



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### MISSION STATEMENT

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, safe and caring educational environment so that all students are prepared 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

**September 27, 2022**

**7:30 p.m.**

**Meeting No. 18-22**

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.**

**Moment of Silence – National Day of Truth and Reconciliation**

### ADOPTION OF MINUTES

Board Meeting of September 13, 2022

### REPORT ON EDUCATION

Elders and Knowledge Keepers Pilot Project

### TRUSTEE STATEMENTS

*There are no Trustee Statements.*

### HEARING OF DELEGATIONS

*There are no delegations registered.*

### COMMITTEE REPORTS

Governance Committee – September 6, 2022

Personnel Committee – September 20, 2022

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**TRUSTEE COMMITTEE UPDATES**

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Ziibi Odewei'igan – SJASD Indigenous Steering Committee Meeting – September 16, 2022

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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**

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**Action Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Call for Nominations and Resolutions 2022

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Audit Committee Guide – Canadian Edition
  - b. Memo re: Monday, September 19, 2022 One-Time Federal Holiday for Federal Civil Service Workers
  - c. Manitoba Government News Release re: Free Menstrual Products in Schools
  - d. E-News – September 21, 2022
2. Manitoba Education and Early Childhood Learning
  - a. Letter re: Federal Holiday for Queen Elizabeth's Funeral
  - b. Letter re: Free Menstrual Product Distribution to Schools
  - c. Letter re: Truth and Reconciliation Week and National Day for Truth and Reconciliation September 30
3. Minister of Education and Early Childhood Learning
  - a. Letter and Proclamation for School Support Staff Recognition Week - September 26 to 30, 2022
  - b. Letter and Proclamation for Dyslexia Awareness Month - October 2022
4. Letter re: Support for Gender Neutral Bathrooms in Manitoba Schools

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

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*There are no unfinished business items.*

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**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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(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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*There are no Trustee PD Summaries.*

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**NEW BUSINESS**

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*There are no New Business items.*

**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 GOVERNANCE COMMITTEE No. 06-22**

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#1703959

Meeting Held: Tuesday, September 6, 2022, Teams, 5:00 p.m.

Present: Bruce Chegus, Committee Chair  
Craig Glennie, Trustee  
Sandy Lethbridge, Trustee (5:06 p.m.)

Cheryl Smukowich, Board Chair (5:05 p.m.)

Jenness Moffatt, Acting 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. Regulation ADE-R Four-Year Strategic Planning Cycle**

The Committee reviewed Regulation ADE-R Four-Year Strategic Planning Cycle. Regulation ADE-R is to be included in the Board of Trustees orientation plan and is also to be shared with Division Administrators.

#### **4. Draft Regulation BEDG-R Board and Committee Meeting Minutes**

The Committee reviewed revisions to Regulation BEDG-R Board and Committee Meeting Minutes which included a new section regarding the recording of Trustee code of conduct and conflict of interest matters.

#### **5. Draft Policy BDE Board Committees**

The Committee reviewed revisions to Policy BDE Board Committees. Discussion occurred on which Committees should be included in the Policy under Section 3(b) Liaison Committees and which Committees would have Trustees elected versus appointed. Additional changes were made to the preamble to include the rules surrounding the number of times and length of time a Trustee may speak to an item. A section with reference to Committee minutes was also added.

**The Governance Committee Recommends:**

**That revisions to Policy BDE Board Committees be approved with amendments as discussed by Committee.**

**And further;**

**That revised Policy BDE Board Committees shall be effective November 1, 2022.**

## **6. Draft Policy BHC/GBD Communications with Staff**

The Committee reviewed revisions to Policy BHC/GBD Communications with Staff.

**The Governance Committee Recommends:**

**That revisions to Policy BHC/GDB Communications with Staff be approved.**

## **7. E2G Governance Model**

The Committee discussed the general parameters of the Effective & Efficient Governance model (E2G) currently used by many rural school boards in Manitoba. It was noted that Janis Arnold from MSBA is available to provide more details about possible options for implementation of the E2G model if a Board were to align its governance policies more with the E2G model.

**The Governance Committee Recommends:**

**That the NEPN Policy Coding System for Classification Of School District Policies continue to be used in regard to the Policy Manual.**

**And further;**

**That the attachment regarding the E2G governance model be received as information.**

## **8. Divisional Committees**

The Committee reviewed the current list of Divisional committees and discussed how they are tied in to Policy BDE Board Committees.

The meeting adjourned at 5:53 p.m.

**Next Meeting: Tuesday, November 8, 2022 at 12:00 p.m.**

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

#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.”

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**3. Recording regarding Trustee Code of Conduct and Conflict of Interest:**

Matters concerning Trustee Code of Conduct and Conflict of Interest discussions are subject to release through the Freedom of Information and Protection of Privacy Act (FIPPA) or litigation. Therefore, only the date, people in attendance, name of the person in possible breach and the title or section of the policy being discussed is recorded.

**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 The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (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 chair the main points of the preamble prior to proceeding to the next item on the agenda.

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## **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 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 chair 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/Chief Financial Officer 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.

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**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 chair of the committee to read the minutes as drafted and will get the chair's concurrence with the draft. Any changes required will be made at this time to avoid misinterpretation or confusion.

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# 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.

Committees generally operate under the rules of the Board, however, 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.

Standing and Ad Hoc Committees report to the Board as required by the Board or whenever the Committee deems necessary.

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. The Committee Chair is responsible for exercising discretion in ensuring that all members have an opportunity to participate.

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.

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- 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.
- 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.

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**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
  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).

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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 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

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- 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
- 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.

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**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:

- 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.

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**iii. Divisional Early Childhood Committee**

Membership: 1 trustee

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

**iv. Mental Health Promotion Committee**

Membership: 1 Trustee

Role: The trustee will attend meetings and report annually to the Board.

**v. Safe Schools Committee**

Membership: 1 Trustee

Role: The trustee will attend meetings and report annually to the Board.

**vi. Ziibe Odeweigan Committee**

Membership: 1 Trustee

Role: The trustee will attend the regularly scheduled meetings and report annually to the Board.

**vii. Assiniboia Chamber of Commerce**

Membership (paid): 1 Trustee

Role: The trustee will act as liaison between the Board and Assiniboia Chamber of Commerce.

**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.

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

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.

## **Committee Minutes**

The Committee Chair reviews the minutes prior to distribution. 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.

Minutes of Committee meetings become part of the Board's official record when they are approved by the Board at a Board meeting. 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.

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. The adoption or approval of Committee minutes in their entirety gives effect to all recommendations, either in their original form or as amended.

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Reference: Four Year Planning Cycle, Regulation ADE-R

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GBD

## **COMMUNICATIONS WITH STAFF**

### **Staff Communications to the Board**

All communications or reports from employees to the Board or any Board committee shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal.

### **Board Communication to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

### **Death of an Employee**

In the event of the death of a Division employee, it is Board policy to send a letter of condolence, signed by the Chair, to the next of kin.

APPROVED 74-01-08

APPROVED 76-09-28

REVISED: April 26, 2005 Motion 08-02-05

Former: GBD #38079v2

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION  
REPORT OF THE PERSONNEL COMMITTEE 01-23**

**September 27, 2022**

Meeting Held: Tuesday, September 20, 2022, Microsoft Teams, 5:00 p.m.

Present: Sandy Lethbridge, Chair  
Craig Johnson, Trustee  
Jennifer Lawson, Board Vice-Chair  
Bryan Metcalfe, Trustee (Arrived 5:30 p.m. Item #5)

Cheryl Smukowich, Board Chair

Jenness Moffatt, Acting 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 5:00 p.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Policy Revisions**

Administration presented the new policy, regulation and exhibit regarding the Non-Discrimination Public Interest Act policy.

**The Personnel Committee recommends:**

**That policy GBKA Non-Discrimination Public Interest (Whistleblower Protection) Act (PIDA) be approved;**

**And further,**

**That regulation GBKA-R Public Interest Disclosure (Whistleblower Protection) Act (PIDA) and exhibit GBKA-E-1 Public Interest Disclosure (Whistleblower Protection) Act (PIDA) Disclosure of Wrongdoing Form be received as information.**

**4. Job Descriptions**

Administration presented the new job description AP1-46 Director, Curriculum, Assessment and Professional Learning.

As well, minor revisions were presented to AP1-45 Director, Inclusion Support Services and Accessibility resulting in the two new Group #1 positions being more analogous.

**The Personnel Committee recommends:**

**That new job description AP1-46 Director, Curriculum, Assessment and Professional Learning as well as revisions to AP1-45 Director, Inclusion Support Services and Accessibility be approved.**

**5. Personnel Report to the Board**

Administration shared the Personnel Report to the Board updated to September 16, 2022.

The meeting adjourned at 5:45 p.m.

**Next Committee Meeting:** Tuesday, October 18, 2022, 5:00 p.m.

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