



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

September 22, 2020

7:30 p.m.

Meeting No. 16-20

Organizational By-Law 290-18 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 September 8, 2020

REPORT ON EDUCATION

There are no reports on education at this time

TRUSTEE STATEMENTS

HEARING OF DELEGATIONS

COMMITTEE REPORTS

- Personnel Report Sept 15, 2020
- Community Engagement Report Sept 14, 2020
- Board/Teachers' Association Liaison Report Sept 17, 2020

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. Update as of September 9, 2020 – Trustee Lethbridge
 - b. Call for Nominations and Resolutions 2021
 - c. E-News Bulletin - September 19, 2020
 - d. Executive Highlights August 10, 2020
2. Manitoba Education Letter re: Registration for Provincial Tests 20/21 (Grade 12)
3. Winnipeg School Division Chair/Vice Chair Announcement
4. Seven Oaks Chair/Vice Chair Announcement
5. Pembina Trails Chair/Vice Chair Announcement
6. Manitoba Education - Emergency Order Letter to School Boards

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading – Debenture By-Law 308-20
2. Third and Final Reading – Debenture By-Law 308-20

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 Holly Hunter – Budgeting Engagement Models
2. Trustee Holly Hunter – School Messenger

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 06-10**

REVISED

September 22, 2020

Meeting Held: Tuesday, September 15, 2020, Board Room, 5:30 p.m.

Present: Sandy Lethbridge, Chair
Bruce Chegus, Trustee
Craig Johnson, Trustee
Jennifer Lawson, Board Vice Chair

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 5:35 p.m. Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. CUPE Organizing Dismissal

Administration shared details from the Manitoba Labour Board's decision to dismiss the April 8, 2020 application file by CUPE Local 744.

The Personnel Committee recommends:

That the details shared be received as information.

4. Job Descriptions

Administration shared changes to the following job descriptions:

- AP1-2 Assistant Superintendent, Student Services – ARCHIVE
- AP1-4 Assistant Superintendent - REVISED
- AP2-27 Coordinator of Student Services – REVISED

The Personnel Committee recommends:

That job descriptions AP1-2 Assistant Superintendent, Student Services be archived as recommended,

And further;

That revisions to job descriptions AP1-4 Assistant Superintendent and AP2-27 Coordinator of Student Services be received as information.

5. Policy Revision - GCBBA Excluded Staff Compensation and Benefits

Administration shared the update to this policy in removing reference to the Assistant Superintendent, Student Services position.

The Personnel Committee recommends:

That the revision to policy GCBBA Excluded Staff Compensation and Benefits be approved.

6. Covid-19 Staffing Updates

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

The Personnel Committee recommends:

That the information shared be received as information.

7. New Business item re: Minimum Wage

The Personnel Committee discussed the new business item raised by Trustee Hunter with respect to minimum wages.

The Personnel Committee recommends:

That the discussion held be received as information.

8. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to September 11, 2020.

The Personnel Committee recommends:

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

PENDING ITEMS:

- **Superintendent's job description CBA/AP1-1 Duties and Responsibilities of the Superintendent related to the MASS/MASBO/ MSBA Leading Together Document**

The meeting adjourned at 6:00 p.m.

Next Committee Meeting: Tuesday, October 20, 2020, 5:30 p.m.

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

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 1 – 20-21

September 14, 2020

MEETING HELD: Monday, September 14, 2020 at 7:00 p.m. in Board Room/Teams

PRESENT: Nicole Bowering, Chair
Craig Glennie, Trustee
Holly Hunter, Trustee
Bryan Metcalfe, Trustee
Cheryl Smukowich, Chair of the Board

Mike Wake, Superintendent
Jenness Moffatt, Assistant Superintendent, Education (K-12) & Administration

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. Policy BDE – Board Committees

The Community Engagement Committee reviewed the Community Engagement Policy from Brandon School Division and St. James-Assiniboia Policy BDE – Board Committees. The Committee recommends to change Policy BDE – Board Committees to reflect the committee framework of Community Engagement to be a major standing committee.

The changes to Policy BDE will remove Community Engagement Committee as a minor standing committee and add it to the major standing committees.

The revised framework will be as follows:

Membership shall consist of chair of the committee plus 3 trustees. Responsibilities of this committee shall include:

- a) Formal connections with the community, government and with other relevant agencies and organizations in order to support the achievement of Board goals for the Division.
- b) Sharing information with the general public, constituents, staff and students in a

transparent and respectful manner. The Board will proactively identify issues of importance, provide for the exchange of ideas and information, work collaboratively and build positive relationships.

- c) The Board commits to the use of consultation with its constituents, including students, parents and employees; a process by which the Board seeks advice, which in turn facilitates communication, develops joint ownership and enhances solutions, goals and policy directions.
- d) Reasonable efforts should be made to identify the interests of the community and to be responsive, through its actions, to those interests. There are two major ways in which the will of the community shall influence the development of Board policies:
 1. The people of the Division are responsible for electing Board members to represent their ward.
 2. All citizens of the Division will be encouraged to express ideas, concerns, and opinions about the schools through such means as:
 - written suggestions or proposals;
 - presentations at hearings, delegations, or at Board meetings;
 - responses to surveys made regarding education;
 - attendance at open meetings of the Board and parent/student forums;
 - active involvement with the school's Parent Council; and
 - by posting future upcoming Board meetings on social media.

The Community Engagement Committee recommends:

“That Policy BDE – Board Committees be edited to reflect the changes of the now established major standing Community Engagement Committee,

And further,

That this item be referred to the Governance Committee for review.”

4. Trustee Led Podcasts

Committee reviewed establishing a podcast running periodically by the Chair of the Community Engagement Committee or designate, with a Divisional focus.

The Community Engagement Committee recommends:

“That Trustee led podcasts be piloted for the 2020-21 school year. Podcasts will be periodic and facilitated by the Community Engagement Chair or designate, with the broadcasts having a Divisional focus.”

5. Board Meeting Broadcasts

The Committee discussed broadcasting Board Meetings to the public. The Board Meetings are being broadcast to the public via a link on our Divisional website to a Microsoft Teams meeting.

The Community Engagement Committee recommends:

“That St. James-Assiniboia School Division continues with livestream broadcasts of Board Meetings from a single feed camera.”

6. Virtual Town Hall

The Committee discussed establishing a Virtual Town Hall. The Board will address questions sent in from the public during these sessions.

The Community Engagement Committee recommends:

“That the Board hosts question and answer sessions on video, answering questions submitted by the public to be posted to social media and our school and division websites,

And further,

That the Community Engagement Chair work with Senior Administration to prepare and distribute an email to all families in the Division requesting question submissions for this event.”

INFORMATION ITEM – AGENDA ITEM 7

a) Messages from the Board

Committee had a discussion regarding Board messages. The Chair of the Community Engagement Committee will be responsible for creating a schedule for trustees to submit their messaging submission.

8. Date of the Next Meeting

The next meeting will be Monday, October 5, 2020 at 7:00 pm.

9. Adjournment

The committee adjourned at 8:15 pm.

Minutes submitted by Nicole Bowering, Chair
Minutes recorded by Mike Wake, Superintendent

Board/Teachers' Association Liaison Committee Report:

Meeting Held: Thursday, September 17, PSDC Auditorium, 5:30 PM

Present:

Jennifer Lawson, Board Vice Chair, Liaison Committee Member
Sandy Lethbridge, Liaison Committee Member/Trustee
Craig Johnson, Liaison Committee Member/Trustee

Cheryl Smukowich, Board Chair

Mike Wake, Superintendent
Carrol Harvey, Manager, Human Resources
Kent McPherson, President, STJATA
Joel Yerex, Vice President, STJATA
Steve Magian, President, CUPE

REGRETS: Martha Wiebe, MANTE President

Discussion:

1. Review of research and statistics related to mental health and wellness of Canadians during the COVID pandemic
2. Mental Health First Aid Certification
3. Mental Health Workshops for Employee Groups
4. Opportunities for partnerships
5. Communication - Discussed the need for:
 - Improving avenues of communication
 - Providing information to all employee groups
 - The importance of maintaining the practice of not sending emails (or responding to emails) on weekends
 - Ensuring that Trustees cc the Chair and Superintendent on all emails to staff