



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, January 9, 2024, 7:00 p.m.

2574 Portage Avenue, Winnipeg

#1798527

PRESENT:

Holly Hunter	Chair of the Board
Sandy Lethbridge	Vice Chair of the Board
Michael Cabral	Trustee
Angela Dunn	Trustee
Tara Smith	Trustee
Cheryl Smukowich	Trustee
Rachelle Wood	Trustee

ALSO IN ATTENDANCE:

Jenness Moffatt	Superintendent
Carrie Melville	Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold	Assistant Superintendent, Education (K-12), Student Services and Administration
Gillian Muir	Senior Executive Assistant
Michelle Lancaster	Communications Officer

REGRETS:

Craig Glennie	Trustee
Fiona Shiells	Trustee

CALL TO ORDER

The Chair called the meeting to order at 5:35 p.m. Attendance – recorded above.

01-01-24

MOVED: Trustee Sandy Lethbridge

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

CARRIED

RETURN TO BOARD MEETING – 7:05 p.m.

The community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, the Dakota, the Dene, and Anishinewak peoples. It is the birthplace and homeland of the Red River Métis nation. It is also home to members of the Inuit nation. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility- to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our part to move our community forward in a true spirit of justice and reconciliation.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of December 5, 2023, were adopted.

REPORT ON EDUCATION

The Board of Trustees heard from, Eric Vincent, Teacher, and Neela V., student, of Collège Sturgeon Heights Collegiate about the new French Immersion course in physical education leadership offered this school year in the first semester. The course encourages students to be active in their community, while also interacting with French language and culture. Students have organized several school field trips, volunteered in the community and kick-started initiatives at the school.

TRUSTEE STATEMENTS

Trustee Tara Smith provided a verbal account of the Diversity, Equity and Inclusion Committee meeting that took place in November 2023.

HEARING OF DELEGATIONS

There were no registered delegations.

COMMITTEE REPORTS**HUMAN RESOURCES/GOVERNANCE COMMITTEE**

Meeting held: December 12, 2023

Presented by: Trustee Cheryl Smukowich

1. Attendance
2. Approval of Agenda
3. Personnel Report to the Board
4. EA and Bus Driver Recruitment
5. MTS Staff Retirement Eligibility
6. Job Descriptions

01-02-24

MOVED: Trustee Cheryl Smukowich

“That revisions to job descriptions AP3-27 Receptionist and AP3-32 Substitute Clerk be approved.”

CARRIED

7. Review Policy Presentation on Committee Reports

CONCLUDED: Report of the Human Resources/Governance Committee

FILED

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: December 19, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda

3. Budget Timeline
4. Financial Update
 - a. CPI Update (September, October)
 - b. Financial Statements (June, July, August, September)
 - c. City of Winnipeg Assessment (November 21, 2023)
5. Manitoba Education and Early Childhood Learning Correspondence
 - a. École Assiniboine – Structural Roof Rehabilitation – Authorization to proceed with Construction Tender
 - b. École Ness – Elevator, Hygiene Room and Roof Replacement – Authorization to proceed with Construction RFP (formerly tender)
 - c. St. James Collegiate – MAU Replacement/UA Replacement – Authorization to proceed with Construction Tender
6. Stevenson-Britannia Adult Learning Centre Audit
7. Building Capacity Report
8. Day Care Projects

01-03-24

MOVED: Trustee Sandy Lethbridge

“That the Executive Director and Board for the Discovery Children’s Centre be requested to meet with the Board of Trustees and present their new proposal.”

CARRIED

01-04-24

9. Stevenson-Britannia Outdoor Project

MOVED: Trustee Sandy Lethbridge

“That the request from Stevenson-Britannia School to construct a walking path on school grounds be approved in principle.”

CARRIED

10. Region 5/6 Resolution – Proposed Amendment

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

FILED**COMMITTEE OF THE WHOLE EDUCATION REPORT**

Meeting held: December 19, 2023

Presented by: Trustee Sandy Lethbridge

01-05-24

1. Attendance
2. Approval of Agenda
3. National Framework for a School Food Program
4. Basic French Course for Parents Update
5. Schools of Choice Application Process

MOVED: Trustee Sandy Lethbridge

“That the Schools of Choice Application Process be referred to the Committee of the Whole In Camera for further review.”

CARRIED

6. Time Sensitive Correspondence

CONCLUDED: Report of the Committee of the Whole Education

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 7:34 p.m.

- 01-06-24 1. Request for Interchange Agreement
MOVED: Trustee Cheryl Smukowich
“That the Board approve the interchange agreement request from Manitoba Education as discussed in Committee of the Whole In Camera.”
CARRIED
- 01-07-24 2. Administrative Appointment
MOVED: Trustee Cheryl Smukowich
“That Stephanie Champagne be appointed as Supervising Vice-Principal at Ecole Ness effective January 15, 2024 to June 28, 2024.”
CARRIED
- 01-08-24 3. Payroll Update
MOVED: Trustee Cheryl Smukowich
“That the Payroll Officer Job Description AP1-21 and grid be approved.”
CARRIED

TRUSTEE COMMITTEE UPDATES

There were no Trustee Committee Updates.

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Superintendent
Report 01-24

FOR ACTION

- 01-09-24 1. Extended Field Trip Proposal – Westwood Collegiate - Martinique
MOVED: Trustee Cheryl Smukowich
“That the Board approve the extended field trip proposal from Westwood Collegiate for Grade 9 to 12 students to travel to Martinique on March 28, 2025, to April 6, 2025, with the understanding that the Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Global Affairs Canada or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”
CARRIED
- 01-10-24 2. Stevenson-Britannia School Canine Assisted Learning Program
MOVED: Trustee Tara Smith
“That the Board of Trustees waive Division Policy ECACB – Dogs Prohibited on School Property at Stevenson-Britannia School for the Canine Assisted Learning Program.”
CARRIED
- 01-11-24 3. Continuing Education Program/International Student Program Reports
MOVED: Trustee Sandy Lethbridge
“That the reports by the Continuing Education Program and International Student Program for 2022-2023 be referred to the Education Committee for review.”

CARRIED**FOR INFORMATION**

- 01-12-24** 1. Good News – Annual Knights of Rizal Youth Recognition Awards
MOVED: Trustee Cheryl Smukowich
“That a congratulatory letter, over signature of the Board Chair, be sent to the recipient of the Knights of Rizal Youth Recognition Award.”

CARRIED

CONCLUDED: Report of the Superintendent

FILED**REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 01-24

FOR ACTION

1. Financial Statements
a) October 2023
b) November 2023
2. Manitoba Education and Early Childhood Learning Correspondence
a) Phoenix School – Major Addition and Renovation – Initial Project Support
b) John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade – Additional Project Support
3. City of Winnipeg Property Assessment
a) December 15, 2023
- 01-13-24** 4. Energy Consumption Report
MOVED: Trustee Angela Dunn
“That items #1-#4 be referred to the Committee of the Whole - Finance/Facilities.”

CARRIED

- 01-14-24** 5. By-Law 331-24 – Amending By-Law 329-23 (Board Organizational By-Law)
“Trustee Tara Smith provided notice that By-Law 331-24, amending By-Law 329-23 (Board Organizational By-Law), shall be given first reading at the Board Meeting of February 6, 2024.”

FOR INFORMATION

1. Cheque Registers
a) December 1, 2023 (Payroll)
b) December 1, 2023
c) December 11, 2023 (Payroll)
d) December 11, 2023
2. Permit Report as of December 22, 2023
3. Fundraising Report
a) Collège Sturgeon Heights Collegiate
b) Linwood School
c) École Bannatyne
4. Tender Award Summary

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There was no Action Correspondence.

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a) Memo re: Bill C-322 National Framework for a School Food Program
 - b) Memo re: Provincial Bills and Private Members Bills Update
 - c) Extended Reporting Period for Insurance Incidents
 - d) E-News December 20, 2023
 - e) COSL Winter Conference February 15 & 16, 2024
2. Minister of Education and Early Childhood Learning
 - a) 2023-2024 Elders and Knowledge Keepers in Schools Grant

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 01-15-24** 1. Second Reading – By-Law 330-23 Amending Organizational By-Law 329-23
MOVED: Trustee Tara Smith
“That the Board give second reading to By-Law 330-23 Amending Organizational By-Law 329-23.”

CARRIED

- 01-16-24** 2. Third/Final Reading – By-Law 330-23 Amending Organizational By-Law 329-23
MOVED: Trustee Tara Smith
“That the Board give third and final reading to By-Law 330-23 Amending Organizational By-Law 329-23.”

CARRIED

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

- 01-17-24** 1. Bill C-322 National Framework for a School Food Program Letter
MOVED: Trustee Cheryl Smukowich
“That a letter expressing St. James-Assiniboia School Division's support for Private Member's Bill C-322 – National Framework for a School Food Program Act be sent to Marty Morantz, Member of Parliament for Charleswood-St. James-

Assiniboia - Headingley and Leah Gazan, Member of Parliaments for Winnipeg Centre.”

CARRIED

2. Letter re: Advocating for Hiring of Indigenous Teachers
Vice Chair, Sandy Lethbridge, presided as Chair until the vote on this motion was taken.

01-18-24 MOVED: Trustee Holly Hunter

“That a letter, under the signature of the chair, be sent to Renée Cable, Minister of Advanced Education and Training requesting the provincial government work in partnership with Indigenous organizations to increase the number of Indigenous teachers certified to work in Manitoba public schools.”

CARRIED

3. Notice of Motion – By-Law 332-24

01-19-24 Trustee Sandy Lethbridge provided notice that By-Law 332-24, a By-Law to allow for religious instruction at Strathmillan School for the 2023-2024 school year, shall be given first reading at the February 6, 2024, Board Meeting.

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 7:53 p.m.

01-20-24 MOVED: Trustee Angela Dunn

“That the Board recess to Committee of the Whole in Camera.”

CARRIED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 9:05 p.m.

1. Schools of Choice Process

As we begin preparations for the 2024-25 registration process, we are compelled to reexamine our Schools of Choice application data. What we notice is that our applicants are predominantly resident students who have been accepted into and attending a school outside the catchment area where their home is located and are now applying to transition schools to the next level as per policy JC and regulation JFAA-R. They do so to remain in the same family of schools with their cohort of peers, where they have developed security, relationships, and for some, where they may join siblings. While some students are accepted into their school of choice, others are not due to space availability. This creates a rupture from the family of schools of which they have been a part.

01-21-24 MOVED: Trustee Tara Smith

“That the following additions to Policy JC School Attendance Areas be approved:
Students already enrolled in a school out of the catchment area where the family home is located may transition to the next level within the same family of schools without making a special request. Transportation eligibility would be determined according to Policy EEAA as well as Regulations EEAA-R and JFAB-R.

And further;

That Regulation JFAA-R Admission of Resident Students, Section 1.2.1. be amended to read:

A resident student living out of the catchment area of the school in which they already attend, will be admitted to the next level within the same family of schools without an application process.

And further;

That data from the 2024-2025 registration cycle be brought to the Board for review in the Fall 2024.”

CARRIED

ADJOURNMENT:

On motion of Trustee Michael Cabral, the regular board meeting adjourned at 9:07 p.m.

Holly Hunter
Chair of the Board

Jenness Moffatt
Superintendent

Carrie Melville
Secretary-Treasurer/CFO