



## 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.*

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## AGENDA

### **Annual Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**December 8, 2020**

**7:30 p.m.**

**Meeting No. 21-20**

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."

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### **CALL TO ORDER/ATTENDANCE**

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

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### **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.**

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### **ADOPTION OF MINUTES**

Board Meeting of November 24, 2020

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### **REPORT ON EDUCATION**

*There are no Reports on Education at this time*

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### **TRUSTEE STATEMENTS**

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### **HEARING OF DELEGATIONS**

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### **COMMITTEE REPORTS**

- Education Committee Report November 17, 2020
- Finance/Facilities Report December 1, 2020
- Governance Report December 1, 2020

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## TRUSTEE COMMITTEE UPDATES

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- Liaison Committee, Staff Wellness - Professional Development Summary

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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. Bill 64 – Notice to Register

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-News Bulletin – December 2, 2020
  - b. 2021 Annual Convention
  - c. Minutes – Fall General Meeting November 21, 2020

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## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

*There are no Unfinished Business items at this time*

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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

*There are no Trustee PD Summaries at this time.*

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## NEW BUSINESS

*There are no New Business items at this time.*

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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 EDUCATION COMMITTEE NO. 3 ~ 20-21**

LL#1554426

**December 8, 2020**

**Meeting Held: Tuesday, November 17, 2020 Board Room, 6:30 p.m.**

**Present:** Holly Hunter, Chair  
Nicole Bowering, Trustee  
Bryan Metcalfe, Trustee  
Sandy Lethbridge, Trustee

Jennifer Lawson, Vice Chair  
Cheryl Smukowich, Chair of the Board

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

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

The Education Committee held a discussion regarding the framework of information to be collected for the report to the Board. As a first step, the Committee will pursue opportunities for the Winnipeg Police Service to present to the Committee about the Student Resource Officer (SRO) program.

**The Education Committee Recommends:**

**“That the final report be postponed and presented to the Board for January 2022,**

**And further,**

**That the SJASD Relationship with the Winnipeg Police Service remain as a standing item on the Education Committee agendas for planning purposes.”**

**4. Draft Registration Process 2021-22 Motion 18-08-20**

A discussion took place regarding registration of in-catchment and out-of-catchment students, and the process for the 2021-22 registration.

**The Education Committee Recommends:**

**“That the registration process for 2021-22 proceed as planned.”**

**5. State of Equity in Education Report, Winnipeg Indigenous Executive Circle Motion 19-16-20**

Senior Administration will look into equitable hiring practices in Manitoba and Canada, and explore the possibility of staff self-identifying as Indigenous for data collection purposes. St. James-Assiniboia will collaborate with other school divisions and legal counsel for correct language.

**The Education Committee Recommends:**

**“That the State of Equity in Education Report be referred to Personnel.”**

**INFORMATION ITEMS - #4 AND 6**

**a) InformNet Year End Report 2019-20**

The Committee reviewed the report.

**b) Regulation IJOA-R Field Trips and Exhibit IJOA-E-15 Out of Country Field Trip Procedures Checklist Motion 19-14-20**

Information was provided regarding the amendments to the field trip regulation and exhibit.

**The Education Committee Recommends:**

**That the following items be received as information:**

- **InformNet Year End Report 2019-20**
- **Regulation IJOA-R Field Trips and Exhibit IJOA-E-15 Out of Country Field Trip Procedures Checklist**

The meeting adjourned at 7:36 pm

**Next meeting: December 15, 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**

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 11-20**

Meeting Held: Tuesday, December 1, 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

Nicole Bowering, 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

#### **DISCUSSION AND RECOMMENDATIONS**

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

As per above.

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

The Agenda was approved as circulated.

##### **3. Multi-Year Plan**

The Committee received a detailed update on the multi-year plan relating to the Board's strategic focus for utilizing revenues to achieve positive student outcomes. The update included information on the operating and capital reserves, balanced budget, provincial funding, challenges, multi-year financial planning model and reasonable taxation.

##### **4. City of Winnipeg – Portioned Assessment as of November 12, 2020**

The Committee reviewed the City of Winnipeg Portioned Assessment as at November 12, 2020.

##### **5. Trustee Additional Funding Requests**

The Committee reviewed additional funding requests brought forward to be considered for the 2021/22 budget.

**The Finance/Facilities Committee recommends:**

**That the Trustee Additional Funding Requests be considered in the preparation of the 2021/22 Budget.**

**6. Holiday Giving Campaign**

The Committee discussed options for how to safely implement a holiday giving campaign.

**The Finance/Facilities Committee recommends:**

**That the Holiday Giving Campaign item be listed as a pending item on the Finance/Facilities agenda.**

**7. Westwood Rubberized Track Update**

The Committee reviewed an update provided by Administration on the immediate and long term costs of installing a rubberized track at Westwood Collegiate.

**The Finance/Facilities Committee recommends:**

**That the Westwood Rubberized Track Update be received as information.**

**And further;**

**That Administration send correspondence to Councillor Kevin Klein and Councillor Brian Mayes.**

**The Finance/Facilities Committee Recommends:**

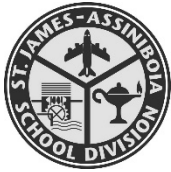
**That the following items be received as information:**

- **Multi-Year Plan**
- **City of Winnipeg Portioned Assessment as at November 12, 2020**

Adjournment: 8:25 p.m.

Next Meeting: Finance/Facilities Committee  
Tuesday, January 5, 2021, 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. 04-20**

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#1555564

Meeting Held: Tuesday, December 1, 2020, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Bruce Chegus, Chair  
Craig Johnson, Trustee  
Jennifer Lawson, Trustee  
  
Nicole Bowering, Trustee  
Cheryl Smukowich, Board Chair  
  
Mike Wake, Superintendent  
Mike Friesen, Secretary-Treasurer/Chief Financial Officer  
Carrie Melville, Assistant Secretary-Treasurer  
Sharon O'Neil, Senior Executive Assistant

Regrets: NIL

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

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

The Agenda was approved as circulated.

#### **3. School Messenger and Trustee/Board Use as a Communication Tool**

The Committee reviewed a referral motion regarding the School Messenger communication software, and the possible need for a Policy or Regulation limiting its use to School and Board Office correspondence.

**The Governance Committee recommends:**

**That the School Messenger communication software shall be limited to School and Board Office use only.**

**And further;**

**That Senior Administration review existing policy and draft a supporting regulation clarifying that the School Messenger communication software is limited to School and Board Office correspondence,**

**And further;**

**That the draft regulation be reviewed at the April 6, 2021 Governance Committee Meeting.**

**4. Next Meeting**

April 6, 2020 at 5:30

**5. Adjournment**

5:55 p.m.

Report submitted by Bruce Chegus, Chair, Governance Committee  
Minutes recorded by Sharon O'Neil, Senior Executive Assistant