



## 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.*

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## AGENDA

### **Annual Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**May 25, 2021**

**7:30 p.m.**

**Meeting No. 11-21**

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."

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### **CALL TO ORDER/ATTENDANCE**

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

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### **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.

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### **ADOPTION OF MINUTES**

Board Meeting of May 11, 2021

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### **REPORT ON EDUCATION**

*There is no Report on Education.*

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### **TRUSTEE STATEMENTS**

*There are no Trustee Statements.*

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### **HEARING OF DELEGATIONS**

*There are no Delegations.*

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## COMMITTEE REPORTS

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- Award and Scholarships Report May 7, 2021
- Community Engagement Committee Report May 10, 2021
- Retirement Committee Report May 13, 2021
- Education Committee Report May 18, 2021
- Personnel Committee Report May 18, 2021

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## TRUSTEE COMMITTEE UPDATES

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*There are no Trustee Committee Updates*

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## 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 are no action correspondence items.*

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-News Bulletin – May 19, 2021
  - b. CASSA – CSBA Conference July 7, 2021
  - c. MEMO: Update on Bills from 42<sup>nd</sup> Legislature Spring Session 2021
  - d. Kelsey School Division Secretary-Treasurer Search
  - e. ASBA Associate Superintendent Search
2. Terry Fox Run – Thank You from terryfox.org

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## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

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*There are no Unfinished Business Items.*

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## 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.)

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## TRUSTEE PD SUMMARIES

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*There are no Trustee PD Summaries.*

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## NEW BUSINESS

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By-Law 313-21 Amending Board Organizational By-Law 311-20

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## 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**  
**REPORT OF THE AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE**

**NO. 02-21**

**May 7, 2021**

**Meeting held:** Via E-mail

**Present:** Bryan Metcalfe, Trustee Representative  
 George Valentim, Principal, George Waters Middle School  
 Henrietta Hoch, Principal, Sansome School  
 Lorelei Steffler, Principal, St. James Collegiate  
 Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration  
 Monika Kananowicz, Accounting Supervisor

**Regrets:** NIL

**DISCUSSION AND RECOMMENDATIONS**

**1. Approval of Agenda**

No agenda was distributed.

**2. International Student Program Study/Insured Scholarship Award Request**

International Student Program Study/Insured requested that an annual award be established. This award would go to one International student graduate from each of the four senior years schools, John Taylor Collegiate, St. James Collegiate, Collège Sturgeon Heights Collegiate, and Westwood Collegiate. The scholarship is based on academic achievement and student involvement in their school.

**The Awards and Scholarship Advisory Committee recommends:**

**“That the request from International Student Program Study/Insured for an annual \$250 award at each senior years school, John Taylor Collegiate, St. James Collegiate, Collège Sturgeon Heights Collegiate, and Westwood Collegiate be approved.”**

Minutes reported by Bryan Metcalfe, Trustee

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

Awards and Scholarship Advisory Committee Report 02-21

**St. James-Assiniboia School Division**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 7 – 20-21**

**May 25, 2021**

**MEETING HELD:** Monday, May 10, 2021 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  
Sandy Lethbridge, Trustee  
Jennifer Lawson, Trustee  
  
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. Community Forum – Bill 64 Motion 08-03-21**

The committee discussed last month's Community Trustee Forum Re: Bill 64, and ways the Board of Trustees can engage the community about Bill 64 in the coming months.

**The Community Engagement Committee recommends:**

**That Bill 64 Community Engagement opportunities be identified and planned for the Summer and Fall of 2021.**

**4. Date of the Next Meeting**

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

**5. Adjournment**

The committee adjourned at 7:47 pm.

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

**RETIREMENT PLAN COMMITTEE MEETING**

**MINUTES**

**No. 04-20/21**

**Meeting Held:** May 13, 2021  
5:00 p.m. – Board Room

**Present:** Craig Glennie, Committee Chair, School Board Trustee  
Bruce Chegus, School Board Trustee (joined 5:18)

Martha Wiebe, M.A.N.T.E. Representative  
Bob Guenther, C.U.P.E. Representative

Carrie Melville, Acting Secretary-Treasurer/CFO  
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group  
(until 6:03)

**Absent with Regrets:** None

**Absent:** None

**TOPICS, DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order/Attendance**

The regular meeting was called to order at 5:03 p.m. Attendance is as recorded above.

**2. Approval of Agenda**

MOTION: Wiebe/Melville

**"That the agenda be approved as listed."**

**CARRIED**

**3. Approval of Minutes – March 4, 2021 (03-20/21)**

MOTION: Wiebe/Melville

**"That the minutes for the Retirement Plan Committee meeting of March 4, 2021 be approved as written."**

**CARRIED**

#### **4. Ellement Consulting Group (Consultant/Actuary)**

##### **1. Risk, Compliance and Investment Analytic Report**

Ross reviewed the results of the fund for the first quarter ending March 31, 2021. The plan has a current balance of \$78.5 million with a rate of return for the quarter of 3.8%.

##### **2. Private Mortgages/Credit Presentation**

Ross prepared a presentation of the pros and cons of adding private credit/mortgages to the current portfolio mix. Features of three prospective investment managers were reviewed with the committee. At the next meeting, the committee would like to meet with two of the prospective managers: Brookfield Senior Mezzanine Real Estate Finance Fund and Northleaf Senior Private Credit to further evaluate the possible addition to the fund's asset mix.

#### **5. Ellement Consulting Group (Actuary)**

##### **1. Summary of Benefit Payments and Expenses**

A summary of payments processed from February 26, 2021 to May 5, 2021 was provided to the committee for approval.

MOTION:

Melville/Chegus

**"That the list of benefit and expense payments in the amount of \$786,400.17 be approved."**

**CARRIED**

##### **2. Report to Members**

Ross reviewed this years draft Report to Members with the committee. The committee would like Ross to add information about Bill 64 in the draft and circulate it to members of the committee for approval. The Report to Members will go out with the Annual Benefit Statements in June 2021.

#### **6. MSBA Memo – MSBA Non-Teaching Pension Plan**

The committee reviewed the MSBA memo to school divisions regarding Bill 64 and the MSBA Non-Teaching Pension plan. The MSBA Pension committee has asked that a presentation be made on behalf of their plan to the legislature to ensure their interests are represented. In the fall, they are registered to address the standing committee of the Legislative Assembly of Manitoba regarding Bill 64.

The Secretary-Treasurer/CFO will reach out to Ross Dunlop to determine if a similar presentation can be made to the standing committee of the Legislative Assembly on behalf of the St. James-Assiniboia School Division Non-Teaching Fund and further to explore if other school divisions with defined benefits funds also represented by Ellement Consulting may work together to address the standing committee.

#### **7. Correspondence**

The correspondence is received as information.

**8. Other Correspondence**

The Other Correspondence is received as information.

**9. Conference/Course Correspondence**

MOTION: Melville/Guenther

**“The Trustee Glennie is approved to take the Foundations of Trust Management Standards course virtually or in person pending travel restrictions and may access the Division credit with the International Foundation.”**

**CARRIED**

**10. Date of Next Meeting**

Thursday, September 16, 2021 – 5:00 p.m.

**11. Adjournment**

6:16 p.m.

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**REPORT OF THE EDUCATION COMMITTEE NO. 7 ~ 20-21**

LL#1587689

**May 25, 2021**

**Meeting Held: Tuesday, May 18, 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**  
**Jennifer Lawson, Trustee**

**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.

**3. Presentation for the 2020-21 Education Committee Meetings: Common Assessments Motion 17-04-20**

The P.S.D.C. Literacy and Numeracy Coaches, along with Jordana Buckwold, Administrator of Curriculum, Assessment, and School Community Support, presented to the Committee an update of our Continuous Improvement actions, focusing on aligning assessment practices to inform instruction in mathematics, writing, and reading competencies. These tasks support deep levels of thinking and will support school teams to work collaboratively in designing responsive learning experiences.

**The Education Committee Recommends:**

**“That the Presentation for the 2020-21 Education Committee Meetings: Common Assessments be received as information.”**

The meeting adjourned at 7:43 p.m.



Report of the Education Committee, May 18, 2021

**Next meeting: June 15, 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 PERSONNEL COMMITTEE 03-21**

**May 25, 2021**

Meeting Held: Tuesday, May 18, 2021, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair  
Jennifer Lawson, Board Vice Chair  
Bruce Chegus, Trustee  
Craig Johnson, Trustee (Arrived 5:45 p.m. Item #4)

Cheryl Smukowich, Board Chair  
Nicole Bowering, Trustee

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

Regrets: Nil

**DISCUSSIONS AND RECOMMENDATIONS:**

**1. Call to Order/Attendance**

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

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Covid-19 Staffing Update**

Administration shared a list of additional human resources added in the past month to support schools for Covid-19 related reasons.

**The Personnel Committee recommends:**

**That the information shared be received as information.**

**4. COVID-19 Vaccination Policy Discussion**

The Committee discussed issues surrounding employee vaccination policies and agreed to revisit policy discussions as the Covid battle continues to evolve.

**The Personnel Committee recommends:**

**That the information shared be received as information.**

**5. Bill 73 Covid-19 Vaccination Leave**

Administration shared the new 3-hour leave available to employees under the Employment Standards Code.

**The Personnel Committee recommends:**

**That the information shared be received as information.**

**6. MTS Letter of Understanding - Personal Leave Deferral**

Administration shared the agreement with MTS to allow staff to defer 20/21 Personal Leave until December 15, 2021 as a one-time arrangement due to Covid.

**The Personnel Committee recommends:**

**That the information shared be received as information.**

**7. ACE-R-2 Accessible Employment Standards**

Administration shared new regulation ACE-R-2 Accessible Employment Standards.

**The Personnel Committee recommends:**

**That regulation ACE-R-2 Accessible Employment Standards be received as information.**

**8. Vacation Carry-Over Request**

Administration requested additional vacation carry-over for one Excluded Group #1 Board Office employee.

**The Personnel Committee recommends:**

**That the additional vacation carry-over be approved as requested.**

**9. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to May 14, 2021.

**The Personnel Committee recommends:**

**That the Personnel Report to the Board be received as information.**

The meeting adjourned at 6:05 p.m.

**Next Committee Meeting:** Tuesday, June 15, 2021, 5:30 p.m.

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