



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

November 10, 2020

7:30 p.m.

Meeting No. 19-20

Organizational By-Law 300-19 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 October 27, 2020

REPORT ON EDUCATION

There are no Reports on Education at this time

TRUSTEE STATEMENTS

HEARING OF DELEGATIONS

COMMITTEE REPORTS

- Education Report October 20, 2020
- Community Engagement Report November 2, 2020
- Finance/Facilities Report November 3, 2020

TRUSTEE COMMITTEE UPDATES

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. Fall General Meeting PD – Memo
 - b. Fall General Meeting Equity Report – Winnipeg Indigenous Executive Circle

Information Correspondence

2. Manitoba School Boards Association (MSBA)
 - a. E-News Bulletin – November 4, 2020
 - b. Grade 12 - Treaty Education Virtual Classroom and Registration
 - c. St. Norbert's Remembrance Day
 - d. Executive Highlights October 16, 2020
 - e. Convention Award Program
 - f. Memo to Board Re: MSBA Media Features

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. First Reading - By-Law 310-20 Amending Organizational By-Law 300-19
2. First Reading – By-Law 309-20 Amending Trustee Indemnity By-Law 297-19

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 at this time.

NEW BUSINESS

There are no New Business Items at this time.

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. 2 ~ 20-21

LL#1549667

November 10, 2020

Meeting Held: Tuesday, October 20, 2020 Board Room, 6:30 p.m.

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

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

Regrets: Sandy Lethbridge, Trustee

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. Bicycle Education Motion 15-32-20 and 15-33-20

Trustee Glennie presented his motion and rationale for a bicycle education program. Ideas for programming options were discussed and models for implementation will be presented in the budget package.

The Education Committee Recommends:

“That the Bicycle Education budget costs will be estimated to implement options for a school based bike program, or a summer bike education program, for a 2021-22 budget consideration.”

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

Information on the Brooklands Outdoor School 2020 was shared with the Committee. Budget information will be collated and shared with Education Committee for consideration.

The Education Committee Recommends:

“That costs for Outdoor School: Summer Division Program will be estimated and prepared for a 2021-22 budget consideration.”

INFORMATION ITEMS - # 5, 6, 7, AND 8

a) Policy ECACB – Dogs Prohibited on School Property Motion 16-21-20

The Committee reviewed and discussed Policy ECACB – Dogs Prohibited on School Property.

b) MSBA Call for Nominations and Resolutions 2021 Motion 16-14-20

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

c) International Student Program and Continuing Education Reports Motion 17-27-20

The Committee reviewed and discussed the information presented in both reports.

d) Remote Learning Student Statistics

The Committee reviewed and discussed the student statistics regarding remote learning.

The Education Committee Recommends:

That the following items be received as information:

- **Policy ECACB – Dogs Prohibited on School Property**
- **MSBA Call for Nominations and Resolutions 2021**
- **International Student Program and Continuing Education Reports**
- **Remote Learning Student Statistics**

PENDING ITEMS:

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

The meeting adjourned at 7:36 pm

Next meeting: November 17, 2020

Report presented by Holly Hunter, Chair, Education Committee

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

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 3 – 20-21

November 10, 2020

MEETING HELD: Monday, November 2, 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

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. Parent Q&A Responses

The responses from the request for feedback to the St. James-Assiniboia Divisional inquiries mailbox were reviewed by the Committee. Senior Administration will work with the Chair of the Board to develop responses to any pending questions to the Parent Q&A.

The Community Engagement Committee recommends:

“That the Parent Q&A Responses be received as information;

and further,

That Senior Administration will work with the Chair of the Board to develop responses to any pending questions to the Parent Q&A.”

4. Community Engagement Events 2020-21

The Committee reviewed the events that would typically have been held during the 2020-2021 school year but are currently paused due to Public Health restrictions. Ideas of virtual engagement with parents and community were discussed.

The Community Engagement Committee recommends:

“That the item Community Engagement Events 2020-21 be tabled to the December 7, 2020 Community Engagement meeting.”

5. Trustee Led Podcast

Topics for the podcast were discussed by Committee members. Due to guest availability and limitations with COVID-19, Trustee Bowering will update the Community Engagement Committee at the December 7, 2020 meeting.

The Community Engagement Committee recommends:

“That Trustee Led Podcast remain as a standing item on the Community Engagement Committee agendas for 2020-21.”

6. Date of the Next Meeting

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

7. Adjournment

The committee adjourned at 7:50 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. 10-20

Meeting Held: Tuesday, November 3, 2020, Aidan Conklin Building/PSDC via Teams, 6:30 p.m.

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

Sandy Lethbridge, Trustee (left 8:00 pm)
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,
Kevin Klein, City Councillor, Charleswood-Tuxedo-Westwood
Brian Mayes, City Councillor, St. Vital

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. Rubberized Track at Westwood Collegiate

The Committee reviewed a proposal by Councillor Kevin Kline and Councillor Brian Mayes to install a rubberized track at Westwood Collegiate. Discussion focused on the costs and benefits associated with installing a rubberized track.

The Finance/Facilities Committee recommends:

That the Rubberized Track at Westwood Collegiate be referred back to Administration for further review.

And further;

That the Rubberized Track at Westwood Collegiate be listed as a pending item on the Finance/Facilities Agenda.

4. Internal Audit Summary 2019/2020

The Committee reviewed the 2019/2020 Internal Audit Summary and discussed the importance of accounting controls, compliance with CRA requirements, Board Policy and the consolidation of financial information.

**5. PSFB Correspondence
- The Budget Implementation and Tax Statutes Amendment Act**

The Committee reviewed correspondence from the Public Schools Finance Board.

Discussion focused on the proposed amendments to repeal the Public Schools Finance Board Act and assign the duties of the Public Schools Finance Board to the Minister of Education.

6. Graduation Class 2020 Dinner and Dance Individual Fundraising Refunds

The Committee reviewed a request to refund individual fundraising dollars raised for the 2020 graduation dinner from John Taylor Collegiate and St. James Collegiate.

It was noted that Sturgeon Heights, Westwood, and Jameswood graduation fundraisers are not done on an individual basis.

Discussion focused on the challenging times presented by COVID-19 and the graduation experience lost by the Class of 2020. The Committee noted that a deviation from Policy DD Fundraising would be required to refund dollars. The Policy states that "The proceeds of fundraising activities shall be spent in accordance with the advertised purpose of the fundraiser. Proceeds generated by the fundraising activity shall never be made payable to students or parents for their personal efforts."

The Finance/Facilities Committee recommends:

That the request to refund individual fundraising dollars raised for the 2020 graduation dinner from John Taylor Collegiate and St. James Collegiate be approved.

And further;

That Administration review Policy DD Fundraising to strengthen language pertaining to personal fundraising initiatives.

7. Financial Statement – September 2020

The Committee reviewed the Financial Statement for the period ended September 2020.

8. Draft Budget Timeline 2021/2022

The Committee reviewed the draft Division Budget Timeline for the 2021/2022 Budget. Two alternative timelines were provided, in order to address the unknown timing of the provincial funding announcement.

The Finance/Facilities Committee recommends:

That the draft Division Budget Timeline – 2021/2022 be adopted (Appendix 1).

9. Parent/Staff Budget Survey

The Committee reviewed the pre-budget surveys that were sent to parents and staff in 2019/2020. While the Committee values the feedback from parents and staff, concern was expressed about the amount of COVID-19 related correspondence being issued at this time and the need to for it to be prioritized this year. The surveys could be addressed again in the next school year.

10. 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.

11. Request to use Allard Parking Lot

Administration provided an update on the Allard parking lot.

The Finance/Facilities Committee Recommends:

That the following item be received as information:

- **The 2019/2020 Internal Audit Summary**
- **PSFB Correspondence – Bill 2, The Budget Implementation and Tax Statutes Amendment Act**
- **Financial Statement for September 2020**
- **Parent/Staff Budget Survey**
- **Request to use Allard Parking Lot**

Adjournment: 8:10 p.m.

Next Meeting: Finance/Facilities Committee
Tuesday, December 1, 2020, 6:30 p.m.

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