following the Report on Education.

#### What specific information is required from the delegate/presenter?

At the time of submission (before Friday at 12:00 noon prior to the Board Meeting at which you wish to appear), the delegation's presentation, including name and address, should be submitted to the Secretary-Treasurer/ Chief Financial Officer, in writing for the purpose of any future communication. At the time of presenting a brief, the name of individual and the group, if any, that is being represented should be stated.

**What type of criticism or complaints may be offered/submitted by the speaker?**

Speakers may offer such objective criticism of school operations and programs as concern them or their children. However, at a public meeting, the Board will not hear personal complaints against school personnel or against any person connected with the school system.

**May Trustees comment, in agreement or disagreement, with the speaker?**

No, during a presentation by a delegation, the Board members will not express opinions and will only ask questions for clarification. The Board may discuss the presentation during the normal course of the meeting.

**When and how will the Board respond to my letter or delegation?**

The Chair will advise the delegation at the meeting, and you will receive written confirmation as to the direction or action of the Board.

**Is my letter or brief distributed to the public?**

Briefs/letters will be copied only for board members and administration present at the Board Meeting.

**Can any individual obtain a copy of my presentation upon request?**

If the news media or private individuals are interested in obtaining copies, this request will be handled in accordance with privacy principles as set out in applicable Privacy Law.

**Is any person or group/organization permitted to film, record or tape board meeting procedures?**

Since electronic, mechanical or equipment of a similar nature is becoming readily available to many households, the School Board deemed it necessary to monitor use of such equipment, and unless specifically permitted by resolution of the Board, use of recording devices and photographic equipment will be prohibited by members of the public. The Board may allow the use of such devices in special circumstances or by accredited media for the purpose of recording the Board Meeting.

**Are there any regulations dealing with disruption of board meetings by large numbers of people and/or any individual being guilty of disorderly conduct?**

Yes, the Public Schools Act is quite clear in this regard and in order to deal with large numbers of people the Board has passed regulations in accordance with the Building and Fire Code.

Questions about the Delegation process may be directed to the Senior Executive Assistant, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, 204-888-7951.

**Information**

Here is information you may find helpful in preparing your delegation presentation:

**1. Sample Board Meeting Agenda**

- |  |  |
|--|--|
| 1. Recording of the names of trustees present and absent   | 8. Correspondence  |
| 2. Adoption of Minutes of the previous meeting   | 9. Unfinished Business/Business Arising from the Meeting |
| 3. Report on Education   | 10. Agenda-based Questions from the Public               |
| 4. Hearing of Delegations  | 11. Trustee PD Summaries                                 |
| 5. Committee Reports   | 12. New Business   |
| 6. Trustee Committee Updates   | 13. Committee of the Whole (In Camera, when needed)      |
| 7. Consideration of Report of the Superintendent and Report of the Secretary-Treasurer/Chief Financial Officer | 14. Report of the Committee of the Whole                 |
|  | 15. Adjournment  |

2. The entire St. James-Assiniboia School Division Policy Manual is available online at <https://www.sjasd.ca/Governance/PolicyManual>

3. Board Correspondence/Delegations should be directed to the Superintendent or Secretary-Treasurer/Chief Financial Officer at:  
St. James-Assiniboia School Division  
2574 Portage Avenue, Winnipeg, MB R3J 0H8  
Fax: 204-831-0859

Call the Senior Executive Assistant, School Board Office, (204-888-7951), for more information/documentation on board meeting procedures. For more information concerning public participation at Board Meetings, please refer to Organizational By-Law 316-21 in the Policy Manual on our website, [www.sjasd.ca](http://www.sjasd.ca).

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

### **REPORT OF THE COMMITTEE OF THE WHOLE FINANCE/FACILITIES No. 07-23**

Meeting Held: Tuesday, May 16, 2023, Aidan Conklin Building/Teams, 5:08 p.m.

Present: Cheryl Smukowich, Board Chair  
Michael Cabral, Trustee  
Angela Dunn, Trustee  
Craig Glennie, Trustee  
Sandy Lethbridge, Trustee  
Fiona Shiells, Trustee  
Rachelle Wood, Trustee

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

Regrets: Holly Hunter, Board Vice Chair  
Tara Smith, Trustee

#### **DISCUSSION AND RECOMMENDATIONS**

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

As per above.

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

The Agenda was approved as circulated.

##### **3. CPI Update - March 2023**

The Committee reviewed the CPI update from MSBA as at March 2023.

##### **4. Manitoba Education and Early Childhood Learning Correspondence - John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade – Additional Project Support**

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

**5. Grant Request – The Historical Museum Association of St. James-Assiniboia**

The Committee reviewed a request for financial assistance from the Historical Museum Association of St. James-Assiniboia.

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

**That a grant in the amount of \$1,100 be awarded to The Historical Museum Association of St. James-Assiniboia.**

**6. FF Naming of Facilities, FFC Signage Policy, FF-R Naming of Facilities**

The Committee discussed Board Policy regarding signage and naming of facilities.

Adjournment: 5:25 p.m.

Next Meeting: Committee of the Whole Finance/Facilities  
Tuesday, June 20, 2023 at 5:00 p.m.

Report submitted by Cheryl Smukowich, Board Chair

Minutes recorded by Carrie Melville, Secretary-Treasurer/Chief Financial Officer