



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, February 6, 2024, 7:00 p.m.

2574 Portage Avenue, Winnipeg

#1801559

PRESENT:

Holly Hunter	Chair of the Board
Sandy Lethbridge	Vice Chair of the Board
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Fiona Shiells	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:

CALL TO ORDER

The Chair called the meeting to order at 6:19 p.m. Attendance – recorded above.

02-01-24

MOVED: Trustee Craig Glennie

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

CARRIED

RETURN TO BOARD MEETING – 7:03 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 January 9, 2024, were adopted.

REPORT ON EDUCATION

Hedges Middle School teachers, staff and students discussed how youth connect with their peers and the wider community through programming opportunities at the school. School traditions such as Hedges Helps Harvest, Grade 7 fall camp and ski trips, combined with initiatives involving the childcare centre and personal care homes help build a sense of confidence, connection and community.

TRUSTEE STATEMENTS

Holly Hunter, Board Chair, provided an update from her meeting with Renée Cable, Minister of Advanced Education and Training, that took place on January 31, 2024, with representatives from St. James-Assiniboia School Division and Winnipeg School Division. The meeting was established in response to a letter sent advocating for the provincial and federal governments to work in partnership with indigenous organizations to increase the number of certified indigenous teachers each year in order to improve academic outcomes for indigenous students.

Trustee Tara Smith provided a verbal account of a meeting with Assiniboia Chamber of Commerce that she attended with Trustee Michael Cabral on January 29, 2024.

HEARING OF DELEGATIONS

There were no registered delegations.

COMMITTEE REPORTS**COMMUNITY ENGAGEMENT COMMITTEE**

Meeting held: January 16, 2024

Presented by: Trustee Tara Smith

1. Attendance
2. Approval of Agenda
3. Community Engagement with Business Community

02-02-24

MOVED: Trustee Tara Smith

“That the item Community Engagement with Business Community be referred to the Committee of the Whole.”

CARRIED

4. Intersectoral Consultation with Regional Agencies
5. Planning of a Spring Community Forum
6. Fall Budget Community Consultation

02-03-24

MOVED: Trustee Tara Smith

“That the Board of Trustees holds a fall budget community consultation event. And further;
That Senior Administration provide possible dates and locations.”

CARRIED

CONCLUDED: Report of the Community Engagement Committee

FILED**HUMAN RESOURCES/GOVERNANCE COMMITTEE**

Meeting held: January 16, 2024

Presented by: Trustee Cheryl Smukowich

1. Attendance
2. Approval of Agenda
3. Personnel Report to the Board
4. Special Personnel Report to the Board re Term MANTE Hires September – December 2023
5. Excluded Group Revised Job Descriptions (Next Steps re: Compensation Review)

02-04-24 MOVED: Trustee Cheryl Smukowich

“That revisions to all excluded support staff positions be approved as recommended.

And further;

That corresponding changes to Policy GCBBA Excluded Staff – Compensation and Benefits, the listing of excluded support staff positions, and Policy CCA Organizational Chart be approved.

And further;

That the following job descriptions be archived:

- AP2-21 Mental Health Worker
- AP5-10 Division-Wide Hardware/Software Technician
- AP5-17 Project Officer II
- AP5-22 Electrician 2
- AP5-4 Senior Management Secretary
- AP5-6 Senior Management Secretary”

CARRIED

CONCLUDED: Report of the Human Resources/Governance Committee

FILED**COMMITTEE OF THE WHOLE PRE-BUDGET**

Meeting held: January 17, 2024

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Technology Update
4. Lease Revenue

02-05-24 MOVED: Trustee Sandy Lethbridge

“That an increase in the lease fee to \$330/month, effective for the 2024/25 school year, be approved.”

CARRIED

5. Permit Revenue

02-06-24 MOVED: Trustee Sandy Lethbridge

“The proposed fee structure for permit fees, as discussed, be approved.

And further;
That the revisions to Policy DFBB/KFC Community Use of School Grounds be approved."

CARRIED

02-07-24 6. Purchased Bus Seat Revenue
MOVED: Trustee Sandy Lethbridge
"That the monthly purchased bus seat rate be increased to \$70 per month, effective for the 2024/25 school year.
And further;
That the rate for additional siblings in a family remain \$26 per month for the 2024/25 school year."

CARRIED

02-08-24* 7. Purchased Bus Seats (Day Care)
MOVED: Trustee Sandy Lethbridge
"That a purchased bus seat fee of \$70/month be charged to in-catchment students that are transported from a day care address, effective for the 2025/26 school year be approved."

CARRIED

***MOTION 02-08-24 WAS RECONSIDERED SEE MOTIONS 02-25-24 AND 02-26-24.**

02-09-24 8. Classroom Supports
MOVED: Trustee Sandy Lethbridge
"That the additional funding request of Classroom Supports be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations."

CARRIED

02-10-24 9. Power BI
MOVED: Trustee Sandy Lethbridge
"That the additional funding request of Power BI be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations."

CARRIED

02-11-24 10. Vocational Courses
MOVED: Trustee Sandy Lethbridge
"That the additional funding request of Vocational Courses be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations."

CARRIED

11. Trustee Budget

CONCLUDED: Report of the Committee of the Whole Pre-Budget

FILED

COMMITTEE OF THE WHOLE EDUCATION REPORT
Meeting held: January 23, 2024

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. The Role of Literacy Coaching in Continuous School Improvement
4. Continuing Education Program and International Student Program Reports
5. Time Sensitive Correspondence.

CONCLUDED: Report of the Committee of the Whole Education

FILED

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: January 23, 2024

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. CPI Update
4. Financial Statements
5. City of Winnipeg Assessment December 15, 2023
6. 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

02-12-24

MOVED: Trustee Sandy Lethbridge

“That correspondence be sent, over signature of the chair, requesting a meeting with the Honourable Nello Altomare, Minister of Education and Early Childhood Learning, to discuss the addition and renovation project at Phoenix School.”

CARRIED

7. School Budgets

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

FILED

TRUSTEE COMMITTEE UPDATES

INDIGENOUS ADVISORY COUNCIL

Meeting held: January 10, 2024

Presented by: Trustee Sandy Lethbridge

1. Roles & Responsibilities
2. Smudge
3. Indigenous Education in SJASD
4. Imagining an Indigenized SJASD
5. Sharing Circle

CONCLUDED: Report of the Meeting with Indigenous Advisory Council

FILED

REPORT OF THE AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE

Meeting held: January 18, 2024

Presented by: Trustee Fiona Shiells

1. Attendance
2. Approval of Agenda
3. Review of Minutes from Previous Meeting
4. JM-R Awards & Scholarships Policy – Review
5. Business Arising

CONCLUDED: Report of the Awards and Scholarship Advisory Committee

FILED**MEETING WITH CONSERVATIVE MLA**

Meeting held: January 24, 2024

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Phoenix School Construction Plan
4. Coordinated Clinical Services
5. Funding Model Update
6. InformNet Contract
7. General Information

CONCLUDED: Report of the Meeting with Conservative MLA

FILED**REPORT OF THE SUPERINTENDENT**

Presented by Jenness Moffatt, Superintendent

Report 02-24

FOR ACTION

- | | |
|-----------------|--|
| 02-13-24 | 1. Student Enrolment Projections 2023-2024
MOVED: Trustee Craig Glennie
“That the Student Enrolment Projections 2023-2024 Report be referred to the Committee of the Whole Finance/Facilities for review.”
<div style="text-align: right;">CARRIED</div> |
| 02-14-24 | 2. Early Development Instrument (EDI) 2022-2023 Report
MOVED: Trustee Angela Dunn
“That the Early Development Instrument 2022-2023 Report be referred to the Committee of the Whole Education for review.”
<div style="text-align: right;">CARRIED</div> |
| 02-15-24 | 3. Canine Assisted Learning Program Proposals
MOVED: Trustee Sandy Lethbridge
“That the Board of Trustees waive Division Policy ECACB – Dogs Prohibited on School Property at École Bannatyne, École Robert Browning and Collège |

Sturgeon Heights Collegiate in order to implement a Canine Assisted Learning Program.”

CARRIED

FOR INFORMATION

- 02-16-24 1. Good News – Yes I Can Awards
MOVED: Trustee Sandy Lethbridge

“That a congratulatory letter, over signature of the Board Chair, be sent to the recipients of the 2024 Yes I Can Awards.”

CARRIED

2. Regulation IFCA-R Indigenous Education – Guiding Principles
3. Physical Education Upcoming Events

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) December 2023
2. City of Winnipeg Property Assessment
a) Property Assessment as at January 12, 2024
b) Residential Units Report as at January 12, 2024

- 02-17-24 **MOVED: Trustee Craig Glennie**

“That items #1-#2 be referred to the Committee of the Whole - Finance/Facilities.”

CARRIED

- 02-18-24 3. Promissory Note
MOVED: Trustee Sandy Lethbridge

“That a Promissory Note in the amount of \$592,900.00 for various capital projects, issued under the Public Schools Act, be approved.

And further;

That the Promissory Note be signed by the Secretary-Treasurer/CFO and countersigned by the Board Chair of the School Division.”

CARRIED

FOR INFORMATION

1. Cheque Registers
a) December 19, 2023 (Payroll)
b) December 19, 2023
c) December 22, 2023
d) January 9, 2024 (Payroll)
2. Permit Report as of February 1, 2024
3. Fundraising Report

- a) Stevenson-Britannia School
- b) Linwood School

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

- 02-19-24 1. Manitoba School Boards Association (MSBA)
 a) Memo re: Procedures for Appeals to Boards
MOVED: Trustee Cheryl Smukowich
 "That the Procedures for Appeals to Boards correspondence from MSBA be referred to the Human Resources/Governance Committee for review."

CARRIED

- 02-20-24 b) Memo re: Distribution of Board Ballots
MOVED: Trustee Angela Dunn
 "That the Board designate Trustee Sandy Lethbridge and/or Trustee Holly Hunter to receive the Board ballots at the MSBA Annual Convention held in March 2024."

CARRIED

Information Correspondence

1. Manitoba School Boards Association
 - a) E-News January 24, 2024
 - b) Executive Highlights January 15, 2024
 - c) 2024 Student Citizenship Awards Package
 - d) Funding for National Food School Program
 - e) Frontier School Division Chief Superintendent Designate
 - f) Holocaust & Human Rights Symposium
 - g) Manitoba Down Syndrome Society Sock Design Contest
 - h) Share Your Priorities for Manitoba's 2024 Budget
 - i) MSBA Annual Convention Memo & Program Update
2. Minister of Education and Early Childhood Learning
 - a) Mandatory Reporting of Child Protection and Child Abuse Protocols
 - b) Teaching Certificates and Qualifications Regulation Amendment
 - c) Teachers' Idea Fund Update
 - d) Universally Accessible School Nutrition Program
 - e) 2024/2025 Funding Information
 - f) Canadian Student Alcohol and Drugs Survey
3. Minister of Education and Early Childhood Learning
 - a) Inclusive Education Month February 2024
 - b) I Love to Read Month February 2024
 - c) Teacher and Staff Appreciation Week February 11-17, 2024
 - d) 2024/2025 Funding Announcement
4. Member of Parliament, Leah Gazan, Response Email to Letter Sent re: Bill C-322 National Framework for a School Food Act

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 02-21-24 1. First Reading – By-Law 331-24 Amending Organizational By-Law 329-23
MOVED: Trustee Sandy Lethbridge
“That the Board give first reading to By-Law 331-24 Amending Organizational By-Law 329-23.”

CARRIED

- 02-22-24 2. First Reading – By-Law 332-24 Strathmillan Religious Instruction 2023-2024
MOVED: Trustee Sandy Lethbridge
“That the Board give first reading to By-Law 332-24, a By-Law to allow for religious instruction at Strathmillan School for the remainder of the 2023-2024 school year.”

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**

- 02-23-24 1. National School Food Program
MOVED: Trustee Rachelle Wood
“That a letter from St. James-Assiniboia School Division be sent, to The Honourable Chrystia Freeland, Minister of Finance & Deputy Prime Minister, requesting that \$1 billion over five years, with a minimum \$200 million per year, be included in Budget 2024 for a National School Food Program.”

CARRIED

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 7:57 p.m.

- 02-24-24 **MOVED: Trustee Craig Glennie**
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:48 p.m.

- 02-25-24 1. Motion to Rescind Motion #02-08-24 Purchased Bus Seats (Day Care)
MOVED: Trustee Sandy Lethbridge
“That the Board rescind Motion #02-08-24 that reads:
That a purchased bus seat fee of \$70/month be charged to in-catchment students that are transported from a day care address, effective for the 2025/2026 school year be approved.”

CARRIED

- 02-26-24 2. Purchased Bus Seats (Day Care)
MOVED: Trustee Sandy Lethbridge

“That a purchased bus seat of \$70 per month be charged to non-eligible in-catchment students that are only eligible for transportation due to a day care address, effective for the 2025/2026 school year.”

CARRIED

ADJOURNMENT:

On motion of Trustee Angela Dunn, the regular board meeting adjourned at 8:49 p.m.

Holly Hunter
Chair of the Board

Jenness Moffatt
Superintendent

Carrie Melville
Secretary-Treasurer/CFO