



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

Meeting of the St. James-Assiniboia School Division Board

Board Room, Aidan Conklin Building, 2574 Portage Avenue

November 23, 2021

7:30 p.m.

Meeting No. 21-21

Organizational By-Law 311-20 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 November 9, 2021

REPORT ON EDUCATION

Successful Physical Activity Programs in SJASD

TRUSTEE STATEMENTS

There are no Trustee Statements

HEARING OF DELEGATIONS

There are no Delegations

COMMITTEE REPORTS

Community Engagement Committee Report – November 1, 2021

Governance Committee Report – November 2, 2021

Personnel Committee Report – November 16, 2021

TRUSTEE COMMITTEE UPDATES

Retirement Committee Report – November 4, 2021

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There are no action correspondence items.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-News – November 10, 2021
 - b. Apprenticeship Manitoba – Sector Committee Application
 - c. University of Winnipeg Contact to Contract Sessions

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Second Reading By-Law 316-21 Consolidated Organizational By-Law
2. Third/Final Reading By-Law 316-21 Consolidated Organizational By-Law
3. Second Reading By-Law 317-21 Consolidated Trustee Indemnity By-Law
4. Third/Final Reading By-Law 317-21 Consolidated Trustee Indemnity By-Law

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

There are no New Business items.

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

St. James-Assiniboia School Division

COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 2 – 21-22

November 23, 2021

MEETING HELD: Monday, November 1, 2021 at 5:00 p.m. via Microsoft Teams

PRESENT: Nicole Bowering, Chair
Bruce Chegus, Trustee
Holly Hunter, Trustee
Jennifer Lawson, Vice Chair of the Board
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 5:00 p.m.

Attendance recorded above.

2. Approval of Agenda

The agenda was approved as distributed.

3. Community Representation

The Community Engagement Committee reviewed the Winnipeg Indigenous Executive Circle State of Equity in Education Report and the media article "Report Calls for more Indigenous Representation in Manitoba School Boards" and viewed MSBA's video "Representation on School Boards" as a prompt for discussion on how to address community representation.

The Community Engagement Committee recommends:

"That further updates and discussion regarding community representation options take place at the Committee of the Whole In-Camera meeting on November 23, 2021."

4. Virtual Community Forums

The Virtual Community Forum discussion will be moved to the January 2022 Community Engagement Committee meeting for potential planning of an in-person community forum.

5. Date of the Next Meeting

The next meeting is Monday, December 6, 2021 at 5:00 p.m.

6. Adjournment

The committee adjourned at 6:54 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 GOVERNANCE COMMITTEE No. 04-21

#1617227

Meeting Held: Tuesday, November 2, 2021, Aidan Conklin Building/Teams, 5:00 p.m.

Present: Bruce Chegus, Committee Chair
Craig Glennie, Trustee
Sandy Lethbridge, Trustee

Cheryl Smukowich, Board Chair

Mike Wake, 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

The agenda was approved with revisions to the order of items.

3. Excluded Staff Member/Board Self-Evaluation Process and Timeline in 2022

The Committee discussed the timeline for the evaluation of the excluded staff member. The Board Chair and Superintendent will develop the performance standards instrument to be used for the evaluation which is to be shared with the Board in January 2022. Performance evaluation learning opportunities will be provided to the Board beginning in February 2022 to develop a better understanding of the intent of the evaluation instrument. The Personnel Committee will integrate the evaluation instrument into the job description and policy to govern the evaluation process. The final evaluation of the excluded staff member will be completed by June 2022.

4. Board Self-Evaluation

The Board Self-Evaluation agenda item was deferred to the next Governance Committee meeting.

5. Next Meeting

Tuesday, April 5, 2022, at 5:00 p.m.

6. Adjournment

6:00 p.m.

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

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION
REPORT OF THE PERSONNEL COMMITTEE 03-22**

November 23, 2021

Meeting Held: Tuesday, November 16, 2021, Microsoft Teams, 5:00 p.m.

Present: Sandy Lethbridge, Chair
Jennifer Lawson, Board Vice-Chair
Craig Johnson, Trustee (Arrived 5:20 p.m. Item #6)
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair

Mike Wake, 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. COVID-19 Staffing Update

Administration shared information regarding additional staffing measures implemented to assist with the challenges related to COVID-19.

4. Excluded Staff Member Evaluation Process

The Committee discussed the current process and evaluation instrument being considered by the Board Chair, Vice-Chair and Superintendent. It was decided that the Excluded Staff Member Evaluation Process would remain as a standing item until the excluded staff member's evaluation is complete.

5. MTS Collective Agreement Revision

Administration shared a request from MTS to place previously agreed-to COLA language on page 44 of the current Collective Agreement, as well as its willingness to do so.

The Personnel Committee recommends:

That the agreed-to COLA language be added to page 44 of the current Collective Agreement with MTS.

6. Employee Secondment Request

Administration shared a request from Manitoba Education to alter the current secondment agreement with an employee. The request, supported by Administration, is to add the Coordinator allowance to the employee's seconded salary for the 21/22 school year due to increased, and unplanned responsibilities related to COVID-19.

The Personnel Committee recommends:

That the request from Manitoba Education to apply the Coordinator allowance for this particular employee for the 21/22 school year be granted.

7. Con Ed Instructor and Secretarial Trainer Pay Rates

Administration presented a proposal to increase the Con Ed Instructor and Secretarial Trainer casual pay rates at the same percentage rates recently awarded to MANTE staff on a go forward basis effective January 1, 2022 and July 1, 2022.

The Personnel Committee recommends:

That the casual pay rates for Continuing Education Instructors and Secretarial Trainers be increased as recommended.

6. Personnel Report to the Board

Administration shared the Personnel Report to the Board updated to November 12, 2021.

The meeting adjourned at 5:30 p.m.

Next Committee Meeting: Tuesday, December 21, 2021, 5:00 p.m.

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

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

RETIREMENT PLAN COMMITTEE MEETING

MINUTES

No. 02-21/22

Meeting Held: November 4, 2021
5:00 p.m. – By TEAMS

Present: Craig Glennie, Committee Chair, School Board Trustee
Bruce Chegus, School Board Trustee joined

Martha Wiebe, M.A.N.T.E. Representative
Bob Guenther, C.U.P.E. Representative

Carrie Melville, Secretary-Treasurer
Cindy Labaty, Manager, Human Resources

Ross Dunlop, Consultant/Actuary, Ellement Consulting Group
(until 6:06 p.m.)

Absent with Regrets: None

Absent: None

TOPICS, DISCUSSIONS AND RECOMMENDATIONS

1. Call to Order/Attendance

The regular meeting was called to order at 4:58 p.m. Attendance is as recorded above.

2. Approval of Agenda

MOTION: Melville/Wiebe

"That the agenda be approved as listed."

CARRIED

3. Approval of Minutes – September 16, 2021 (02-21/22)

MOTION: Melville/Wiebe

"That the minutes for the Retirement Plan Committee meeting of September 16, 2021 be approved as written."

CARRIED

4. Ellement Consulting Group (Consultant/Actuary)

1. Risk Compliance and Investment Analytic Report

Results of the Fund for the third quarter ending September 30, 2021 showed the plan has a current balance of \$84 million with a rate of return for the quarter of 1.6% and year to date return of 10.9%.

5. Ellement Consulting Group (Actuary)

1. Summary of Benefit Payments and Expenses

A summary of payments processed from September 10, 2021 to October 27, 2021 was provided to the committee for approval.

MOTION: Melville/Chegus

“That the list of benefit and expense payments in the amount of \$884,925.88 be approved.”

CARRIED

2. Actuarial Valuation Report as at December 31, 2020

The Actuarial Valuation Report as at December 31, 2020 was filed with the Office of the Superintendent of Pensions - Manitoba and the Canada Revenue Agency on September 22, 2021.

3. Financial Statements at December 31, 2020: Action Required

The audited financial statements of the the Retirement Plan for Non-Teaching Employees of the St. James-Assiniboia School Division were reviewed. PricewaterhouseCoopers LLP issued an unqualified audit report and no internal control mechanisms were recommended.

The Board moved to approve the statements and made the following motion:

MOTION: Chegus/Melville

“The audited financial statements be approved and submitted to the Office of the Superintendent of Pensions – Manitoba in accordance with Section 3.28 of the Pension Benefits Act Regulation.”

CARRIED

4. Private Credit Presentation

In an effort to increase diversification of investments in the Fund, the committee decided to add private equity into the mix of investments held by the Fund resulting in the following motion:

MOTION: Wiebe/Melville

“That approximately 10% (5% from Bonds and 5% from Canadian Equity) of the portfolio or \$8 million US be invested in Northleaf Senior Private Equity under the

unlevered performance objective and that the Statement of Investment Policies and Procedures be updated to include the new asset class of private equity.”
CARRIED

6. Correspondence

The correspondence is received as information.

7. Other Correspondence

The other Correspondence is received as information.

8. Conference/Course Correspondence

The conference information is received as information.

9. Date of Next Meeting

Thursday, March 3, 2021 at 5:00 p.m.

10. Adjournment

6:12 p.m.