



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Minutes of the Regular Board Meeting of the St. James-Assiniboia School Division Board of Trustees

Tuesday, January 10, 2023, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1725954

PRESENT:

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

ALSO IN ATTENDANCE:

Jenness Moffatt	Acting Superintendent
Carrie Melville	Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold	Acting Assistant Superintendent, Education (K-12), Student Services and Administration
Elizabeth Gwilliam	Executive Assistant

REGRETS:

CALL TO ORDER

The Chair called the meeting to order at 6:58 p.m. Attendance – recorded above.

01-01-23

MOVED: Trustee Holly Hunter

"That the Board recess to Committee of the Whole in Camera."

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:30 p.m.

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.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of December 6, 2022 were adopted.

REPORT ON EDUCATION

St. James Scholarship Foundation

Presented by: Bruce Alexander (President) and Dorothy Young (Vice-President)

Mr. Alexander and Ms. Young gave a presentation on the St. James Scholarship Foundation, including a short history of the Foundation, the current structure, a review of the Annual Report, donation options, and a review of the SJASD policies that the Foundation follows.

TRUSTEE STATEMENTS

There were no Trustee statements.

HEARING OF DELEGATIONS

There were no delegations registered.

COMMITTEE REPORTS

HUMAN RESOURCES/GOVERNANCE COMMITTEE REPORT

Meeting held: December 13, 2022

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. CUPE Negotiation Representatives

01-02-23

MOVED: Trustee Sandy Lethbridge

"That Trustees Cabral and Smith be appointed to the CUPE Negotiations Committee."

CARRIED

4. Personnel Report to the Board
5. Policy AP1-7 Secretary-Treasurer/CFO Job Description

01-03-23

MOVED: Trustee Sandy Lethbridge

"That revisions to Policy AP1-7 Secretary-Treasurer/CFO Job Description be approved."

CARRIED

6. Criminal Record Check and Vulnerable Sector Check for Trustees

01-04-23

MOVED: Trustee Sandy Lethbridge

"That this item be referred to the Committee of the Whole In-Camera."

CARRIED

7. Revised Policy CCA Organizational Chart
8. Revised Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers

01-05-23

MOVED: Trustee Sandy Lethbridge

"That revisions to Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers be approved."

CARRIED

9. Revised Policy JICFB Student Harassment and Bullying and Revised Regulation GBAA-R Respectful Workplace

01-06-23

MOVED: Trustee Sandy Lethbridge

"That revisions to Policy JICFB Student Harassment and Bullying and Regulation GBAA-R Respectful Workplace be approved."

CARRIED

10. Proposed Revision to GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators

CONCLUDED: Report of the Human Resources/Governance Committee

FILED

COMMUNITY ENGAGEMENT COMMITTEE REPORT

Meeting held: December 13, 2022

Presented by: Trustee Angela Dunn

1. Attendance
2. Approval of Agenda
3. St. James-Assiniboia School Board Social Media Pages

CONCLUDED: Report of the Community Engagement Committee

FILED

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: December 20, 2022

Presented by: Trustee Holly Hunter

1. Attendance
2. Approval of Agenda
3. Financial Update
4. Draft Budget Timeline
5. Manitoba Education and Early Childhood Correspondence – Britannia School – Unit Ventilator Replacement – Tender Award Authority and Project Support
6. Land Exchange Agreement

01-07-23 **MOVED: Trustee Holly Hunter**

“That the land exchange agreement with the City of Winnipeg transferring ownership of the land that the St. James library is situated on, in exchange for a portion of land that the St. James Collegiate track is built on be approved, with minor language change as discussed.

And further;

That Administration be authorized to execute the land exchange agreement with the City of Winnipeg.

And further;

That Administration provide a copy of the executed land exchange agreement to the committee for information.”

CARRIED

01-08-23

7. Appointment of the Division Auditor for 2022/2023

MOVED: Trustee Holly Hunter

“That PricewaterhouseCoopers LLP be appointed to conduct the audit of the Division’s 2022/2023 financial records.”

CARRIED

8. Retirement/Silver Circle Dinner

01-09-23 MOVED: Trustee Holly Hunter

"That the Retirement Silver Circle Dinner for the past three years' celebrants be approved using Allocated Surplus funds."

CARRIED

9. Proposed Revised Policies

- a. DKC Expense Reimbursements (Travel and Automobile)
- b. KDC-E-2 Employee Car Mileage Allowance Form
- c. DIA School Funds

01-10-23 MOVED: Trustee Holly Hunter

"That revisions to Policy DIA School Funds be approved.

And further;

That revisions to Policy DKC Expense Reimbursements be approved.

And further;

That adjustments to vehicle allowances be increased in accordance with the revised mileage rate."

CARRIED

CONCLUDED: Report of the Committee of the Whole Finance/Facilities

FILED**COMMITTEE OF THE WHOLE EDUCATION REPORT**

Meeting held: December 20, 2022

Presented by: Trustee Holly Hunter

- 1. Attendance
- 2. Approval of Agenda
- 3. System Planning in SJASD
- 4. Draft Policy IGBD Substitution of Credits in Exceptional Circumstances

01-11-23 MOVED: Trustee Holly Hunter

"That Policy IGBD Substitution of Credits in Exceptional Circumstances be approved."

CARRIED

5. Time Sensitive Correspondence

6. MSBA Market Review

01-12-23 MOVED: Trustee Holly Hunter

"That the Board engage MSBA to establish a division compensation review process for the excluded staff groups."

CARRIED

7. Board Office Public Closure

CONCLUDED: Report of the Committee of the Whole Education

FILED**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA****TRUSTEE COMMITTEE UPDATES**

There were no Trustee Committee Updates

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Acting Superintendent
Report 01-23

FOR ACTION

01-13-23

1. New Policy IJOAB, Regulations IJOAB-R and Exhibit IJOAB-E Sweatlodges

MOVED: Trustee Holly Hunter

"That the new Policy IJOAB, Regulation IJOAB-R and Exhibit IJOAB-E Sweatlodges be referred to Committee of the Whole Education for review."

CARRIED

FOR INFORMATION

1. Board Actions and Referrals

CARRIED

CONCLUDED: Report of the Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 01-23

FOR ACTION

1. Financial Statement November 2022
2. Stevenson-Britannia Adult Learning Centre Audit Report
3. Draft Regulation ECG-R Divisional Storage
4. City of Winnipeg – Portioned Assessment as at December 16, 2022
5. Energy Consumption Report

01-14-23

MOVED: Trustee Holly Hunter

"That items #1 - #5 be referred to Committee of the Whole Finance/Facilities."

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) November 22, 2022
 - b) November 30, 2022 (Payroll)
 - c) December 1, 2022
 - d) December 9, 2022 (Payroll)
2. Permit Report as of December 23, 2022
3. Fundraising Report
 - a) Collège Sturgeon Heights Collegiate
 - b) École Bannatyne
 - c) Sansome School
4. Tender Award Summary dated January 1, 2023

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. 2022-2023 School Board Member Profile Survey

- b. By-Law Updates
01-15-23 **MOVED: Trustee Sandy Lethbridge**
“That the correspondence from MSBA regarding By-Law Updates be referred to the Human Resources/Governance Committee for review and consideration of potential additions or changes to existing by-laws.”

CARRIED

- c. Performance Based Funding Model for Manitoba Universities and Colleges
01-16-23 **MOVED: Trustee Holly Hunter**
“That the correspondence from MSBA regarding Performance Based Funding for Manitoba Universities and Colleges be referred to the Committee of the Whole Education for review.”

CARRIED**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
 - a. 2023 Convention Hotel Booking
 - b. 2022 Fall Meeting Resources
 - c. CSBA President’s Bulletin Fall 2022
 - d. Beyond 2020 Renewing Direction for our Future
 - e. Raffle Donations for 2023 Annual Convention
 - f. E-New – December 21, 2022
 - g. Fall Legislature Session 2022 Tabled Bills
 - h. Jordan’s Principle Funding
2. Minister of Education Letter re: 2022/2023 Skill Strategy Equipment Enhancement Fund

CONCLUDED: Correspondence

FILED**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING***There were no unfinished business items.***AGENDA-BASED QUESTIONS FROM THE PUBLIC***There were no agenda-based questions from the public.***TRUSTEE PD SUMMARIES***There were no Trustee PD Summaries.***NEW BUSINESS**

1. Trustee Attendance at Parent Council Meetings
01-17-23 **MOVED: Trustee Angela Dunn**
“That a discussion of trustee attendance at St. James-Assiniboia School Division parent councils as described in ADE-A be referred to the Community Engagement Committee meeting on January 17 to further inform trustees in their upcoming meetings with our schools’ parent councils.”

CARRIED**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:31 p.m.**

- 01-18-23** **MOVED: Trustee Holly Hunter**
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

ADJOURNMENT:

On motion of Trustee, the regular board meeting adjourned at 8:31 p.m.

Cheryl Smukowich
Chair of the Board

Jenness Moffatt
Acting Superintendent