



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 of Trustees

Board Room, Aidan Conklin Building, 2574 Portage Avenue

December 6, 2022

7:30 p.m.

Meeting No. 22-22

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.

ELECTION OF COMMITTEES

VOTING PROCEDURE:

Motion for Voting Procedure

"That the Board vote by secret ballot;

That the ballots be destroyed after each vote;

That Carrie Melville tally the votes;

That Jenness Moffatt and Jordana Buckwold act as scrutineers;

That only the outcome and not the count of each vote be announced;

That, in the event of a tie vote,

The Chair will initial one ballot of the set;

And further,

That the School Board will determine by lot which ballot will be received by each trustee;
and further,

That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote."

ELECTION OF CHAIRS OF STANDING COMMITTEES

ELECTION OF STANDING COMMITTEE MEMBERS

ELECTION OF MEMBERS OF OTHER COMMITTEES

RETURN TO REGULAR MEETING

ADOPTION OF MINUTES

Inaugural Board Meeting of November 1, 2022

REPORT ON EDUCATION

Golden Gate Middle School – Grade 7 Band

TRUSTEE STATEMENTS

Trustee Holly Hunter – Remembrance Day

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

Committee of the Whole Finance – November 15, 2022
Committee of the Whole Education – November 15, 2022

TRUSTEE COMMITTEE UPDATES

Retirement Committee – November 9, 2022

REPORT OF THE SUPERINTENDENT

REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

CORRESPONDENCE

Action Correspondence

There is no action correspondence.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. 2023 Convention Awards Package
 - b. E-News November 16, 2022
 - c. Memo re: Call for Committee Volunteers
 - d. International Day of Persons with Disabilities – Webinar
 - e. Winter Maintenance Bulletin
 - f. Memo re: Accessible Information and Communication Standard Regulation

- g. Call for Workshop Presenters & Student Performers
- h. MSBA Policies for Trustees and Administrators 2022-2023
- i. Memo re: Mitigating Cyberattacks
- 2. Winnipeg School Division Announcement of Board Chair and Vice Chair 2022-2023
- 3. Seven Oaks School Division Announcement of Board Chair and Vice Chair 2022-2023

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There are no unfinished business items.

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

- 1. Trustee Holly Hunter – Policy KNAJ Relations with Police Authorities
- 2. Trustee Holly Hunter – Regulation GCF-R Hiring of Professional Staff and Appointment of School-Based Administrators

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

REPORT OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE FINANCE/FACILITIES No. 01-22

Meeting Held: Tuesday, November 15, 2022, Aidan Conklin Building/Teams, 6:00 p.m.

Present: Cheryl Smukowich, Board Chair
Michael Cabral, Trustee
Angela Dunn, Trustee
Holly Hunter, Board Vice Chair
Craig Glennie, Trustee
Sandy Lethbridge, Trustee
Fiona Shiells, Trustee
Tara Smith, Trustee
Rachelle Wood, Trustee

Present: Jenness Moffatt, Acting Superintendent
Jordana Buckwold, Acting Assistant Superintendent, Education (K to 12) and Administration
Carrie Melville, Secretary-Treasurer/Chief Financial Officer
Mari Aguirre, Manager, Facilities & Future Development
James Dunlop, Assistant Secretary-Treasurer

Regrets:

DISCUSSION AND RECOMMENDATIONS

1. Attendance

As per above.

2. Approval of the Agenda

The Agenda was approved as circulated.

3. CPI Update - September 2022

The Committee reviewed the CPI update from MSBA as at September 2022.

4. Financial Statements - September 2022

The Committee reviewed the Financial Statement for the period ended September 2022.

5. Manitoba Education Correspondence a) Surplus Property at 130 Allard Avenue – Disposition of Property b) Linwood School – Structural Upgrade – Windows and Renovation

The Committee reviewed correspondence from Manitoba Education.

6. Internal Audit Summary

The Committee reviewed the 2021/2022 Internal Audit Summary and discussed the importance of accounting controls, compliance with CRA requirements, Board Policy and the consolidation of financial information.

Adjournment: 6:36 p.m.

Next Meeting: Committee of the Whole Finance
Tuesday, December 20, 2022 at 5:00 p.m.

Report submitted by Cheryl Smukowich, Board Chair
Minutes recorded by James Dunlop, Assistant Secretary-Treasurer

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 01-22

Meeting Held: Tuesday, November 15, 2022, 2574 Portage Avenue Board Room, 6:30 p.m.

Present: Cheryl Smukowich, Chair

Trustees: Holly Hunter, Vice Chair
Michael Cabral, Trustee
Angela Dunn, Trustee
Craig Glennie, Trustee
Sandy Lethbridge, Trustee (6:45 p.m. to 8:15 p.m.)
Fiona Shiells, Trustee
Tara Smith, Trustee
Rachelle Wood, Trustee

Present: Jenness Moffatt, Acting Superintendent
Carrie Melville, Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold, Acting Assistant Superintendent, Education and Administration
Potoula Locken, Director, Inclusion Support Services and Accessibility
Sandra Melo, Acting Director, Assessment and Evaluation and Community Support

Regrets:

DISCUSSION AND RECOMMENDATIONS

1. Call to Order/Attendance

The meeting was called to order at 6:45 p.m. Attendance as recorded above.

2. Approval of Agenda

The agenda was approved as listed.

3. Role of the School Board and the 'Job' of the Trustee

Janis Arnold, Director, Governance & Professional Development Services with MSBA, engaged Trustees in a presentation regarding different aspects of their governance role including strategic planning, decision-making (board level issues), system goals, community engagement and monitoring and evaluation.

4. 2022-2023 SJASD Priorities: Executive Summary

Senior Administration presented the 2022-2023 SJASD Priorities Executive Summary. Trustees engaged in an information session using the Clarify Canvas structure to become familiar with the key priority areas. The Committee of the Whole Education recommends that the 2022-2023 SJASD Priorities Executive Summary be received as information.

5. Trustee Workshop – Jordan Tinney Meeting Date Options

The Committee reviewed two date options to have the trustee workshop with Jordan Tinney. The Committee chose November 25th at 5:00 p.m.

6. Upcoming December Events

Jenness Moffatt, Acting Superintendent, proposed two dates in December to host school tours throughout the wards and a meet and greet with trustees and administrators.

- December 9th School Tours 9:30 a.m. to 3:30 p.m. Alternate dates in January and February will be provided.
- December 12th Meet and Greet with Administrators & Trustees from 4:30 p.m. to 6:30 p.m.

7. Time Sensitive Correspondence

The following time sensitive correspondence was shared:

- MSBA E-News November 2, 2022
- MSBA Memo re: Provincial Executive By-Elections
- MSBA School Board Member Handbook Updated November 2022
- Minister of Education Letter and Proclamation re: Bullying Awareness and Prevention Week November 13 to 19, 2022

4. Adjournment - The meeting adjourned at 9:35 p.m.

The next meeting is scheduled to take place on Tuesday, December 20, 2022 at 6:00 p.m.

Minutes taken by Jordana Buckwold, Acting Assistant Superintendent, Education and Administration