



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, April 4, 2023, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1745765

PRESENT:

Cheryl Smukowich	Board Chair
Holly Hunter	Vice Chair
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Sandy Lethbridge	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
Gillian Muir	Senior Executive Assistant
Michelle Lancaster	Communications Officer

REGRETS:

Fiona Shiells	Trustee
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CALL TO ORDER

The Chair called the meeting to order at 6:40 p.m. Attendance – recorded above.

04-01-23

MOVED: Trustee Sandy Lethbridge

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

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:35 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 March 7, 2023, were adopted.

REPORT ON EDUCATION

COVID-19 Action Plan – Mental Health Initiatives

Presented by: Potoula Locken, Director, Inclusion Support Services and Accessibility, Tracey Eagle, Coordinator, Kristy Wake, Coordinator and Dr. Maria Phelps, School Psychologist

Dr. Maria Phelps discussed the ongoing challenges from the COVID-19 pandemic that has impacted the mental health of students. The greatest impact are children in the early years level since they are only beginning to learn reading and writing skills. Since 2020 there have been several workshops and professional development sessions on how to raise resilient children. The Educational Support Services department continues to provide professional development to school staff through pre-recordings, teams meeting and behaviour intervention support. The next professional development workshop will take place on April 11, 2023 and is for all parents and staff.

TRUSTEE STATEMENTS

Cheryl Smukowich, Board Chair, presented the MSBA Trustee Long Service Award to Bruce Chegus. Bruce Chegus has served as Trustee for the St. James-Assiniboia School Division for 34 years which makes him the second longest serving trustee in SJASD history.

HEARING OF DELEGATIONS

There are no delegations registered.

COMMITTEE REPORTS

COMMUNITY ENGAGEMENT COMMITTEE

Meeting held: March 14, 2023

Presented by: Trustee Angela Dunn

1. Attendance
2. Approval of Agenda
3. Organizational By-Law
4. The Purpose and Intent of Board Social Media Accounts

04-02-23

MOVED: Trustee Angela Dunn

"That the Board of Trustees create an independent social media account under a trustee handle and separate from an SJASD account,
And further,

That details around the management of the account and the review of content be referred to Committee of the Whole In-Camera at the April 4th Board Meeting."

CARRIED

CONCLUDED: Report of the Community Engagement Committee

FILED

HUMAN RESOURCES/GOVERNANCE COMMITTEE

Meeting held: March 14, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda

- 04-03-23 3. Proposed Revision to GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators
MOVED: Trustee Sandy Lethbridge
“That revisions to Regulation GCF-R Hiring of Professional Staff and Appointments of School-Based Administrators (Appendix A) be approved.”
CARRIED
- 04-04-23 4. MSBA Correspondence re: By-Laws
a. Electronic Signatures
MOVED: Trustee Sandy Lethbridge
“That notice of the Amending By-Law 325-23 to the Organizational By-Law 316-21 be given at the Board Meeting on April 4, 2023.”
CARRIED
- 04-05-23 5. Personnel Report to the Board
6. Job Descriptions
a. AP2-5 Guidance Counsellor
b. AP2-19 Resource Teacher
MOVED: Trustee Sandy Lethbridge
“That revisions to AP2-5 Guidance Counsellor and AP2-19 Resource Teacher job descriptions (Appendix B and C) be approved.”
CARRIED
- 04-06-23 7. Criminal Record Check and Vulnerable Sector Check for Trustees
MOVED: Trustee Sandy Lethbridge
“That the Criminal Record Check and Vulnerable Sector Check for Trustees item be received as information.”
CARRIED
- 04-07-23 8. Policy AP1-1 Duties and Responsibilities of Excluded Staff Member
MOVED: Trustee Sandy Lethbridge
“That Administration make amendments as discussed.
And further;
That the proposed revisions to AP1-1 Duties and Responsibilities of Excluded Staff Member be referred to the Committee of the Whole In Camera agenda on April 4, 2023 for discussion.”
CARRIED
- CONCLUDED: Report of the Committee of the Whole Finance/Facilities
FILED
- COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT**
Meeting held: March 21, 2023
Presented by: Trustee Holly Hunter
- 04-08-23 1. Attendance
2. Approval of Agenda
3. Pay Rates Close to Minimum Wage
MOVED: Trustee Holly Hunter
“That the summer student and casual grids as discussed, be approved.”
CARRIED
4. Organizational By-Law Review
5. Student Enrolment Projections

- 04-09-23 6. New Draft Policy EDC Authorized Use of Division Owned Vehicles and Maintenance
MOVED: Trustee Holly Hunter
“That Policy EDC Authorized Use of Division Owned Vehicles and Maintenance Tools/Equipment be approved.”
CARRIED
- 04-10-23 7. New Draft Policy EEBA School Bus and Maintenance Vehicle Idling
MOVED: Trustee Holly Hunter
“That Policy EEBA School Bus and Maintenance Vehicle Idling be approved.”
CARRIED
8. Financial Statement
a. January 2023
- 04-11-23 9. École Assiniboine Request for Funds (100th Anniversary)
MOVED: Trustee Holly Hunter
“That the request from École Assiniboine for a grant in the amount of \$1,300 for their 100th Anniversary Celebration be approved.”
CARRIED
10. Manitoba Education and Early Childhood Development Correspondence - Surplus Property at 130 Allard Avenue – Disposition of Property
- CONCLUDED: Report of the Committee of the Whole Finance/Facilities
FILED
- COMMITTEE OF THE WHOLE EDUCATION REPORT**
Meeting held: March 21, 2023
Presented by: Trustee Holly Hunter
- 04-12-23 1. Attendance
2. Approval of Agenda
3. Equity and Diversity – Self-Declaration Drive
4. Strategic Plan Priorities
5. Re-Affirmation of the Organizational By-Law
MOVED: Trustee Holly Hunter
“That an amendment to Organizational By-Law 316-21 to update the Treaty One statement under Section 8 – Agenda Format be referred to the Human Resources/Governance Committee at their meeting on April 11, 2023.”
CARRIED
- 04-13-23 6. K-12 Annual Report on Continuous Improvement 2022
7. Final Report of the Poverty and Education Task Force
8. Assessment Week
Trustee Holly Hunter provided notice of intent to reverse motion 03-22-23 at the regular scheduled board meeting on May 2, 2023 under the Unfinished Business agenda item, that reads:
That the 2023-24 school calendar, and all future calendars until decided otherwise, include a grade 9-12 exam week at the end of both term 1 and term 2.
And further;

That the Committee of the Whole - Education review a standard minimum exam component, and what core courses should be covered by this standard.

And replace it with:

That the school calendar, effective 2023/24, be revised to include a senior years assessment week at the end of both semester one and semester two.

04-14-23

MOVED: Trustee Holly Hunter

"That Senior Administration bring back information to Committee of the Whole Education about the summative assessment practices in senior years schools."

CARRIED

9. Proposed Change to Indigenous Education Team

10. Time Sensitive Correspondence

CONCLUDED: Report of the Committee of the Whole Education

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:20 p.m.

1. Manitoba Education Request for Interchange Agreement

04-15-23

MOVED: Trustee Sandy Lethbridge

"That the Board approve the interchange agreement renewal request from Manitoba Education as discussed in Committee of the Whole In Camera."

CARRIED

TRUSTEE COMMITTEE UPDATES

RETIREMENT PLAN COMMITTEE MEETING

Meeting held: March 9, 2023

Presented by: Trustee Craig Glennie

1. Attendance
2. Approval of Agenda
3. Approval of Minutes – November 9, 2022 (02-22/23)
4. Presentation Jarislowy Fraser
5. Ellement Consulting Group (Consultant/Actuary)
6. Ellement Consulting Group (Actuary)
7. Correspondence
8. Other Correspondence
9. Conference/Course Correspondence
10. By-Law Review 41-78

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Acting Superintendent

Report 04-23

FOR ACTION

1. Extended Field Trip Proposal – Collège Sturgeon Heights Collegiate

04-16-23 MOVED: Trustee Sandy Lethbridge

"That the Board approve the extended field trip proposal from Collège Sturgeon Heights Collegiate for Grade 11 to 12 students to travel to New York City on November 7 to November 11, 2024; 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

2. Revised Policy, Regulation and Exhibits EEAA Student Eligibility for Transportation Services

04-17-23 MOVED: Trustee Angela Dunn

"That revised Policy EEAA Student Eligibility for Transportation Services be referred to the Committee of the Whole Education for review.

And further;

That Regulation EEAA-R Student Eligibility for Transportation Services, EEAA-R-2 Designated Schools Brooklands and Headingley and Exhibit EEAA-E-2 Personal Transportation Plan be referred to Committee of the Whole Education for information."

CARRIED

3. New Policy, Regulation and Exhibit EEAB Transportation of Students in a Joint Custody Arrangement

04-18-23 MOVED: Trustee Holly Hunter

"That new Policy EEAB Transportation of Student in a Joint Custody Arrangement be referred to the Committee of the Whole Education for review as well as Regulation and Exhibit EEAB Transportation of Students in a Joint Custody Arrangement."

CARRIED

4. External Grants in Schools 2022-2023

04-19-23 MOVED: Trustee Holly Hunter

"That the External Grants in Schools for the 2022-2023 school year be referred to Committee of the Whole Education for review."

CARRIED

5. Graduation Ceremonies and Celebration of Learning 2023

The Trustees will discuss and determine attendance after this evening's meeting.

6. Divisional Choir Spring Concert

Board Chair, Cheryl Smukowich, will bring greetings at the Divisional Choir Spring Concert on May 11, 2023.

FOR INFORMATION

1. Board Actions and Referrals

2. Jewel Casselman – Juno Award Winner

04-20-23 MOVED: Trustee Sandy Lethbridge

"That a congratulatory letter, over signature of the Board Chair, be sent Jewel Casselman of Lakewood School won the MusicCounts Award."

CARRIED

- 04-21-23** 3. Manitoba Scholastic Chess Association
MOVED: Trustee Holly Hunter

"That a congratulatory letter, over signature of the Board Chair, be sent to the student."

CARRIED

- 04-22-23** 4. Results - Divisional Concours d'art oratoire
MOVED: Trustee Tara Smith

"That congratulatory letters, over signature of the Board Chair, be sent to each winner of the Divisional Concours d'art oratoire."

CARRIED

5. Physical Education Celebrations
6. MSBA Long-Service Trustee Recognition

CONCLUDED: Report of the Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 04-23

FOR ACTION

- 04-23-23** 1. Financial Statement – February 2023
2. Manitoba Education and Early Childhood Learning Correspondence
a) Phoenix School – Modular Classroom Units – Tender Award Authority and Initial Project Support
MOVED: Trustee Holly Hunter
"That items #1 - #2 be referred to Committee of the Whole Finance/Facilities."

CARRIED

FOR INFORMATION

1. Cheque Registers
a) March 7, 2023
b) March 14, 2023 (Payroll)
c) March 15, 2023
d) March 21, 2023
2. Permit Report as of March 30, 2023
3. Fundraising Report
a) Linwood School
b) Sansome School
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: Auditor General Manitoba – Provincial Oversight of Drinking Water Safety
 - b. Memo re: Bill 35 – The Education Administration Amendment Act (Teacher Certification and Professional Conduct)
 - c. E-News – March 22, 2023
 - d. Executive Highlights March 15, 2023
 - e. 18th Annual Aboriginal Education Research Forum
 - f. Memo re: Manitoba Minimum Wage Increase in October 2023
2. Manitoba Early Learning and Child Care
 - a. School-Based Child Care Centre Expansion Project Expression of Interest
3. Minister of Education and Early Childhood Learning
 - a. Letter re: Community Schools Program at Brooklands School

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 04-24-23 1. First Reading – Borrowing By-Law 324-23
MOVED: Trustee Holly Hunter
“That the Board give first reading of By-Law 324-23, a by-law to allow for the borrowing of monies to meet current expenses for the year July 1, 2023 to June 30, 2024.”

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

B. Chegus, Community Resident, asked about the Manitoba Governments School-Based Child Care Centre Expansion Project Expression of Interest and what might be on the horizon for that program in St. James-Assiniboia School Division (SJASD).

Jenness Moffatt, Acting Superintendent, advised that there are currently daycares located in all of the early years school in SJASD and that the division will always remain open to expressions of interest from daycares looking for space or to accommodate additional age groups. At this moment, SJASD will not be acting upon this request from the Early Learning and Child Care Division.

TRUSTEE PD SUMMARIES

There were no Trustee PD Summaries.

NEW BUSINESS

04-25-23 1. Notice of Motion By-Law 326-23 Religious Instruction at Strathmillan School
Trustee Holly Hunter provided notice that By-Law 326-23, a By-Law to allow for religious instruction at Strathmillan School for the 2022-2023 school year, shall be given first reading at the May 2, 2023 Board Meeting.

04-26-23 2. Notice of Motion By-Law 325-23 Amending Organizational By-Law 316-21
Trustee Holly Hunter provided notice that By-Law 325-23 Amending Organizational By-Law 316-21 be given first reading at the May 2, 2023 Board Meeting.

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:43 p.m.

04-27-23 **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 – 10:10 p.m.

04-28-23 1. MTS Grievance
MOVED: Trustee Sandy Lethbridge
“That the Board deny the MTS grievance as discussed in Committee of the Whole In Camera.”

CARRIED

04-29-23 2. MSBA Region Director 5
MOVED: Trustee Sandy Lethbridge
“That the St. James-Assiniboia School Division Board of Trustees nominate Trustee Angela Dunn for Region 5 Director of the Manitoba School Boards Association.”

CARRIED

04-30-23 3. Policy BDE Board Committees
MOVED: Trustee Sandy Lethbridge
“That revisions to Policy BDE Board Committees be referred to the Human Resources/Governance Committee as discussed in Committee of the Whole In Camera.”

CARRIED

ADJOURNMENT:

On motion of Trustee Michael Cabral, the regular board meeting adjourned at 10:12 p.m.

Cheryl Smukowich
Chair of the Board

Jenness Moffatt
Acting Superintendent

Carrie Melville
Secretary-Treasurer/CFO