



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

May 11, 2021

7:30 p.m.

Meeting No. 10-21

Organizational By-Law 311-20 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 April 27, 2021

REPORT ON EDUCATION

Remote Learning Support Centre – Coaches - Repository Work

TRUSTEE STATEMENTS

There are no Trustee Statements.

HEARING OF DELEGATIONS

There are no Delegations.

COMMITTEE REPORTS

- Education Committee Report April 20, 2021
- Governance Committee Report May 4, 2021
- Finance and Facilities Committee Report May 4, 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 – May 5, 2021
 - b. CASSA CSBA Indigenous Education Gathering – July 7-9, 2021
 - c. Swan Valley Superintendent CEO – Advertisement
 - d. Teaching Math Effectively in Rural Manitoba Isn't Rocket Science, or is it?
 - e. OurWinnipeg 2045
2. Environmental Education and Communication (EECOM) Winner of 2021 – Brooklands School
3. The Manitoba Teacher article - Responding to the Government Report
<https://www.mbteach.org/mtscms/2021/04/14/april-may-2021/>
4. Winnipeg Sun Guest Column – Advancing Manitoba Education – Cliff Collen, Minister of Education

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There are no Unfinished Business items.

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 Bruce Chegus - COVID Vaccination – CAPSLE Workshop

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

REPORT OF THE EDUCATION COMMITTEE NO. 6 ~ 20-21

LL#1581675

May 11, 2021

Meeting Held: Tuesday, April 20, 2021, Microsoft Teams, 6:30 p.m.

Present: Holly Hunter, Chair
Nicole Bowering, Trustee
Sandy Lethbridge, Trustee
Bryan Metcalfe, Trustee

Cheryl Smukowich, Chair of the Board

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

DISCUSSION AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Holly Hunter called the meeting to order at 6:30 p.m.

Attendance recorded above.

2. Approval of Agenda

Agenda approved as circulated.

INFORMATION ITEMS – AGENDA ITEMS 3 AND 4

3. Tom Simms, Guest Speaker, CEDA

Tom Simms, Executive Director of Community Education Development Association (CEDA) and Heather McCormick, Education Committee Chairperson of Winnipeg Indigenous Executive Circle presented to the Education Committee regarding the key issues from the State of Equity in Education Report.

The presentation was followed by a question and answer period in which the Committee discussed their interest in supporting an increase to Indigenous Teachers and Educational Assistants in educational facilities and schools.

4. State of Equity in Education – Partnerships and Opportunities Motion 02-04-21

Senior Administration reviewed the process for Community-based Aboriginal Teacher Education (CATEP) applications. St. James-Assiniboia will continue to work on partnerships and opportunities in post-secondary education for Indigenous students for roles such as Educational Assistants, and Teacher Education programs.

Report of the Education Committee, April 20, 2021

The Education Committee Recommends:

“That the following items be received as information:

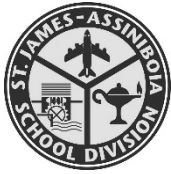
- **Tom Simms, Guest Speaker, CEDA**
- **State of Equity in Education – Partnerships and Opportunities”**

The meeting adjourned at 7:54 p.m.

Next meeting: May 18, 2021

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 GOVERNANCE COMMITTEE No. 01-21

#1555564

Meeting Held: Tuesday, May 4, 2021, Aidan Conklin Building/Teams, 5:00 p.m.

Present: Bruce Chegus, Committee Chair
Craig Johnson, Trustee
Jennifer Lawson, Trustee

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee

Mike Wake, Superintendent
Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer
James Dunlop, Assistant Secretary-Treasurer
Sharon O'Neil, Senior Executive Assistant

Regrets: NIL

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. New Policy – BCB Board Member Conflict of Interest

The Committee reviewed the proposed draft Policy BCB Board Member Conflict of Interest. Most content was from the existing policy BC – School Board Member Conduct with additions on how to address a conflict. It was noted that non-pecuniary conflicts that are arguably perceived, but not in the Public Schools Act, are best to be declared.

In this regard, the new section Conflict of Interest Regarding Non-Pecuniary Matters in Policy BC - Board Member Conduct provides guidance as follows:

The Board expects its members not only to adhere to all laws regarding conflict of interest but also to be alert to situations that have the appearance of conflict of interest and to avoid actions that might be detrimental to themselves or to other members of the Board.

The Governance Committee recommends:

That new policy BCB Board Member Conflict of Interest be approved.

4. New Policy – Electronic Communication by Board Members

The policy on Electronic Communication by Board Members that was presented at the April 6, 2021 was reviewed with minor changes. An email signature with disclaimer item was added as well as a reference to the existing policy KBD-R – Communication with Parents using School Messenger. Policy coding will be added.

The Governance Committee recommends:

That the policy on Electronic Communication by Board Members be approved.

5. New Policy – Correspondence Received from the Public

Committee reviewed the suggested changes to policy KE - Public Concerns. The changes proposed were accepted along with the word complaints to be replaced with concerns.

The Governance Committee recommends:

That the revisions to Policy KE – Public Concerns be received as information.

6. Organizational By-Law 311-20

The revision to Organizational By-Law 311-20 was reviewed.

The Governance Committee recommends:

That the reference in section 15, paragraph 10b of Organizational By-Law 311-20 under Correspondence be amended to insert Superintendent in place of Secretary-Treasurer/Chief Finance Officer;

And further,

That notice of first reading regarding the revised Organizational By-Law be given at the May 25, 2021 Board Meeting.

7. Next Meeting

June 1, 2021 at 5:30

8. Adjournment

5:30 p.m.

BOARD MEMBER CONFLICT OF INTEREST

Board members of the St. James-Assiniboia School Division Board of Trustees Board members of the St. James-Assiniboia School Division Board of Trustee shall familiarize themselves with the conflict of interest provisions of The Public Schools Act, its related regulations and any guidelines approved by the Board including those set out herein, and be responsible to fulfil any obligations therein.

In carrying out his or her fiduciary duties, a Board member will not:

1. Disclose or use confidential information acquired in the course of his or her official duties to further substantially his or her personal financial interests;
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she know or should know is primarily for the purpose of rewarding his or her for official action taken;
3. Engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;
4. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he or she has a substantial financial interest, or in which he or she is engaged as a counsel, consultant, representative, or agent.

The phrase “economic benefit tantamount to a gift of substantial value” (\$250.00 or more) includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

1. An occasional non-pecuniary gift which is insignificant in value;
2. Non-pecuniary award publicly presented by a non-profit organization in recognition of public service;
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate;

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4. Reimbursement for or acceptance of any opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his or her position;
5. Items of perishable or non-permanent value, less than \$250.00 including but not limited to meals, lodging, travel, expenses, or tickets to sporting, recreational, educational or cultural events;
6. Payment for speeches, debates, or other public events reported as honorariums.

Process for Addressing a Conflict of Interest

Once a Board member becomes aware that he or she is in a position that creates a conflict of interest, he or she will declare the nature and extent of the conflict.

When the conflict has been disclosed, the Board member involved must abstain from deliberating or voting on the issue, giving rise to the conflict and shall absent herself or himself from the vote, and also from the deliberation.

School Board Member Conduct

A trustee who fails to declare a conflict of interest and/or fails to excuse him/herself from the related discussion and action on an issue is in breach of the Statement of Integrity as set out in the terms of the Board's Organizational By-Law and policy BC – School Board Member Conduct. The process for addressing a breach of the Statement of Integrity is set out in policy BC – School Board Member Conduct.

If the trustee is found to have violated the Public Schools Act, he or she is disqualified from holding office and his/her seat becomes vacant.

Reference: Conflict of Interest FULL DISCLOSURE – Manitoba School Trustees

<https://www.mbschoolboards.ca/documents/coiMBEd.pdf>

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KBD-R

ELECTRONIC COMMUNICATION BY BOARD MEMBERS

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using email in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members shall avoid reference to confidential information about employees, students, or other matters in e-mail communications because of the risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.
4. E-mails of a non-confidential nature that are sent to the Chair of the Board from other Board members shall be copied to the Vice Chair of the Board for information purposes (if not otherwise indicated on the email).
5. Outgoing e-mails shall include an electronic e-mail signature along with a disclaimer.

School Messenger

1. The use of School Messenger is defined in Regulation KBD-R Communication with Parents Using School Messenger, and is for the use of Senior Administration and school administrators only.

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PUBLIC CONCERNS

Constructive criticism of the St. James-Assiniboia School Division schools is welcomed by the Board of Trustees whenever such criticism is motivated by a sincere desire to improve the quality of the educational program or to equip the school system to carry out its mission more effectively.

In the interest of handling all concerns fairly and expeditiously, the Board has established the following guidelines:

1. Whenever a concern is made directly to the Board as a whole or to an individual board member, the individual or group involved will be advised to take their concern to the appropriate school staff member. This could be a teacher, a supervisor, a principal, a central office administrator, or the Superintendent.
2. The individual or group will be advised of the proper channeling of concerns which is as follows:
 - a) Teacher
 - b) Principal
 - c) Senior Administration
 - d) Board of Trustees

The Board of Trustees will address concerns only after they have been explored at the appropriate administrative level according to the above sequence. Exceptions are concerns that exclusively address board actions or board operations.

3. If a Board member receives a concern and has reason to believe that the person or persons involved will not go to the source of the problem, he should inform the Superintendent of the situation. In no case should the Board member go to the source of the problem himself unless so directed by a quorum of the Board in legal session.
4. An individual or group who wishes to address the Board must notify the Superintendent in writing by 12:00 noon on the Friday prior to the Board Meeting at which the individual or group wishes to appear. (as outlined in the Handbook for Delegations BEDH and BEDH-E-1)

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5. Board members who receive questions from residents of the Division should:
 - a) answer the question if they definitely know the answer;
 - b) advise the Superintendent of the conversation if the Board member believes the question has policy implications;
 - c) advise the person or persons involved to take their question or suggestion to the appropriate staff member if the answer is not definitely known;
 - d) call the Superintendent for the answer if the Board member believes the question or suggestion has merit but the person or persons involved are reluctant to go to the source.
6. Board members shall refer suggestions directly to the Superintendent or a member of Senior Administration for consideration and action.
7. Correspondence (letters and e-mails) received by the Board may be placed on the Board agenda for the Board meeting in accordance with the procedure set out in the Board's Organizational By-Law.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 07-21

Meeting Held: Tuesday, May 4, 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

Cheryl Smukowich, Board Chair
Nicole Bowering, Trustee

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. PSFB Correspondence - Linwood School – Structural Upgrade – 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.

4. Stevenson-Britannia School Playground Update

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

The Finance/Facilities Committee recommends:

That the request from Stevenson-Britannia School to develop the playground be approved in principle.

5. Proposed Subdivision and Rezoning of Land Located at 620 Oxbow Bend Road

The Committee reviewed the proposed subdivision and rezoning of land located at 620 Oxbow Bend Road and discussed the potential impact on enrolment.

The Finance/Facilities Committee recommends:

That the Proposed Subdivision and Rezoning of Land Located at 620 Oxbow Bend Road be received as information.

6. Inclusive Washrooms

The Committee received an update on inclusive washrooms.

The Finance/Facilities Committee recommends:

That the Inclusive Washroom update be received as information.

7. Allard Update

The Committee received an update on the proposal for the development of a portion of land at the Allard site, which had been submitted via the Province of Manitoba.

The Finance/Facilities Committee recommends:

That the Allard Update be received as information.

And further;

That the Allard Update item be listed as pending on the Finance/Facilities Agenda.

Adjournment: 5:55 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, June 1, 2021, 6:30 p.m.

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