



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

MISSION STATEMENT

We are a leading and innovative learning community that will enable students to succeed as life-long learners in an ever-changing world. In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.

AGENDA

Meeting of the St. James-Assiniboia School Division Board of Trustees

Bruce Chegus Boardroom, Aidan Conklin Building, 2574 Portage Avenue

November 7, 2023

7:00 p.m.

Meeting No. 13-23

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 community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, the Dakota, the Dene, and Anishinewak peoples. It is the birthplace and homeland of the Red River Métis nation. It is also home to members of the Inuit nation. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility- to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our parts to move our community forward in a true spirit of justice and reconciliation.

RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

RETURN TO REGULAR MEETING

ADOPTION OF MINUTES

Board Meeting of October 3, 2023
Special Board Meeting of October 17, 2023

REPORT ON EDUCATION

Winnipeg Jets Hockey Academy – True North Foundation

TRUSTEE STATEMENTS

There are no Trustee Statements.

HEARING OF DELEGATIONS

Community Resident – P. Attallah

COMMITTEE REPORTS

Community Engagement Committee – October 10, 2023

Human Resources/Governance Committee – October 10, 2023

Committee of the Whole Finance/Facilities – October 17, 2023

TRUSTEE COMMITTEE UPDATES

Retirement Plan Committee – September 28, 2023

Meeting with the RM of Headingley – October 24, 2023

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. CSBA Members and Federal Leaders Meet in Ottawa
 - b. CSBA Report for Discussion at MSBA Fall Meetings
 - c. PG Partnership Grant – Community Advisory Board Application October 2023
 - d. MCIEB Gathering Indigenous Education – Save the Date
 - e. Fall General Meeting 2023 Agenda
 - f. Requests for Action Slated for Archive in 2024
 - g. Nominate an Educator Today
 - h. E-Bulletin October 25, 2023
 - i. Holocaust Education Month
 - j. Executive Highlights September 11, 2023 & October 16, 2023
 - k. Insurance Coverage for Parent Advisory Councils
2. Minister of Education and Early Childhood Learning
 - a. Financial Literacy Month – November 2023
3. Manitoba Education and Early Childhood Learning
 - a. Support Student Presence and Engagement

- b. Student Services Review and Reporting

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 1. First Reading – Consolidated Organizational By-Law 329-23

AGENDA-BASED QUESTIONS FROM THE PUBLIC

(This time is allocated to hearing questions from the public regarding items on this agenda.)

TRUSTEE PD SUMMARIES

- 1. Trustee Angela Dunn – Banff Management Course Conference Report – October 17-20, 2023

NEW BUSINESS

- 1. Notice of Motion – By-Law 330-23 Amending Organizational By-Law 329-23
- 2. Trustee Tara Smith – Basic French for Parents

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 2 – 23-24

October 10, 2023

MEETING HELD: Tuesday, October 10, 2023, at 11:45 a.m. via Microsoft Teams

PRESENT: Tara Smith, Chair
Angela Dunn, Trustee
Fiona Shiells, Trustee
Cheryl Smukowich, Trustee
Holly Hunter, Chair of the Board
Jenness Moffatt, Superintendent
Jordana Buckwold, Assistant Superintendent
Michelle Lancaster, Communications Officer

REGRETS: Craig Glennie, Trustee

DISCUSSIONS AND RECOMMENDATIONS

1. Call to Order / Attendance

Trustee Tara Smith called the meeting to order at 11:50 a.m.

Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Policy BDE

The Committee reviewed Policy BDE for members new to the Committee.

4. Instagram Account

The Committee discussed the Instagram account, and the sharing of content. It also discussed monthly newsletters and the responsibilities of individual Trustees with respect to submission. Finally, the Committee considered the possibility of extending their social media platforms to include Facebook.

The Community Engagement Committee recommends:

That the item Instagram Account be referred to the Committee of the Whole.

5. Strategic Plan

The Committee discussed attending Parent Council meetings to provide information on the Strategic Plan as well as using its social media platform to notify parents of their attendance at upcoming Parent Council meetings.

The Community Engagement Committee recommends:

That the item Strategic Plan be referred to the Committee of the Whole.

6. School Tours

The Committee reviewed the possibility of organizing school tours for the Board of Trustees. This item is referred to Committee of the Whole.

The Community Engagement Committee recommends:

That the item School Tours be referred to the Committee of the Whole.

7. New Ideas/Initiatives

There were no new ideas or initiatives brought forth to the Committee.

8. Date of the Next Meeting

The next meeting is Tuesday, November 14, 2023 at 11:45 a.m.

9. Adjournment

The committee adjourned at 12:23 p.m.

Minutes submitted by Tara Smith, Committee Chair

Minutes recorded by Jordana Buckwold, Assistant Superintendent



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE

No. 06-23

#1784750

Meeting Held: Tuesday, October 10, 2023, Board Room, 5:30 p.m.

Present: Cheryl Smukowich, Committee Chair
Holly Hunter, Board Chair
Sandy Lethbridge, Board Vice Chair
Michael Cabral, Trustee
Rachelle Wood, Trustee

Jenness Moffatt, Superintendent
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Carrol Harvey, Manager, Human Resources
Bruce Brown, Assistant Secretary-Treasurer

Regrets: Nil

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. Committee Terms of Reference

The Committee reviewed the Terms of Reference for the Human Resources/Governance Committee.

4. Personnel Report to the Board

The Committee reviewed the personnel report updated to October 6, 2023.

5. Policies

- **AP2-6 Classroom Teacher**
- **Policy GBE Teacher Rights and Responsibilities**
- **Regulation EBB-R-2 Scent Awareness**

Administration reviewed minor changes to the job description of a classroom teacher as well as removed the Violence Prevention title from the Scent Awareness Regulation.

The Human Resources/Governance Committee recommends:

That job description AP2-6 Classroom Teacher be approved (Appendix A).

And further;

That Policy GBE Teacher Rights and Responsibilities be archived.

6. Day in Lieu Group 2 & 3

Administration shared a request similar to CUPE and MANTE employees who received a day in lieu of the federally declared September 30 holiday, that Non-Unionized Groups 2 & 3 also receive a day in lieu.

The Human Resources/Governance Committee Recommends:

That Excluded Groups 2 & 3 receive a day in lieu of September 30, 2023, to be taken during either the winter or spring break period.

7. Board Delegation Procedures

The Committee reviewed a memo from MSBA concerning Delegations at Board Meetings which included suggested policy revisions and by-law amendments for consideration.

Administration presented language changes to Policy BEDH Public Participation at Board Meeting, Exhibit BEDH-E-1 Welcome to the Board Meeting as well as Organizational By-Law, Section 15 for review.

The Human Resources/Governance Committee Recommends:

That revisions to Policy BEDH Public Participation at Board Meetings be approved (Appendix B).

And further;

That Administration prepares an Amending By-Law to the Organizational By-Law 329-23 with the revisions as discussed.

And further;

That notice of the Amending By-Law to the Organizational By-Law 329-23 be given at the Board Meeting on November 7, 2023.

8. Support Staff Recruitment

The Committee discussed the status of Support Staff recruitment and Administration advised they would bring an update to the Committee in November of the number of unfilled support staff positions including Lunchroom Supervisors.

The meeting was adjourned at 6:25 p.m.

Next Meeting: Tuesday, November 14, 2023 at 5:30 pm.

Report presented by Cheryl Smukowich, Chair, Human Resources/Governance Committee
Minutes recorded by Carrol Harvey, Manager, Human Resources

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-6**

102044

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS****POSITION TITLE: CLASSROOM TEACHER****REPORTS TO:** School Principal**JOB SUMMARY:** To provide meaningful learning opportunities in a safe, caring and inclusive educational environment that prepares students to be responsible citizens in a democratic society.**QUALIFICATIONS:**

- a) valid Manitoba Teaching Certificate
- b) minimum of an undergraduate degree

PERFORMANCE RESPONSIBILITIES:

Teachers will be responsible for all duties as outlined in the Public Schools Act and for continuously improving their practice to ensure they meet a proficient level of performance in all domains as outlined in the Supervision for Growth Policy, including:

- Planning and teaching assigned courses utilizing curriculum prescribed or approved by the minister.
- Establishing and maintaining an effective learning environment that is pleasant, orderly, respectful and conducive to students' learning.
- Creating a community of learners that supports the engagement of all students, is responsive to their academic, social and emotional needs, respects all forms of diversity, and supports student well-being.
- Responding to behaviour in a manner that takes into consideration both the circumstances and the needs of the students.

ADOPTED	REVIEWED	REVISED	PAGE
13/May/97		07/Nov/23	1 of 3
Motion 09-04-97		Motion	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-6**

- Applying sound instructional, assessment, evaluation and reporting practices that promote validity, reliability and fairness to all students.
- Creating partnerships involved in the student's care and maintaining open and timely communication outside of school, including communicating information about student progress, attendance, and behaviour to students, parents, and caregivers, as well as to administration.
- Providing mutually convenient out-of-class time for assisting students as well as providing time for meetings and conversations with families as required, including during parent-teacher conferencing.
- Providing role models that establish a positive tone in the school.
- Ensuring that students are referred to appropriate special services when necessary.
- Maintaining order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- Evaluating student achievement and advising students as to what is expected of them in school, reviewing their assessments with them, providing for meaningful student involvement in the assessment process, evaluating their progress and reporting on the progress to families.
- Using the results from assessment and evaluation to enhance teaching and learning.
- Administering and marking any assessment of student performance that the minister may direct, in the manner that the minister directs.
- Incorporating new techniques into practice via participation in ongoing professional development, ethical, reflective and collaborative practice, and involvement in professional learning communities.
- Participating in decision-making and goal-setting within the school.
- Contributing to school events, projects and activities, and establishing collegial and professional relationships with others.

ADOPTED	REVIEWED	REVISED	PAGE
13/May/97		07/Nov/23	2 of 3
Motion 09-04-97		Motion	

- Being on duty in the school at least 10 minutes before the morning session begins and at least five minutes before the afternoon session begins, unless prevented from doing so by exceptional circumstances.
- Completing attendance reports and any other report, log or document directed by the Division and providing the reports, logs and documents to the principal when required.
- Preparing and providing to the minister, in a form acceptable to the minister, any information or report that the minister may require.
- Ensuring that keys, passwords, divisionally-issued technology and records, including student assessments, a statement of the work covered by the students, and any other relevant material or information is given to the principal prior to any leave.
- Adhering to any codes of conduct and ethics accepted by the teacher's professional organization, the Division, and the Province of Manitoba.
- Assuming other duties as required.

ADOPTED	REVIEWED	REVISED	PAGE
13/May/97		07/Nov/23	3 of 3
Motion 09-04-97		Motion	

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

POLICY:
BEDH/KDG

#108130

Organizational By Law
BEDH-E-1

PUBLIC PARTICIPATION AT BOARD MEETINGS

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 Operational 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 Section 15 of the Organizational By-Law and Appendix BEDH-E-1. 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/CFO so that such delegation presentations, when appropriate, may be scheduled on the agenda.

The Superintendent shall prepare and make available to the public a brochure outlining the process by which citizens may make presentations to the Board. (BEDH-E-1)

(From Section 15 of the Organizational By-Law)

ADOPTED	REVIEWED	REVISED	PAGE
22-Jan-08	24-Nov-14		1 of 1
Motion 02-02-08		Motion	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE/FACILITIES No. 09-23

Meeting Held: Tuesday, October 17, 2023, Aidan Conklin Building/Teams, 6:20 p.m.

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

Present: Jenness Moffatt, Superintendent
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Jordana Buckwold, Assistant Superintendent, Education (K to 12) and Administration
Bruce Brown, Assistant Secretary-Treasurer

Regrets: Mari Aguirre, Manager, Facilities & Future Development

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. CPI Update - August 2023

The Committee reviewed the CPI updates from MSBA as at August, 2023.

4. Manitoba Education and Early Childhood Learning Correspondence

- **Lease Agreement with Heritage Park Children's Program for École Bannatyne School Project Auth.**

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

Adjournment: 6:30 p.m.

Next Meeting: Committee of the Whole Finance/Facilities
Tuesday, November 21, 2023 at 5:00 p.m.

Report submitted by Holly Hunter, Board Chair
Minutes recorded by Bruce Brown, Assistant Secretary-Treasurer