



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

December 14, 2021

7:30 p.m.

Meeting No. 22-21

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

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 23, 2021

REPORT ON EDUCATION

French Immersion in SJASD

TRUSTEE STATEMENTS

There are no Trustee Statements

HEARING OF DELEGATIONS

There are no Delegations

COMMITTEE REPORTS

Education Committee Report – November 16, 2021

Community Engagement Committee Report – December 6, 2021
Finance/Facilities Committee Report – December 7, 2021

TRUSTEE COMMITTEE UPDATES

Meeting with the PC MLA's – November 15, 2021
Meeting with the NDP MLA's – November 29, 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 24, 2021
 - b. E-News – December 8, 2021
 - c. BAM Gala Nominations Educator of the Year
 - d. Convention Recognition Awards 2022
 - e. CSBA President Fall Report 2021
 - f. MB Government News Release November 30, 2021
 - g. Memo re: Omicron Variant of Concern
2. Manitoba Education
 - a. Request for Education Stakeholder Engagement in Provincial Principal Learning Networks

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

1. Rescind Motion 14-03-21

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

Trustee Holly Hunter – Manitoba Council for International Education's Award for Outstanding International Student (K-12)
Trustee Bruce Chegus – Multi-Year Strategic Planning Process

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. 3 ~ 21-22

LL#1621614

December 14, 2021

Meeting Held: Tuesday, November 16, 2021, Microsoft Teams, 6:30 p.m.

Present: Holly Hunter, Chair
Nicole Bowering, Trustee
Craig Glennie, Trustee
Sandy Lethbridge, Trustee

Cheryl Smukowich, Chair of the Board

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

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. Indigenous Language Learning

The SJASD Indigenous Education Coaches presented an information session to bring awareness of the nature of Indigenous languages and to highlight current actions that support and promote language learning.

It was shared that land is viewed as a way of life with language and land being entwined. Our bodies are deeply connected to the land and building relationships with the land involves language. Indigenous peoples of Manitoba and their languages were reviewed. The data from students in SJASD who self-declared as Indigenous highlighted a majority indicating First Nations, with the largest cultural group being Inuit.

In SJASD language is currently being explored through individual school initiatives, field trips to sacred sites with language explicitly incorporated into the lessons, and through the singing of traditional songs in Anishinaabemowin and Ininiw. Future opportunities include incorporating Indigenous language through other language courses, outdoor education tied to the land with an embedded language component, and Senior Years school-initiated courses on culture and language. Ways to grow language were presented and discussed as goals for the future.

4. ISP & Continuing Education Reports

The Committee reviewed the annual International Student Program and Continuing Education reports for 2020-21 and received them as information.

5. Better Education Starts Today (BEST) – Pillars for Student Success

The Committee reviewed the topic. There is no new information at this time.

The meeting adjourned at 7:30 p.m.

Next meeting: December 21, 2021

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 – 21-22****December 14, 2021****MEETING HELD:** Monday, December 6, 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. Re-Naming of Wards

A discussion confirmed the recommendation of the re-named St. James-Assiniboia School Division wards.

The Community Engagement Committee recommends:

That the Divisional Wards be renamed:

- **From King Edward/Deer Lodge Ward to East Ward**
- **From Silver Heights/Booth Ward to Centre Ward**
- **From Kirkfield/St. Charles Ward to West Ward**

4. Community Representation

The Committee was updated on the discussion regarding community representation at the MSBA Region 5/6 meeting. The Committee is awaiting information from MSBA and sub-committees to take action on these recommendations. This item will remain pending on the Community Engagement Committee.

The Community Engagement Committee recommends:

That a proposal regarding budgetary considerations for community representation in 2022-23 be reviewed at the Committee of the Whole In-Camera meeting on December 14, 2021.

5. Date of the Next Meeting

The next meeting is Monday, January 10, 2022 at 5:00 p.m.

6. Adjournment

The committee adjourned at 5:54 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 FINANCE/FACILITIES COMMITTEE No. 12-21

Meeting Held: Tuesday, December 7, 2021, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Craig Glennie, Chair
Bruce Chegus, Trustee (6:31 p.m.)
Craig Johnson, Trustee
Bryan Metcalfe, Trustee

Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Randy Calvert, Manager, Facilities & Maintenance (left 6:00 p.m.)
James Dunlop, Assistant Secretary-Treasurer

Regrets: None

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

Item 12. Allard was moved to agenda item 10 and the agenda was approved.

3. Financial Statements – October 2021

The Committee reviewed the Financial Statement for the period ended October 2021.

4. Manitoba Education Correspondence - École Ness – Elevator, Grooming Room and Roof Replacement – Design Authorization

The Committee reviewed correspondence from Manitoba Education.

5. Stevenson-Britannia Adult Learning Centre Audit

The Committee reviewed the Stevenson-Britannia Adult Learning Centre Financial Statements and Audit Report for the period ending June 30, 2021 as prepared by PricewaterhouseCoopers.

6. MHRD Building / Phoenix School

The Committee discussed the RM of Headingley Council's offer made during the RM of Headingley/Board of Trustees meeting on September 28, 2021, to gift the MHRD Building located on the Phoenix School property to the St. James-Assiniboia School Division. Administration has walked through the MHRD building and determined that there are limitations on how the building could be used in the short-term and long-term due to the small size of the building, distance from the school and the foundation's inability to be weight bearing.

The Finance/Facilities Committee recommends:

That Administration send correspondence to the RM of Headingley declining the offer of the MHRD Building.

7. School Ventilation

The Committee reviewed a report on school ventilation guidelines provided by Manitoba Education along with the Divisions response on each of the established guidelines.

8. Fitness Facilities – Access and Expansion

The Committee reviewed a report on fitness facilities in the senior years' schools. All facilities were deemed adequate with no concerns raised.

9. Draft Budget Timeline 2022/2023

The Committee reviewed the draft Division Budget Timeline for the 2022/2023 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 – 2022/2023 be adopted (Appendix 1).

10. Allard

The Committee reviewed a memorandum prepared by Administration as well as a history of the Allard building. The Province surveyed government departments, agencies and Crown Corporations regarding the availability of the property and no interest was expressed. Additionally, the Division explored the possibility of utilizing the building for child care and local community club needs through correspondence to municipal, provincial and federal levels of government. The property has been subdivided from the Sansome School property and the Division no longer has a need for the building.

The Finance/Facilities Committee recommends:

That Administration be authorized to proceed with the selection of a Real Estate Agent to facilitate the sale of 130 Allard Avenue.

11. 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, provincial funding, challenges, multi-year financial planning model and reasonable taxation. The Committee also reviewed The City of Winnipeg portioned assessment as at November 2021, CPI update as at October 2021 and the Province of Manitoba news release regarding the development of a new funding model.

12. Trustee Additional Funding Requests

The Committee determined that additional funding requests would not be considered at this time due to funding constraints.

13. Policy DN – Sale of Inactive Properties

The Committee was advised that Manitoba Education has not yet provided a Provincial Disposition of Surplus Properties policy that replaces the 2019 version, as such the School Division is not able to revise policy DN – Sale of Inactive Properties.

Adjournment: 7:02 p.m.

Next Meeting: Finance/Facilities Committee - Audit Meeting
Tuesday, February 1, 2022, 5:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer

Appendix 1

DRAFT **Division Budget Timeline** **2022/2023**

Two timelines are provided based on a January or February Provincial Funding Announcement.

The timing of the Provincial Funding Announcement is unknown and varies from year to year.

	January Provincial Announcement 2022/2023 Budget Timeline	February Provincial Announcement 2022/2023 Budget Timeline
Division Budget Committee Meeting	Sept. 27	Sept. 27
Budget Package Forwarded to Schools	Oct. 29	Oct. 29
Parent Trustee Forum	N/A	N/A
Submission of School Budgets to Board Office	Dec. 6	Dec. 6
Strategic Planning Trustee update and Additional Funding Requests	Dec. 7	Dec. 7
Submission of Maintenance Budgets to Board Office	Dec. 17	Dec. 17
Collection of Central Capital D Requirements and Compilation of 5-year Capital D	Dec. 17	Dec. 17
Education Committee – Preliminary Discussion	Dec. 21	Dec. 21
Development of Salary, Benefits, and Central Office Budgets	Jan. 7	Jan. 7
Submission of 5-year Capital Projects, Vehicle, and Equipment Schedules	Jan. 7	Jan. 7
Submission of Capital, Central, Lease	Jan. 7	Jan. 7
Committee of the Whole Pre-Budget Meeting re Educational Programming (Wed. 5:30 pm)	Jan. 19	Jan. 19
Input of Budgets Finalized	Jan. 21	Jan. 21
Provincial Funding Announcement	Jan. 27	Feb. 3
Provincial Revenue Input into Budget	Jan. 27	Feb. 3
Provincial Funding Memo Forwarded to Trustees	Jan. 28	Feb. 4
Trustee Budget Working Papers	Feb. 4	Feb. 11
Finance/Facilities Meeting	Feb. 9	Feb. 16
- Review Announcement	(Wed. 5:30 pm)	(Wed. 5:30 pm)
- 5-year Projections		
- Draft Budget Scenarios		
Finance/Facilities Meeting	Feb. 16	Feb. 21
- Review Draft Budget #2	(Wed. 5:30 pm)	(Mon. 5:30 pm)
- Review Website Budget Presentation		
- Review Parent/Public Slide Presentation		
Draft Budget Posted to Website	Feb. 23	Feb. 23
Division Meeting with Parent Council Reps/Public	Feb. 24	Feb. 24
Revised Budget Reviewed by Finance/Facilities	Mar. 1	Mar. 1
Board Recommends Approval of Budget at Board Meeting	Mar. 8	Mar. 8
City of Winnipeg and RM of Headingley Advised of Tax Requirements	Mar. 15	Mar. 15
Provincial Schedules and Final Budget Submitted to PSFB	Mar. 30	Mar. 30