



## **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 14, 2021**

**7:30 p.m.**

**Meeting No. 16-21**

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**

**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.**

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

### **CALL TO ORDER - ANNUAL MEETING**

**CHAIR: Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer (P.S.A. 29(2))**

### **VOTING PROCEDURE:**

Motion for Voting Procedure

"That the Board vote by secret ballot;

That the ballots be destroyed after each vote;

That Mike Wake and Jenness Moffatt act as scrutineers;

That only the outcome and not the count of each vote be announced;

That, in the event of a tie vote,

The Chair will initial one ballot of the set;

and further,

That the School Board will determine by lot which ballot will be received by each trustee;  
and further,

That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote;

And further;

That the Acting Secretary-Treasurer/Chief Financial Officer remain in the Chair until all elections are completed.”

**ELECTION OF CHAIR OF THE BOARD****ELECTION OF VICE CHAIR OF THE BOARD****ELECTION OF CHAIRS OF STANDING COMMITTEES****ELECTION OF STANDING COMMITTEE MEMBERS****ELECTION OF CHAIRS AND MEMBERS OF OTHER COMMITTEES**

**New Chair Presides:**

**MOTION RE: SIGNING OFFICERS**

“That the signing officers for the St. James-Assiniboia School Division be as follows:

(Name....), Chair of the Board

(Name....), Vice Chair of the Board

Mike Wake, Superintendent

Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer

James Dunlop, Assistant Secretary-Treasurer

Monika Kananowicz, Accounting Manager.”

**MOTION RE: AFFIRMATION OF ORGANIZATIONAL BY-LAW**

“In accordance with the requirement set out in Organizational By-Law No. 311-20:

That the Board affirm and adopt By-Law 311-20 and subsequent amending By-Law 313-21, to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 07, 2021 to the annual meeting of the Board in September 2022.”

**MOTION RE: BOARD MEETING DATES**

“That the St. James-Assiniboia School Division Board hold its meetings on the second and fourth Tuesdays of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:30 p.m., in accordance with By-Law No. 311-20 and subsequent amending by-Law 313-21.”

**RETURN TO REGULAR MEETING**

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**ADOPTION OF MINUTES**

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Board Meeting of August 24, 2021

**TRUSTEE STATEMENTS**

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Trustee Bowering – Literacy Links

Board Chair Smukowich - 4<sup>th</sup> Annual Signing Ceremony for Winnipeg’s Indigenous Accord

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**HEARING OF DELEGATIONS**

*There are no delegations scheduled*

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**COMMITTEE REPORTS**

Finance/Facilities Committee Meeting Minutes – September 7, 2021

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**TRUSTEE COMMITTEE UPDATES**

*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**

**Action Correspondence**

*There are no items for action.*

**Information Correspondence**

1. Canadian School Boards Association Anti-Racism Strategy Request for Quotes
2. School Division Media Releases - Board Elections 21-22
  - River East, Lord Selkirk, Pembina Trails, Winnipeg and 7 Oaks School Divisions

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**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

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**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

(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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**NEW BUSINESS**

1. Notice of Motion By-Law 315-21 Amending By-Law 297-19 Trustee Indemnity By-Law
2. Notice of Motion By-Law 314-21 Amending By-Law 311-20 Board Organizational By-Law

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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 FINANCE/FACILITIES COMMITTEE No. 09-21**

Meeting Held: Tuesday, September 7, 2021, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Craig Glennie, Chair  
 Bruce Chegus, Trustee  
 Craig Johnson, Trustee  
  
 Sandy Lethbridge, Trustee  
 Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent  
 Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer  
 Randy Calvert, Manager, Facilities & Maintenance  
 James Dunlop, Acting Assistant Secretary-Treasurer

Regrets: Jennifer Lawson, Board Vice Chair

#### **DISCUSSION AND RECOMMENDATIONS**

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

As per above.

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

The Agenda was approved as circulated.

##### **3. Military Service Recognition Book Advertisement**

The Committee reviewed a request for financial support from the Royal Canadian Legion.

**The Finance/Facilities Committee recommends:**

**That a Veteran Support Ad in the Military Service Recognition book in the amount of \$625 be purchased.**

##### **4. Trustee Laptop and Peripheral Amortization**

The Committee reviewed a report on the amortization of Trustee Laptops and Peripherals. The Committee discussed the possibility of a leasing option going forward.

**The Finance/Facilities Committee recommends:**

**That Administration follow up on lease opportunities for Trustee Laptops and Peripherals.**

##### **5. Correspondence from Manitoba Education**

**a) John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade – Project Support for Additional Costs**

**b) Lincoln Middle School – Grooming Room – Project Support**

The Committee reviewed correspondence from Manitoba Education.

**The Finance/Facilities Committee recommends:**

**That the Manitoba Education correspondence listed above be received as information.**

**6. Summer Project Status Update**

The Committee reviewed a report detailing the completion status of significant summer capital projects.

**The Finance/Facilities Committee recommends:**

**That the Summer Project Status Update be received as information.**

**7. Filming Request – Westwood Collegiate**

The Committee reviewed a to use Westwood Collegiate for the purpose of filming a movie. The Committee was advised that community use of school permits have not been issued due to COVID-19 safety precautions.

**The Finance/Facilities Committee recommends:**

**That the request to use the Westwood Collegiate for the purpose of filming a movie be denied.**

Adjournment: 6:17 p.m.

Next Meeting: Finance/Facilities Committee - Audit Meeting  
Tuesday, October 5, 2021, 5:30 p.m.

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