



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

October 13, 2020

7:30 p.m.

Meeting No. 17-20

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 22, 2020

REPORT ON EDUCATION

There are no Reports on Education at this time

TRUSTEE STATEMENTS

HEARING OF DELEGATIONS

COMMITTEE REPORTS

- Education Report September 15, 2020

- Community Engagement Report October 5, 2020
- Finance/Facilities Committee Report October 6, 2020
- Governance Committee Report September 17, 2020
- Retirement Committee Report September 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. Executive Highlights September 14, 2020
 - b. School Board Meeting and By-Election Summary
 - c. E-News Bulletin – October 7, 2020
 - d. Safe Grad info – 2020-2021
2. Letters of Thanks – Student Award Recipients
3. Scholarship Foundation Letter
4. Minister of Education – Manitoba's Excellence in Education Awards

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There is no Unfinished Business

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 Sandy Lethbridge - Graduation Class 2020 Dinner and Dance Individual Fundraising Refunds

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE EDUCATION COMMITTEE NO. 1 ~ 20-21

LL#1525061

October 13, 2020

Meeting Held: Tuesday, September 15, 2020 Board Room, 6:30 p.m.

**Present: Holly Hunter, Chair
Nicole Bowering, Trustee
Sandy Lethbridge, Trustee
Bryan Metcalfe, Trustee
Cheryl Smukowich, Chair of the Board**

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

Regrets: NIL

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. Outdoor School: Summer Division Program Motion 14-10-20

Committee discussed the potential of piloting an outdoor school program in St. James-Assiniboia. Senior Administration will present further information regarding the cost involved and programming information.

The Education Committee Recommends:

That Senior Administration provides further information and details regarding the cost involved and programming information required for piloting the Outdoor School: Summer Division Program at the next Education Committee meeting on October 20, 2020.

4. Continuous Improvement – Interventions, Indigenous Education, Literacy Focus Discussions

Committee discussed the Division's work with Continuous Improvement and decided to focus on current recovery learning practices for the 2020-21 school year. Senior Administration will share current assessment practices in classrooms to address recovery learning needs in future Education Committee meetings. Topics are to be developed for presentation for the year by the Chair of the Education Committee and Senior Administration.

The Education Committee Recommends:

That Continuous Improvement – Interventions, Indigenous Education, Literacy Focus Discussions be received as information

And further,

That the Chair of the Education Committee and Senior Administration work to develop topics for presentation for the 2020-21 Education Committee meetings.

5. SJASD Relationship with the Winnipeg Police Service Motion 14-10-20

This item is deferred to the next Education Committee meeting.

The Education Committee Recommends:

That the SJASD Relationship with the Winnipeg Police Service be deferred to the October 20, 2020 Education Committee meeting.

6. Free After School Drop-In Programming – Pilot Motion 15-33-20

Committee discussed options for increasing experiences for Kindergarten to Grade 5 students after school by piloting an after school program in Early Years schools.

The Education Committee Recommends:

That Senior Administration reaches out to community partners and reports back to the Education Committee with further information at the Education Committee meeting taking place December 15, 2020.

7. Bicycle Education Motions 15-31-20 and 15-32-20

This item is deferred to the next Education Committee meeting.

The Education Committee Recommends:

That Bicycle Education be deferred to the October 20, 2020 Education Committee meeting.

The meeting adjourned at 7:36 pm

Next meeting: October 20, 2020

Report presented by Holly Hunter, Chair, Education Committee

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

St. James-Assiniboia School Division
COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 2 – 21-22
October 27, 2020

MEETING HELD: Monday, October 5, 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), Student Services and Administration
Cory Cameron, Information Officer
Sarah Francis, Senior Management Secretary

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. Staff, Student and Community Engagement Models Motion 16-17-20

The Committee discussed staff, student and community engagement models for the upcoming school years.

The Community Engagement Committee recommends:

“That Staff, Student and Community Engagement Models be revisited at the March 1, 2021 Community Engagement Committee.”

4. Blurbs from the Board - Schedule

The Committee reviewed the schedule for the items that the Trustees will briefly present at the Board meetings.

The schedule is as follows:

September – Cheryl Smukowich (On behalf of the Board)
October – Jennifer Lawson (Mental Wellness, PD & Project 11)
November – Nicole Bowering
December – Cheryl Smukowich (Holiday greetings)
January – Bruce Chegus
February – Holly Hunter (I Love to Read Month)
March – Craig Glennie (Budget)
April – Craig Johnson
May – Bryan Metcalfe (Scholarship)
June – Sandy Lethbridge

The Community Engagement Committee recommends:

“That the Trustee article schedule be accepted as recorded.”

INFORMATION ITEMS - #3, 6 AND 7

a) MSBA Call for Nominations and Resolutions 2021 Motion 16-13-20

Committee discussed the request from Manitoba School Boards Association’s call for nominations and resolutions for 2021-22.

b) Virtual Town Hall – Parent Q&A

Committee reviewed options for a virtual town hall. Parents may send in questions related to the start-up of school that were not or cannot be addressed by their school administration. A request for questions will be sent out via School Messenger.

c) Trustee Led Podcast

Committee determined the first Trustee Led Podcast will discuss the beginning of the 2020-21 school year.

The Community Engagement Committee recommends:

That the following items be received as information:

- **MSBA Call for Nominations and Resolutions**
- **Virtual Town Hall – Parent Q&A**
- **Trustee Led Podcast**

8. Date of the Next Meeting

The next meeting will be Monday, November 2, 2020 at 7:00 pm.

9. Adjournment

The committee adjourned at 7:28 pm.

Minutes submitted by Nicole Bowering, Chair

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

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 09-20

Meeting Held: Tuesday, October 6, 2020, via Teams, 5:30 p.m.

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

Nicole Bowering, Trustee
Holly Hunter, Trustee
Sandy Lethbridge, Trustee
Cheryl Smukowich, Board Chair

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

Present for Item 3, PricewaterhouseCoopers LLP
Patrick Green, CPA, CA, Partner, Assurance
Brett Anderson, CPA, CA, Audit and Assurance Group Engagement Leader

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. PricewaterhouseCoopers LLP – 2019/2020 Audit Presentation

Patrick Green, CPA, CA, Partner, Assurance and Brett Anderson, CPA, CA, Audit and Assurance Group Engagement Leader, from PricewaterhouseCoopers LLP, presented the draft 2019/2020 Financial Statements in conjunction with their Supplementary Audit Report. Audit services were provided for the June 30, 2020 Financial Statements, Bill 57 compliance, St. James-Assiniboia School Division Retirement Fund for the year ended December 31, 2019 and the St. James-Assiniboia School Division Enrolment Report as at September 30, 2019.

PricewaterhouseCoopers advised that the audit went very well with total cooperation from the Division management and staff and no internal control recommendations were noted.

PricewaterhouseCoopers will issue an unqualified audit opinion on the 2019/2020 Consolidated Financial Statements. The unqualified opinion indicates that the consolidated financial statements present fairly, in all material respects, the financial position of the St. James-Assiniboia School Division as at June 30, 2020. The results of operations and cash flows for the 2019/2020 year are in accordance with Canadian Generally Accepted Accounting Principles (GAAP) and the Public Sector Accounting Standards (PSAS).

Administration reviewed the June 30, 2020 Operating Accumulated Surplus and outstanding commitments.

The Committee complimented Administration on the excellent audit report.

The Finance/Facilities Committee recommends:

That the Draft 2019/2020 Financial Statements be approved.

And further;

That the 2019/2020 FRAME Statements be forwarded to the Public Schools Finance Branch.

4. After School Drop In Programming

Discussion did not occur on After School Drop In Programming.

The Finance/Facilities Committee recommends:

That the After School Drop In Programming be listed as a pending item on the Finance/Facilities Agenda.

5. Financial Statement

a) July 2020

b) August 2020

The Committee reviewed the Financial Statement for the periods ended July 2020 and August 2020.

6. Safe Schools Funding Allocations

The Committee reviewed correspondence from Manitoba Education advising of funding available to support school divisions in maintaining public health measures relating to the COVID-19 pandemic.

7. MSBA – Call for Nominations and Resolutions 2021

The Committee reviewed the MSBA Call for Nominations and Resolutions. The Committee didn't identify any submissions for 2021.

8. Maintenance Project Update

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

9. Discovery/Horizons Lease Update

The Committee reviewed the lease agreements for Discovery Children's Centre and Horizons Children's Centre.

The Finance/Facilities Committee recommends:

That the Discovery Children's Centre and the Horizons Children's Centre lease agreements be approved subject to approval by Public Schools Finance Branch.

And further;

That Administration forward the lease agreements to Public Schools Finance Branch for their approval.

10. Inclusive Washrooms

The Committee received an update on inclusive washrooms.

The Finance/Facilities Committee recommends:

That the Inclusive Washrooms be listed as a pending item on the Finance/Facilities Agenda.

The Finance/Facilities Committee Recommends:

That the following item be received as information:

- **The 2019/2020 Audit Report presented by PricewaterhouseCoopers**
- **Accumulated Surplus and outstanding commitments**
- **Financial Statements for July and August 2020**
- **Safe Schools Funding Allocation**
- **MSBA Correspondence – Call for Nominations and Resolutions 2021**
- **Summer Capital Projects Update**
- **Inclusive Washrooms**

Adjournment: 6:55 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, November 3, 2020, 6:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee
Minutes recorded by James Dunlop, Accounting Supervisor

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE GOVERNANCE COMMITTEE No. 03-20

#1536030

Meeting Held: Wednesday, September 23, 2020, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Bruce Chegus, Chair
Jennifer Lawson, Trustee

Nicole Bowering, Trustee (Teams)
Cheryl Smukowich, Board Chair

Mike Friesen, Secretary-Treasurer/Chief Financial Officer
Carrie Melville, Assistant Secretary-Treasurer (Teams)

Regrets: Craig Johnson, Trustee
Mike Wake, Superintendent

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Policy AG Board Governance Framework – Re: Strategic Plan

The Committee discussed the interrelation of Policy AG Board Governance Framework, Policy BA School Board Operational Goals and AD Educational Philosophy/Mission and the need for referencing one another within the policies.

The Governance Committee recommends:

*That in the listing under Part B of Policy AG Board Governance, #1 be revised to include a reference to policy BA School Board Operational Goals, as follows:
“Ensure that a Strategic Plan, as referenced in Policy BA, is developed and receive regular reports from the Superintendent regarding indicators of success and/or progress of identified outcomes.” (Appendix A)*

And further;

That the matrix attached to Policy AG Board Governance Framework be reviewed and updated in accordance with Part C of the policy.

And further;

That no further changes to Policy AG Board Governance Framework are recommended at this time.

And further;

That revisions to Policy BA, renamed Strategic Planning and Operational Goals, be approved. (Appendix B)

4. Job Description CBA – Duties and Responsibilities of the Superintendent – Re: Strategic Plan Renewal Process

The Committee discussed the Strategic Plan renewal process and how it should tie into Job Description CBA – Duties and Responsibilities of the Superintendent. A minor revision to Policy AD Educational Philosophy/Mission was also discussed.

The Governance Committee recommends:

That revisions to Policy AD Educational Philosophy/Mission be approved. (Appendix C)

5. Organizational By-Law #300-19, Section 11, paragraph 6.a - Abstention

Discussion focused on revisions to Organizational By-Law 300-19, Section 11, paragraph 6.a – Abstentions, to include a requirement for all Trustees to vote on every motion unless excused by the Chair. The addition of “If the Chair is abstaining, the Board shall vote as to the validity of the reason and if accepted by majority vote of the Board, shall be recorded on the taking of the vote” was also recommended for inclusion within the by By-Law section. Further details regarding the implications of abstentions is attached. (Appendix D)

The Governance Committee recommends:

That Administration prepare an amendment to the Organizational By-Law 300-19, Section 11, paragraph 6.a as discussed in Committee. (Appendix E)

6. Evaluation of Superintendent and Secretary/Treasurer CFO

The Committee reviewed various documents related to Evaluation of the Superintendent for referral to the Committee of the Whole. Discussion occurred on tying the Evaluation to the Strategic Plan as well as gathering input on the new evaluation model with the Superintendent.

The Governance Committee recommends:**Committee of the Whole Meeting and Referrals**

That a Committee of the Whole meeting be convened to discuss the Superintendent Evaluation model to be used by the Board beginning in the 2021 calendar year.

And further;

That Policies CBI-E/AF-E Superintendent CEO Evaluation Instrument, CBA/AP1-1 Duties and Responsibilities of the Superintendent and CBB-E/AFA-E Secretary-Treasurer CFO Evaluation Instrument be referred to the Committee of the Whole for discussion purposes

And further;

That the MASS/MSBA document titled 'Leading Together, Resource Guide for School Boards' be referred to the Committee of the Whole for reference purposes regarding the 'Evaluation of the Superintendent and the Secretary-Treasurer/CFO.'

And further;

That the 'Performance Appraisal Model' described in the MASS/MSBA Resource Guide be considered for use by the Board beginning in the 2021 calendar year and that the current Superintendent Evaluation instrument set out in Policy CBB-E/AFA-E be discontinued;

And further;

That the Grande Prairie School District Policy 19 titled 'Evaluation of the Superintendent of Schools', which identifies nine areas of performance measurement, be referred for example purposes to the Committee of the Whole meeting for reference as needed.

Current Superintendent Evaluation Policy

That Policy CBA titled 'Annual Summative Evaluation Chief Executive Officer/Superintendent' be considered by the Governance Committee for revision at a subsequent Committee meeting if a new evaluation instrument were to be introduced.

Secretary-Treasurer/CFO Evaluation Instrument

That the current evaluation instrument set out in Policy CBB-E/AFA-E Secretary-Treasurer CFO Evaluation Instrument be used for the next evaluation scheduled for September 2021.

Superintendent Policy "Role and Responsibilities Referral (pending agenda item re Personnel Committee)

That changes to the Superintendent Evaluation instrument, when completed, be referred to the Personnel Committee for consideration in its pending review of Policy CBA/AP1-1 Duties and Responsibilities of Superintendent.

And further;

That the Grande Prairie School District Policy 18 titled 'Superintendent of Schools/CEO Roles and Responsibilities' be referred to Personnel Committee for example purposes in its consideration of revisions to Policy CBA/AP1-1 Duties and Responsibilities of the Superintendent referred to above.

7. Policy BDE Board Committees

The Committee discussed revisions required to policy BDE Board Committees due to the addition of Community Engagement as a major standing Committee. Each Trustee shall now be required to serve on two major standing committees each year.

The Governance Committee recommends:

That revisions to Policy BDE Board Committees be approved. (Appendix F)

8. Policy BABA Duties of the Board Chair – Re: Trustee Statements

The Committee discussed revisions to Policy BABA Duties of the Board Chair that address facilitating Trustee Statements at Board Meetings.

The Governance Committee recommends:

That revisions to Policy BABA Duties of the Board Chair be approved. (Appendix G)

9. Board Member Compensation and Expenses (Trustee Indemnity) By-Law 297-19

The Committee discussed revisions required to Board Member Compensation and Expenses (Trustee Indemnity) By-Law 297-19, to recognize that Community Engagement is a major standing committee.

The Governance Committee recommends:

That Administration prepare an amendment to the Board Member Compensation and Expenses (Trustee Indemnity) By-Law 297-19, to include Community Engagement as a major standing committee. (Appendix H)

10. Regulation BID-R Board Compensation and Expenses

The Committee discussed revisions to Regulation BID-R Board Compensation and Expenses, to recognize that the Community Engagement is a major standing committee.

The Governance Committee recommends:

That revisions to Regulation BID-R Board Compensation and Expenses be approved. (Appendix I)

11. Next Meeting

December 1, 2020 at 5:30

12. Adjournment

6:40

Report submitted by Bruce Chegus, Chair, Governance Committee
Minutes recorded by Carrie Melville, Assistant Secretary-Treasurer

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

RETIREMENT PLAN COMMITTEE MEETING

MINUTES

No. 01-20/21

Meeting Held: September 17, 2020
5:00 p.m. – Board Room

Present: Craig Glennie, Committee Chair, School Board Trustee (via Teams)
Bruce Chegus, School Board Trustee

Martha Wiebe, M.A.N.T.E. Representative (via Teams)
Bob Guenther, C.U.P.E. Representative (via Teams)

Mike Friesen, Secretary-Treasurer
Carrie Melville, Assistant Secretary-Treasurer
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group

Absent with Regrets:

Absent: None

TOPICS, DISCUSSIONS AND RECOMMENDATIONS

I. Call to Order/Attendance

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

II. Approval of Agenda

MOTION: Guenther/Wiebe

"That the agenda be approved as listed."

CARRIED

III. Approval of Minutes – May 14, 2020 (04-19/20)

MOTION: Guenther/Wiebe

"That the minutes for the Retirement Plan Committee meeting of May 14, 2020 be approved as written."

CARRIED

IV. Presentation: Jarislowsky Fraser (Chad Van Norman and Jestine Payne via Teams)

The Committee received a presentation from Jarislowsky Fraser on the investment results and the outlook for the fund.

V. Presentation: Letko Brosseau (Andrew Davis via Teams)

The Committee received a presentation from Letko Brosseau on the investment portfolio and the current year to date return of -19.2%. Poor results were linked to three sectors.

VI. Ellement Consulting Group (Consultant/Actuary)

Ross Dunlop reviewed the Risk Compliance and Investment Analytic Report for the second quarter ending June 30, 2020.

The plan has a current balance of \$67,587,136 with a rate of return for the quarter of 9.3% and a year to date return of -4.6%.

It was noted that even though the Investment Manager Letko Brosseau significantly underperformed, no immediate action will be taken to terminate. Ellement recommends that Letko be placed on a watch and future results monitored.

VII. Ellement Consulting Group (Actuary)

1. Summary of Benefit Payments and Expenses

A summary of payments processed from May 8, 2020 to September 11, 2020 was provided to the Committee for approval.

MOTION: Chegus/Guenther

“That the list of benefit and expense payments in the amount of \$1,298,110.82 be approved.”

CARRIED

2. Annual Statements at December 31, 2019

The Committee members were updated on the distribution of Plan Members' Annual Benefit Statements as at December 31, 2019. The statements were sent to payroll for distribution on June 24, 2020.

3. Annual Information Return

The 2019 Annual Information Return (AIR) was filed with the Manitoba Pension Commission on August 27, 2020. The Office of the Superintendent Pensions-Manitoba extended the deadline for the filing of the 2019 Annual Information Returns to August 31, 2020. The 2020 AIR Filing Fee of \$3,614.40 was paid to the Minister of Finance.

4. Actuarial Valuation Report as at December 31, 2019

Ross presented the draft valuation report to the Committee. It is noted that the Plan is considered well funded with a going concern valuation funded ratio before adjustments of 108.2% and a funded ratio after adjustments of 105.3%. The review resulted in the following motion:

MOTION: Chegus/Friesen

“That the draft Actuarial Valuation Report as at December 31, 2019 be approved and filed with the regulators.”

VIII. Correspondence

The correspondence is received as information.

IX. Other Correspondence

The Other Correspondence is received as information.

X. Conference/Course Correspondence

The Conference/Course Correspondence is received as information.

XI. Date of Next Meeting

Thursday, November 5, 2020, 5:00 pm.

XII. Adjournment

7:13 p.m.