



## 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

**June 14, 2022**

**7:30 p.m.**

**Meeting No. 12-22**

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 May 24, 2022

---

### REPORT ON EDUCATION

Black History Month Education

---

### TRUSTEE STATEMENTS

*There are no Trustee Statements.*

---

### HEARING OF DELEGATIONS

*There are no delegations registered.*

---

### COMMITTEE REPORTS

Finance/Facilities Committee – June 7, 2022

Governance Committee – June 7, 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

*There is no action correspondence.*

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-News June 1, 2022
  - b. CSBA Congress Hotel Rooms
  - c. Election Resources
  - d. TRCM 2022-23 Treaty Education Sessions
  - e. Executive Highlights June 6, 2022
  - f. Accessibility Plans Update
2. Manitoba Education and Early Childhood Learning
  - a. Letter re: Print Copies of Manitoba Education Reports
  - b. Letter re: Collection of Personal Information from Job Applicants
  - c. Letter re: Invitation to Novice Teacher Wrap-Up Session
  - d. Response Letter re: 2022-2023 Special Needs Funding
3. St. James Scholarship Foundation Letter

---

## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

---

1. Second Reading of By-Law 321-22 Amending By-Law 316-21 Board Organizational By-Law
2. Third/Final Reading of By-Law 321-22 Amending By-Law 316-21 Board Organizational By-Law
3. Second Reading of By-Law 322-22 Amending By-Law 317-21 Board Member Compensation and Expenses (Trustee Indemnity By-Law)
4. Third/Final Reading of By-Law 322-22 Amending By-Law 317-21 Board Member Compensation and Expenses (Trustee Indemnity By-Law)
5. First Reading By-Law 320-22 Appointment of Senior Election Official
6. Draft Policy BC Trustee Code of Conduct and Draft Code of Ethical Conduct and Action Plan
7. Draft Policy BDEA Indigenous Advisory Council

---

## 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

---

1. Trustee Bruce Chegus – Excluded Staff Member Job Description

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

---

**REPORT OF THE COMMITTEE OF THE WHOLE**

---

**ADJOURNMENT**

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

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 07-22**

Meeting Held: Tuesday, June 7, 2022, Aidan Conklin Building/PSDC via Teams, 5:05 p.m.

Present: Craig Glennie, Chair  
Bruce Chegus, Trustee  
Craig Johnson, Trustee (5:10 p.m.)  
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
Mari Aguirre, Manager, Facilities & Future Development  
James Dunlop, Assistant Secretary-Treasurer

Regrets:

#### **DISCUSSION AND RECOMMENDATIONS**

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

As per above.

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

The Agenda was approved as circulated.

##### **3. CPI Update**

The Committee reviewed the CPI update as at April 2022.

##### **4. Draft Policy DD Fundraising**

The Committee discussed revisions to Policy DD – Fundraising.

**The Finance/Facilities Committee recommends:**

**That the revisions to Policy DD – Fundraising (Appendix 1) be approved with amendments as discussed.**

Adjournment: 5:21 p.m.

Next Meeting: Finance/Facilities Committee  
Tuesday, September 6, 2022, 5:30 p.m.

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

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>POLICY: DD</b>
-------------------

LL 486142

 DIA  
 KMAB  
 KMA-R
**FUNDRAISING**

The St. James-Assiniboia School Division recognizes that schools may wish to hold public fundraisers to supplement their budgets for school related activities or to support charitable organizations. Such efforts can promote a strong partnership between the home, the school and the community and provide a learning opportunity for students.

All School and Parent Group fundraising shall adhere to the Fundraising policy. It is expected that Senior Administration will review this policy annually with School-based Administration, who will subsequently ensure that the policy is reviewed with their Parent Groups at the inaugural meeting. The discussion shall be recorded in the meeting minutes.

**1. FUNDRAISING REQUIREMENTS**

- a) All fundraising activity and sponsorships must be appropriate and strive to avoid conflict of interests for members of the school community.
- b) The proceeds of fundraising activities shall be spent in accordance with the advertised purpose of the fundraiser. Proceeds generated by a fundraising activity shall never be made payable to students or parents for their personal efforts.
- c) Fundraising involving door-to-door activity should be discouraged, especially for elementary school students.
- d) The use of instructional time for fundraising activity should be minimal.
- e) Policy CGE – Nutrition should be observed when selecting a fundraising activity.
- f) The sale of alcohol is deemed to be inappropriate as a School Fundraiser. However, alcohol could be provided at a Parent Group organized fundraising function directed at adults, if it is on a cash bar basis with no financial benefit earned by the School, Students or Parent Group. In adherence to Policy JICHA Alcohol in School Buildings, these functions shall not be held on School Division property.

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		8-Oct-19	1 of 3
17-06-12		15-06-19	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY: DD**

- g) Fundraising efforts should strive to earn only what is needed for their intended purpose and should not be used to create a surplus. It is expected that funds generated will benefit the students during the same School Year.
- h) The School may hold only one school wide fundraising campaign in a school year. A student fee may be levied by the School in lieu of a fundraiser if approved by the Board of Trustees. School related groups may hold smaller fundraisers on an as needed basis.
- i) All fundraising is subject to review by the School Division's Internal Audit Department to ensure that funds are collected and disbursed in an acceptable manner.

**2. PROCEDURES**

- a) All fundraising activities shall receive prior approval from the Principal, including those held by a Parent Group. The Principal has definitive authority and responsibility for all aspects of fundraising activities.
- b) In the event that a student should seek corporate sponsorship under the auspices of a school team, club or activity in lieu of or in addition to other forms of fundraising to be used to offset participation fees, the following information must accompany/support sponsorship payments received:
  - Participant's Name
  - Name of team, club or activity
  - Sponsor Company Name
  - Sponsor Contact Name
  - Sponsorship Amount
  - Clear identification & description of service(s) provided (if any) in return for corporate sponsorship received
  - Intended purpose for which sponsorship was sought

Such sponsorship shall receive prior authorization of the Principal and shall adhere to Divisional Conflict of Interest policy GBEA. All payments must be made payable to the School.
- c) Schools may submit a request for permission to sell plaques for an interior donor wall that supports a significant project to the

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		8-Oct-19	2 of 3
17-06-12		15-06-19	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY: DD**

Secretary-Treasurer/CFO's Department for review. Submissions must observe Policy FFC Signage and include:

- detail of project requiring fundraising (project must have already been approved)
  - sale price
  - duration of fundraising period
  - location
  - size
  - material
  - plan for maintenance (if required)
  - minimum & maximum estimated length of time for donor wall to exist
- c) Any municipal, provincial or national licensing requirements for a specific fundraising activity shall be complied with. For example, all raffle, pool and 50/50 fundraisers are subject to the Manitoba Gaming Control Act and a license is required by law.
- ([http://www.mgcc.mb.ca/charitable\\_raffle\\_faqs.html](http://www.mgcc.mb.ca/charitable_raffle_faqs.html))
- d) The Principal is to communicate to the catchment area the purpose of the fund drive and the manner in which the funds will be expended.
- e) The contents of this policy shall be reviewed with the parents of students involved in fundraising by either the Principal or teacher designate.
- f) Within one month of the conclusion of a fundraising activity, a summary of revenues earned and an outline of the intended manner in which the funds will be expended shall be forwarded to the Secretary-Treasurer/Chief Financial Officer and made available for interested parties on request.

**3. PARENT COUNCIL FUNDRAISING**

Only Parent Groups organized according to Policy KMAB and KMA-R are permitted to participate in fundraising activities. Fundraisers may be held on an as needed basis to support school related activities.

Parent Councils are not permitted to charge fees in lieu of fundraising as outlined in Policy JQ.

ADOPTED	REVIEWED	REVISED	PAGE
13-Nov-2012		8-Oct-19	3 of 3
17-06-12		15-06-19	



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

### **REPORT OF THE GOVERNANCE COMMITTEE No. 05-22**

---

#1668371

Meeting Held: Tuesday, June 7, 2022, Teams, 5:30 p.m.

Present: Bruce Chegus, Committee Chair  
Craig Glennie, Trustee  
Sandy Lethbridge, Trustee (5:41 p.m., left at 6:43 p.m.)  
  
Cheryl Smukowich, Board Chair (left at 6:19 p.m.)  
  
Mike Wake, Superintendent  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
James Dunlop, Assistant Secretary-Treasurer

Regrets:

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Call to Order/Attendance**

As per above.

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

Agenda approved

#### **3. Committee Restructuring**

The Committee reviewed the revised Policy BDE Board Committees, Policy BGA Policy Development System and Regulation BEDG-R Board Committee Minutes. The changes to the Policy BDE pertain to committee restructuring (effective November 1, 2022) and modification of process re the election of Board Chair, Board Vice Chair and Board committee members. Divisional committees will be addressed by the Governance Committee at its fall meeting. The policy changes will be effective November 1, 2022.

The Committee reviewed the revised Organizational By-Law with amendments to the Committee names and subheadings. The Committee also reviewed the Inaugural Board Meeting script, the Board and Committee Meeting Schedule and Election Timeline with the Inaugural Meeting to be held on November 1, 2022, where the Board Chair and Board Vice Chair will be elected.

#### **The Governance Committee Recommends**

**That revisions to Policy BDE Board Committees be approved with amendments as discussed by Committee and shall be effective November 1, 2022 (Appendix 1).**

**And further;**



**That revisions to Policy BGA Policy Development System be approved and shall be effective November 1, 2022 (Appendix 2).**

**And further;**

**That revisions to Regulation BEDG-R Board Committee Minutes be received as information (Appendix 3).**

**And further;**

**That notice of Amending By-Law to the Organizational By-Law 316-21 be provided at the June 28, 2022 Board Meeting.**

**And further;**

**That revisions to the Inaugural Meeting Script be received as information.**

**And further;**

**That the Board and Committee Meeting schedule 2022-23 be approved with amendments to include the Election Timeline (Appendix 4).**

#### **4. Draft Regulation BDE-R Board Committee Terms of Reference**

The Committee reviewed the draft Regulation BDE-R Board Committee Conduct and Protocols. The Regulation will include a Board and Committee conduct provision along with Committee meeting protocols. The Regulation heading has changed to Board Committee Conduct and Protocols.

**The Governance Committee Recommends**

**That Draft Regulation BDE-R Board Committee Conduct and Protocols be received as information (Appendix 5).**

#### **5. Draft Policy Board Relationship with Superintendent and Secretary-Treasurer/CFO and Decision Making Matrix**

The Committee reviewed the draft Policy BDD which details the Board relationship with the Superintendent and Secretary-Treasurer/CFO. The Committee also reviewed draft Regulation BDD-R which outlines general Board and Administration constraints through a decision-making matrix.

**The Governance Committee Recommends**

**That Draft Policy BDD Board Relationship with the Superintendent and Secretary-Treasurer/Chief Financial Officer be approved (Appendix 6).**

**And further;**

**That Draft Regulation BDD-R General Board and Administration Constraints be amended as discussed by Committee and be received as information (Appendix 7).**

#### **6. Proposed Change to Policy GBLA Flag Half-Masting**

The Committee discussed proposed changes to Policy GBLA Flag Half-Masting. The changes would revise the policy to state that the flag would be flown at half-mast once per year to honour all former Staff and Trustees who have passed away.

#### **The Governance Committee Recommends**

**That the proposed revisions to Policy GBLA Flag-Half Masting be referred to the Committee of the Whole In Camera agenda on June 14, 2022 for discussion.**

The meeting adjourned at 7:13 p.m.

**Next Meeting: Tuesday, September 6, 2022 at 5:00 p.m.**

Report presented by Bruce Chegus, Chair, Governance Committee  
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer

# 126832

## **BOARD COMMITTEES**

### **General Purpose**

The Board uses a committee structure to produce recommendations to be considered for action by the Board in public session at its regular meetings. The Board relies on committees to research and conduct due diligence on issues and to monitor the operations of the Division through a system of organized reports.

The meetings of Board Committees are private. Action is taken only after recommendations are reported to the Board in public session at a regular Board meeting where they are supported by appropriate rationale and any required exhibits.

Committee chairs and committee members are elected annually. Committee meetings are held at the call of the chair. Committee of the Whole Board and Standing Committee meetings are not open to the public.

### **Committee Membership**

The Board Chair is a non-voting member of each committee by virtue of election to the position (ex officio).

#### **Process for election of Chair and Vice Chair**

- The Secretary-Treasurer/Chief Financial Officer circulates a request to all trustees prior to the inaugural or annual meeting for declared interest in the Chair and Vice Chair positions.
- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their interest in Board Chair, and Vice Chair positions-before the inaugural or annual meeting.
- These lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the inaugural or annual meeting.
- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the Chair and Vice Chair positions at the inaugural or annual meeting.

#### **Process for election of committee members:**

- The Secretary-Treasurer/Chief Financial Officer circulates a list of the board leadership positions to be filled to all trustees two weeks following the inaugural or annual meeting.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	1 of 7
Motion 08-14-10		Motion 17-20-20	

- The trustees are requested to submit to the Secretary-Treasurer/Chief Financial Officer their preferences as to the positions, i.e., committee chairs and/or memberships that they wish to undertake, in a prioritized order.
- These prioritized lists will be compiled and copied by the Secretary-Treasurer/Chief Financial Officer and sent to all trustees by the Friday prior to the Board Meeting that follows the inaugural or annual meeting.
- Trustees will review the expressed wishes of other trustees and be prepared to make nominations of trustees for the various positions.
- Trustees are encouraged to rotate their membership regularly on the two standing committees during their term of office.

### **Committee Framework**

Committees of the Board are organized in various ways related to their function and scale of work.

#### **1. Committee of the Whole**

The Committee of the Whole is used for two purposes. One purpose is to allow the Board to deal with confidential or sensitive matters in camera. (In camera proceedings are addressed below). Secondly, unless a standing, liaison or ad hoc committee is struck by the Board to deal with matters in a particular area, all other areas are addressed within the Committee of the Whole. Such areas include:

- Finance and Facilities; and
- Education.

##### **a. Finance/Facilities Committee:**

Responsibilities of this committee shall include the monitoring and development of policy in the following areas:

- i. Finance:
  1. Budget
  2. Expenditure Control
  3. Asset Inventory
  4. Financial Audit
  5. Purchasing
- ii. Facilities and Grounds:
  1. Development and Maintenance
  2. Fire and General Safety
  3. Rentals and Community Use

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	2 of 7
Motion 08-14-10		Motion 17-20-20	

## 4. New Construction and Renovations

- iii. Student Transportation
  - 1. Departmental Regulations
  - 2. Student Eligibility
  - 3. User Fees

The Finance and Facilities Committee meets at a minimum bi-monthly per year (excluding July and August) and as required to address specific deliverables.

## b. Education Committee

Responsibilities of this committee shall include the monitoring and the development of policy in areas relating to:

- i. Staffing requirements related to educational programming
- ii. New Education Programs
- iii. School Accommodation
- iv. Policy Manual updating
- v. Obtaining Reaction to Board Policies
- vi. Other matters as assigned by the Board of Trustees

The Education Committee meets once a month per year (excluding July & August).

The Education Committee monthly agenda will include education programming presentations from Senior Administration and professional staff regarding public education and student achievement.

Committee of the Whole shall also be used when meeting with local municipal councillors from the City of Winnipeg and RM of Headingley and with local MLAs and MPs.

## Committee of the Whole in Camera

This form occurs on regular meeting agendas to consider items of a privileged nature as defined in the Organizational By-Law.

## Committee of the Whole in Public

This form used in Regular meeting agendas to address issues of an immediate or urgent nature where time does not permit referral to a standing committee

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	3 of 7
Motion 08-14-10		Motion 17-20-20	

with a subsequent report to the Board for action. This committee is convened by motion as required.

## **2. Standing Committees**

The Standing Committees are established as a sub-set of the Board for reasons of efficiency and to facilitate in-depth discussion that is better suited for smaller groups. Meetings are scheduled closely with the Regular Meetings of the Board to enable timely deliberation and effective response with recommendations for action. The Standing Committees are described below.

### **a. Human Resource/Governance**

Membership shall consist of the chair of the committee and 3 trustees.

Responsibilities of this committee include Human Resource and Governance.

Human Resource includes the monitoring and the development of policy in areas relating to:

- i. Hiring (all employees)
- ii. Leaves (all employees)
- iii. Review for approval by the Board: Administrative Staff and Coordinator Staff placements as recommended by the Superintendent
- iv. Assessment of employee personnel policies
- v. Negotiations
- vi. Salary Classification
- vii. Employee Benefits
- viii. Grievances and Liaison policy

The terms of reference for Governance are as follows:

- i. To review the operation and application of the Board's Organizational By-Law
- ii. To review sections A and B of the Policy manual
- iii. To assist and advise the Board in areas of parliamentary procedure (Roberts Rules of Order)
- iv. To review as required the ward boundaries of the school division as set out by the Public Schools Act
- v. To assist the Chair of the Board in the area of trustee development in relation to the operating procedures by-law and/or the responsibilities of committees and committee chairs
- vi. To advise the Board on accepted good practice in Governance

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	4 of 7
Motion 08-14-10		Motion 17-20-20	

- vii. To be responsible for conducting the process of the annual Board self-evaluation
- viii. To consider other items as referred by the Board

**b. Community Engagement Committee**

Membership shall consist of the chair of the committee and 3 trustees.

The terms of reference of the Community Engagement Committee are as follows:

- i. To market/promote the schools and the Division to the community in a positive manner
- ii. To determine appropriate strategies to effectively communicate to the community
- iii. To highlight and celebrate, wherever possible, the successes of the staff and students in the Division
- iv. To review data provided by administration on an annual basis – including non-resident data, private/home school data, exit/entrance surveys and larger divisional surveys in order to effectively monitor the marketing and communication of the Division
- v. To prepare and facilitate Trustee community events.
- vi. To provide oversight of the information gathering initiatives of the Board that are incorporated in the Four-Year Planning Cycle. For example, focus groups and the Division-hosted Parent Forum.

**3. Other Committees**

**a. Awards and Scholarships Advisory Committee**

Membership shall consist of:

- a. Superintendent or designate
- b. Accounting Supervisor
- c. two principals, senior years
- d. one principal, middle years
- e. one principal, early years
- f. one trustee
- g. two members of the St. James Scholarship Foundation

The terms of reference of the Awards and Scholarships Advisory Committee are set out in Regulation JM-R – Awards and Scholarships.

The mandate of the Awards and Scholarships Advisory Committee shall be:

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	5 of 7
Motion 08-14-10		Motion 17-20-20	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY: BDE**

- a. To make recommendations to the School Board for adoption as policy in the matter of awards and scholarships.
- b. To review and recommend action in respect to the establishment and presentation of awards and scholarships.

The committee shall meet a minimum of once per year, or more often at the call of the Chair.

b. Liaison Committees Membership and Roles:

i. Board/Student Council

Membership: 1 trustee

Role: The trustee will attend the two regularly scheduled divisional student council meetings and report to the Board following the meetings.

ii. Board/St. James-Assiniboia Teachers' Association

Membership: Chair of the Human Resource/Governance Committee, one other trustee and administrative representation as required.

Role: Discuss issues that may be referred from the collective bargaining process and other issues of mutual interest.

iii. Divisional Early Childhood Committee

Membership: 1 trustee

Role: The trustee will act as liaison between the Board and the Divisional Early Childhood Committee.

#### **4. Ad Hoc Committees**

Ad Hoc Committees may be appointed by the Board to act in an advisory capacity to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within to operate. (Example: Schools Review Committee)

The Board shall establish terms of reference for the Ad Hoc Committee so that the responsibilities and term of operation for the committee are clear.

The Board shall strike a budget, if one is required, for the Ad Hoc committee to operate.

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	6 of 7
Motion 08-14-10		Motion 17-20-20	



Ad Hoc committees shall:

- a. Be appointed at any time deemed advisable by the Board
- b. Consist of no less than two members but no more than four, one of whom shall be appointed as Chairperson
- c. Be advisory to the Board and have no deliberative authority
- d. Report to the Board as necessary
- e. Take no action on any matter but submit recommendations to the board for approval
- f. Make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board
- g. Be automatically dissolved as a Committee upon Board acceptance of the committee's final report unless asked to continue by the Board

## **5. Retirement Plan Committee**

Membership:

Two trustees, Secretary-Treasurer/Chief Financial Officer, one representative from each of the non-teaching bargaining units and staff support as required.

Role:

The committee acts in accordance with the governance role of the Retirement Plan for Non-Teaching Employees.

Reference: Four Year Planning Cycle, Regulation ADE-R

ADOPTED	REVIEWED	REVISED	PAGE
13-Apr-10		13/Oct/20	7 of 7
Motion 08-14-10		Motion 17-20-20	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>POLICY: BGA</b>
--------------------

#108133

### **POLICY DEVELOPMENT SYSTEM**

Policies expressed within this manual are subject to change by resolution of the Board.

Committees of the Board and the Superintendent may recommend changes to policy in their reports to the Board.

Policy BDE details the duties of each committee of the Board. "Responsibilities include the monitoring and the development of policy in areas listed for the committee.

When a committee of the Board or a special committee is considering the development or revision of policy which directly affects a group of staff members, parents, and /or other groups, the committee should consider prior to recommending the policy or policy revision to the Board the need for appropriate input from these groups. If the committee deems it advisable that such input would be beneficial to the development or implementation of the policy then the committee should allow the time and the opportunity for the appropriate groups to be consulted.

Individual trustees wishing to propose new policy statements, deletion of present policy statements or a change in wording or intent of present policy statements, have the opportunity to present written proposals for such changes at each Board meeting under the "New Business" portion of the agenda. The Board may wish to refer the proposal to one of the committees for study and recommendation.

Former BFA

ADOPTED	REVIEWED	REVISED	PAGE
13-Sept-77		22-Jan-08	1 of 1
		Motion 02-02-08	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>REGULATION:</b> <b>BEDG-R</b>
-------------------------------------

#108129

## BOARD AND COMMITTEE MEETING MINUTES

The first item on all Board and Committee meeting agendas shall be Attendance. The minutes of all Board and Committee meetings shall contain a record of attendance for each meeting.

### RECORDING OF ATTENDANCE

The Chair shall begin each meeting at the appointed time with a call to order. At that time the Chair shall confirm the attendance and inform those in attendance if regrets have been received from trustees who are absent.

#### 1. Recording of Meeting Attendance:

The administrator/recorder of the minutes is responsible for documenting attendance at the meeting for recording in the official minutes under headings as follows:

1. Present:

List Trustees/Members of the Committee and Administration in attendance when the meeting is called to order.

2. Absent with Regrets:

List trustees who have advised the Chair of their inability to be in attendance.

3. Absent:

List trustees who are absent without explanation or advice to the Chair

#### 2. Recording of Partial Meeting Attendance:

The minutes should also indicate if a committee member is in attendance for a portion of the meeting – i.e. arrives late or leaves early, or attends for a specific topic as follows:

“John Smith, Trustee (arrival at 7:45 p.m.)

Jane Smith, Trustee (until 9:15 p.m.)

John Smith and Jane Smith – present for item 2 only.”

ADOPTED	REVIEWED	REVISED	PAGE
13-Feb-90		13-Oct-09	1 of 3
03-14-90		Motion 16-13-09	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>REGULATION: BEDG-R</b>
-------------------------------

## CONTENT OF COMMITTEE MEETING MINUTES

The content of Board Committee Minutes should include opinion or argument only as far as necessary to make the trend of the committee discussion clear, without attributing any argument or opinion to a specific member of the committee. In this way, the minutes give some indication of the circumstances leading to a decision on any question or recommendation.

The Human Resource/Governance Committee and Board Meeting minutes will refer to employees by their employee number, not their name, so as to protect the privacy of individual employees. For example, employee requests for personal or compassionate leave, employee terminations, other matters normally considered in Committee of the Whole, matters governed by FIPPA, PHIA and Privacy legislation.

The Report of the Superintendent and Secretary-Treasurer/Chief Financial Officer with administration recommendations to the Board shall be recorded in the Appendices to the Board Meeting Minutes, rather than in the minutes themselves.

### 1. Preamble to Recommended Action or Motion

The preamble should be short, concise and state the main points that went into consideration of the motion that is to follow. The recording secretary is to review through the committee chairman the main points of the preamble prior to proceeding to the next item on the agenda.

### 2. Recommended Action or Motion

The recommended action or motion should be clear and concise, so that it can stand on its own, for the preamble will not be included in the official board minutes, as required by The Public Schools Act. The minutes must show the determined action beyond a doubt, not what was said, nor what reasons were advanced for or against a particular action.

Formal Board Minutes are the only authoritative source for information. It is the record for posterity of what was done, not what was said. Although informality is allowed in the committee minutes, there must be some

ADOPTED	REVIEWED	REVISED	PAGE
13-Feb-90		13-Oct-09	2 of 3
03-14-90		Motion 16-13-09	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>REGULATION: BEDG-R</b>
-------------------------------

measure of curtailment to lessen the danger of misinterpretation and misunderstanding in the committee minutes.

The recorder of the minutes of the committee, as well as the Chairman of the committee, will make certain that the motion that recommends a particular action is clear and concise and can stand on its own.

### **3. Letters arising out of the Action of the Committee Minutes**

Only those letters that go beyond the recommendations or actions of the committee should be pre-drafted and attached to committee minutes as an exhibit. All other actions do not require pre-drafting of a letter, for the letter will be drafted by the Superintendent or Secretary-Treasurer of the Board after a particular action has been adopted by the Board at a regular meeting.

### **4. Signing of Correspondence**

It is the duty of the Secretary-Treasurer/Chief Financial Officer or Superintendent of the Board to sign all correspondence on behalf of the Board, except in those areas where the Board directs that the Chair's signature be placed on the correspondence. The most appropriate place for the Chair's signature would be areas where the full board's authority needs to be stressed particularly in political arenas or communications with various organizations such as MSBA, Minister of Education, federal and provincial governments, City of Winnipeg, etc. For all other correspondence the Secretary-Treasurer/Chief Financial Officer of the Board will sign the letters.

### **5. Review of Committee Minutes Prior to Distribution to the Board on Friday, Prior to the Board Meeting**

The Senior Administrator assigned to record the minutes will communicate with the chairman of the committee to read the minutes as drafted and will get the chairman's concurrence with the draft. Any changes required will be made at this time to avoid misinterpretation or confusion.

ADOPTED	REVIEWED	REVISED	PAGE
13-Feb-90		13-Oct-09	3 of 3
03-14-90		Motion 16-13-09	

Date	Board Meeting	Finance/ Facilities	Personnel	Education	Governance	Community Engagement	Awards & Scholarships or Retirement
------	---------------	------------------------	-----------	-----------	------------	-------------------------	---

23-Aug-22	7:30 p.m.						
-----------	-----------	--	--	--	--	--	--

**Monday, September 5, 2022 - Labour Day**

06-Sep-22		6:00 p.m.			5:00 p.m.		
12-Sep-22						5:00 p.m.	
<b>13-Sep-22</b>	<b>7:30 p.m.</b>						
15-Sep-22							5:00 p.m. Retirement
20-Sep-22			5:00 p.m.	6:00 p.m.			
<b>27-Sep-22</b>	<b>7:30 p.m. RoE</b>						

## October 2022

03-Oct-22						5:00 p.m.	
04-Oct-22		5:00 p.m. Audit Mtg.					

11-Oct-22	7:30 p.m.						
-----------	-----------	--	--	--	--	--	--

18-Oct-22			5:00 p.m.	6:00 p.m.			
<b>25-Oct-22</b>	<b>7:30 p.m. RoE</b>						

**Wednesday, October 26, 2022 - School Board Elections**

New Committee Structure takes effect November 1, 2022

**Board & Committee Meeting Schedule 2022-2023 DRAFT** 1588807

## November 2022 - June 2023 Schedule Following School Board Elections

Date	Board Meeting	COTW - Finance/ Facilities	COTW - Education	Human Resources / Governance	Community Engagement	Awards & Scholarships or Retirement
01-Nov-22	7:00 p.m. Innaugural Board Meeting					
08-Nov-22				12:00 p.m.	5:30 p.m.	
Friday, November 11, 2022 - Remembrance Day						
15-Nov-22			6:00 p.m.			
December 2022						
06-Dec-22	7:30 p.m.	5:30 p.m.				
13-Dec-22				12:00 p.m.	5:30 p.m.	
20-Dec-22			6:00 p.m.			
Holiday Break - December 22 - January 4 inclusive						
January 2023						
10-Jan-23	7:30 p.m.	5:30 p.m.				
17-Jan-22				12:00 p.m.	5:30 p.m.	
18-Jan-23			5:30 p.m. - Pre-Budget			
24-Jan-23			6:00 p.m.			
February 2023						
07-Feb-23	7:30 p.m.	5:30 p.m.				
15-Feb-23		5:30 p.m. Budget (Wed)				
Monday, February 20, 2023 - Louis Riel Day						
22-Feb-23		5:30 p.m. Budget (Wed)				
March 2023						
02-Mar-23		7:00 - 9:00 p.m. Parent Council Budget (Thurs)				
07-Mar-23	7:30 p.m.	5:30 p.m.				
14-Mar-23				12:00 p.m.	5:30 p.m.	
16-Mar-23						3:30 p.m. A&S
21-Mar-23			6:00 p.m.			
Spring Break March 27 - March 31, 2023 inclusive						
April 2023						
04-Apr-23	7:30 p.m.	5:30 p.m.				
Friday, April 7, 2023 - Good Friday						
11-Apr-22				12:00 p.m.	5:30 p.m.	
18-Apr-23			6:00 p.m.			
May 2023						
02-May-23	7:30 p.m.	5:30 p.m.				
09-May-23				12:00 p.m.	5:30 p.m.	
16-May-23			6:00 p.m.			
18-May-23						3:30 p.m. A&S
Monday, May 22, 2023 - Victoria Day						
June 2023						
06-Jun-23	7:30 p.m.	5:30 p.m.				
13-Jun-23				12:00 p.m.	5:30 p.m.	
20-Jun-23			6:00 p.m.			

First Week of Each Month: Committee of the Whole - Finance/Facilities at 5:30 p.m. &amp; Board Meeting at 7:30 p.m.

Second Week of Each Month: Human Resources/Governance Committee at 12:00 p.m. &amp; Community Engagement Committee at 5:30 p.m.

Third Week of Each Month: Committee of the Whole - Education at 6:00 p.m.

Fourth Week of Each Month: Reserved for Engaging with Parent Councils/Events

### **Election Timeline**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Tuesday, September 20, 2022	4:30 pm	Deadline to file nomination papers
Tuesday, September 27, 2022	Evening	Trustee Candidate Session
Wednesday, October 26, 2022		Election Day
Friday, October 28, 2022	12:00 pm – 6:00 pm	One-on-One sessions – All Trustees meet with Superintendent and Secretary-Treasurer/CFO
Saturday, October 29, 2022	9:00 am – 3:00 pm	Orientation for New Trustees
	5:00 pm	All Trustees meet at TBD Start with “Why I am Here” session
	6:30 pm	Dinner
Tuesday, November 1, 2022	7:00 pm	Inaugural Board Meeting



#1660274

## **BOARD COMMITTEE CONDUCT AND PROTOCOLS**

### **Conduct at Board and Committee Meetings**

It is paramount that Trustees conduct themselves with decorum at Board and committee meetings and in accordance with the provisions of the Organizational By-Law concerning meeting procedures.

When expressing individual views, Trustees shall respect differing points of view from other Trustees, staff, students and the public.

Trustees shall respect the role of the Chair of the Board in accordance with Board policy, the Board's Organizational By-Law and the provisions outlined in the Public Schools Act.

### **Committee Meeting Protocols**

Committees generally operate under the rules of the Board except the rules about the number of times and length of time a Trustee may speak to an item are relaxed to allow for a more thorough examination of the subject.

The following describes protocols specific to Committees and Committee meetings:

1. Meetings are held as required, determined by the Committee and in outlined in Policy BDE 'Board Committees'.
2. The Chair of the Board is also the Chair of the Committee of the Whole.
3. The Chair of a Standing Committee is elected in accordance with the parameters set out in Policy BDE.
4. The Chair of the Board is an ex officio member of the two Standing Committees but has no right to vote. Trustees may attend meetings of any Standing or Ad Hoc Committee of which they are not members, but they are not counted in the quorum.
5. The Vice-Chair may be a regular member of a Standing Committee.
6. Senior Administration (or their delegates) attend each Committee meeting.
7. The Committee Chair, in consultation with the Senior Administrator assigned as the staff liaison to the Committee, is responsible for establishing meeting agendas.

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			1 of 2
Motion #			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****BDE-R****NEW**

8. Although Committee members are not restricted with respect to the length and number of their contributions to the discussions in Committee meetings, the Committee Chair is responsible for exercising discretion in ensuring that all members have an opportunity to participate.
9. The Committee Chair reviews the minutes prior to distribution.
10. The Chair of a Committee (or designate) is responsible for presenting the report of the Committee to the Board at the next regular Board meeting.
11. Standing and Ad Hoc Committees report to the Board as required by the Board or whenever the Committee deems necessary.
12. Minutes of Committee meetings become part of the Board's official record when they are approved by the Board at a Board meeting.
13. Committee recommendations are put forward at the Board Meeting by the Chair of the Committee (or designate) and detailed in the minutes in the format of a resolution.
14. Recommendations may be amended by the Board before adoption and are debatable. In the case of multiple recommendations, each may be addressed separately at the request of any one Trustee.
15. The adoption or approval of Committee minutes in their entirety gives effect to all recommendations, either in their original form or as amended.

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			2 of 2
Motion #			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY: BDD****NEW**

#1660274

**BOARD RELATIONSHIP WITH THE SUPERINTENDENT AND SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER**

The Board of Trustees for the St. James-Assiniboia School Division has two employees, namely the Superintendent and the Secretary-Treasurer/Chief Financial Officer (CFO). The Superintendent is the educational leader of the Division responsible for the overall operation of the Division. The Secretary-Treasurer/CFO is the chief fiscal officer responsible for financial and operational leadership. These two Senior Administrators work together in a dual track system, under the direction of the Board governance policies and in accordance with the duties assigned to each position as outlined in their respective job descriptions, to provide general supervision of all schools and personnel in the Division. Senior Administration is the means by which the Board connects with the operational organization.

**Relationship**

The following outlines the relationship between the Board and Senior Administration, each according to their board-approved designated job responsibilities.

1. Senior Administration is expected to take necessary measures to ensure the Board is informed, supported and protected in its work.
2. The Superintendent and Secretary-Treasurer/CFO are individually accountable to the Board. They may delegate to other Division personnel the exercise of any powers and the discharge of any duties imposed upon them by Board policies or Board resolution. The delegation of power or duty does not, however, relieve them of responsibility for the action taken under such delegation.
3. The employment agreements between the Board and Senior Administration are in the form of a written contracts.
4. Only authorized decisions of the Board are binding on Senior Administration. Official directives to Senior Administration are through written policy or Board resolution. Senior Administration is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
5. Whereas decisions and instructions from the Board are binding on Senior Administration, decisions and instructions from individual Trustees are not binding. Reporting to individual Trustees is not binding on Senior Administration. In the case of Board members or committees requesting information or assistance without Board authorization, Senior Administration may refuse requests that, in their opinion, require significant amounts of staff time or funds or are disruptive to the goals of the Division. The Trustee may refer a request to the full Board of Trustees for the Board's consideration.

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			1 of 2
Motion #			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY: BDD****NEW**

6. Decisions and instructions for the Superintendent and Secretary-Treasurer/CFO come from the Board only. Therefore, individual Trustees will never give directives to people who report directly or indirectly to the Superintendent or Secretary-Treasurer/CFO.
7. Evaluation of the Superintendent and Secretary-Treasurer/CFO occurs through established processes and procedures.

**Evaluation of Senior Administration**

The Board is committed to the evaluation of the performance of Senior Administration. Sound evaluations increase the effectiveness of the Senior Administration, assures the Board that governance policies are carried out and serve as a stimulus to on-going communication.

Evaluations focus on the degree to which:

1. Board goals and objectives are carried out; and
2. Responsibilities as outlined in job descriptions for the Superintendent and Secretary-Treasurer/CFO are met. Evaluations are conducted annually, in a format agreed upon by Senior Administration and the Board.

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			2 of 2
Motion #			

#1666229

## GENERAL BOARD AND ADMINISTRATION CONSTRAINTS

The St. James-Assiniboia School Division will not operate illegally, unethically, imprudently, or in contravention of Board policies. The Board is committed to regular evaluation of all operations and encourages involvement of the public in decision-making. The Superintendent shall provide the Board with continuous and candid reports and will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, in violation of commonly accepted business practices and ethics, or is contrary to the Board Policy Manual of the St. James-Assiniboia School Division, The Public Schools Act, The Safe Schools Charter of Manitoba, The Education Administration Act, or any other federal, provincial or municipal law. The following decision-making matrix outlines the General Board and Administration Constraints.

### Decision-Making Matrix

<b>Superintendent &amp; Secretary-Treasurer/CFO – has authority to decide and act</b>	<b>Superintendent &amp; Secretary-Treasurer/CFO – has authority to decide and act and the responsibility to inform the Board</b>	<b>Board has the responsibility and authority to decide and act. Superintendent may recommend.</b>
<ul style="list-style-type: none"> <li>• Employ staff as delegated in the PSA (52)</li> <li>• Administer collective agreements</li> <li>• Implementation of Board Policy</li> <li>• Evaluate staff</li> <li>• Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement</li> </ul>	<ul style="list-style-type: none"> <li>• Student suspensions of more than 5 days</li> <li>• Administrative procedure               <ul style="list-style-type: none"> <li>• New</li> <li>• Controversial changes</li> <li>• That may result in public concern</li> </ul> </li> <li>• Professional development</li> <li>• Student overnight travel</li> <li>• Evaluate programs</li> <li>• Emergency school closures</li> <li>• Crisis situation (e.g. lockdown with</li> </ul>	<ul style="list-style-type: none"> <li>• Policy development and approval</li> <li>• Student expulsion</li> <li>• Employee compensation and benefits</li> <li>• Approval of budget</li> <li>• Setting staffing levels</li> <li>• Special levies</li> <li>• Appeals</li> <li>• Corporate sponsorship (over \$10,000)</li> <li>• New programming</li> <li>• School calendar</li> <li>• Hiring and assignment of senior administration and</li> </ul>

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			1 of 2
Motion #			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****BDD-R NEW**

<ul style="list-style-type: none"> <li>• Administrative procedure</li> <li>• Corporate sponsorship (\$5,000 and under)</li> <li>• Grant applications that will not require division resources</li> <li>• Staff PD Travel</li> </ul>	<p>immediate notification via e-mail)</p> <ul style="list-style-type: none"> <li>• Support staff leaves up to 5 days</li> <li>• Superintendent professional development</li> <li>• Acceptance of resignations</li> <li>• Student out of province travel</li> <li>• Staff leaves of absence</li> <li>• Year-end staffing reports</li> <li>• Corporate sponsorship (\$5,001 - \$9,999)</li> <li>• MTS PD Summary</li> </ul>	<p>supervisory positions as outlined in the PSA (52 and 53)</p> <ul style="list-style-type: none"> <li>• Teacher termination as outlined in the PSA (92)</li> <li>• Change the administrative organization chart</li> <li>• Expenditures within budget which exceed the threshold of \$50,000</li> <li>• Expenditures which exceed budget</li> <li>• Hiring additional staff outside formula</li> <li>• Division-wide strategic planning</li> <li>• Out of country student field trips</li> </ul>
---	---	---

ADOPTED	REVIEWED	REVISED	PAGE
DD/MMM/YY			2 of 2
Motion #			