



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, March 23, 2021, 7:30 p.m.

*Held in the Board Room of the Aidan Conklin Building  
2574 Portage Avenue, Winnipeg*

#1576139

Meeting No. 06-21

PRESENT AND REMOTE MEETING via MICROSOFT TEAMS

#### **PRESENT:**

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Craig Johnson	Trustee
Sandy Lethbridge	Trustee
Bryan Metcalfe	Trustee

#### **ALSO IN ATTENDANCE:**

Mike Wake	Superintendent
Carrie Melville	Acting Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Assistant Superintendent, Education (K-12), Student Services and Administration
Sharon O'Neil	Senior Executive Assistant

#### **REGRETS**

NIL

#### **CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

The Chair called the meeting to order at 6:52 p.m. Attendance – recorded above.

#### **06-01-21 MOVED: Trustee Bryan Metcalfe**

"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 THE HOMELAND OF THE MÉTIS  
NATION.**

#### **ADOPTION OF MINUTES – PREVIOUS MEETING**

The minutes of the Board Meeting of March 9, 2021 were adopted.

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**REPORT ON EDUCATION****Educational Support Services – Project 11**

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**Presented by: Suzi Friesen, Director of Educational Programming, True North Youth Foundation (TNYF)**

Project 11 is an engaging cross-curricular proactive mental wellness program that targets Manitoba's Health Education and Language Arts outcomes for students.

Project 11 is created in honour of #11, Rick Rypien, a former player of the Winnipeg Jets and Manitoba Moose. With dedicated support from the Winnipeg Jets and Manitoba Moose, the True North Youth Foundation began developing Project 11 in 2012. The first phase focused on the development of a middle years program (grades 5-8 in English) and was followed by the development of the early years program (grades K-4 in both English and French).

Project 11 has been busy throughout the pandemic launching the French middle years curriculum, piloting senior years curriculum, and growing teacher training opportunities. In this presentation, TNYF highlighted their work with SJASD teachers and students, along with some highlights from the Winnipeg Jets virtual player visits with SJASD students.

To date, 322 SJASD staff members have accounts to access Project 11 curriculum. This includes all grades from Kindergarten to Grade 8 in both English and French Immersion. It is a 15-week program divided into three sessions.

Themes, Intermission Video areas, and Youth Summits are just part of Project 11 that were touched on in this presentation and data highlights were reviewed. The website at <https://www.projecteleven.ca> was introduced and provides resources, FAQs and curriculum links.

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**TRUSTEE STATEMENTS**

*There were no Trustee Statements.*

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**HEARING OF DELEGATIONS**

*There were no Delegations.*

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**COMMITTEE REPORTS**

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**Retirement Committee Report 03-20/21**

Meeting held March 4, 2021

Committee Chair: Craig Glennie

1. Attendance
2. Approval of Agenda
3. Approval of Minutes – November 5, 2020 (02-20/21)

4. Presentation: LetkoBrousseau
5. Ellement Consulting Group (Consultant/Actuary)
6. Ellement Consulting Group (Actuary)
  - a) Summary of Benefit Payments and Expenses

**06-02-21** **MOVED: Trustee Craig Glennie**

"That the list of benefit and expense payments in the amount of \$768,890.51 be approved."

**CARRIED**

7. Correspondence
8. Other Correspondence
9. Conference/Course Correspondence

**06-03-21** **MOVED: Trustee Craig Glennie**

"That the CUPE Representative is approved to take the Foundations of Trust Management Standards course virtually or in person pending travel restrictions and will access the Division credit with the International Foundation."

**CARRIED**

10. Additional Items
  - a) Pension and Retirement Matters – Members Concerns
  - b) Impact of Low Interest Rates

CONCLUDED: Report of the Retirement Committee

**FILED**

**PERSONNEL COMMITTEE REPORT No. 01-21**

Meeting held March 16, 2021

Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. COVID-19 Staffing Updates

**06-04-21** **MOVED: Trustee Sandy Lethbridge**

"That the COVID-19 Staffing Updates be received as information."

**CARRIED**

4. STJATA Bargaining Letter

**06-05-21** **MOVED: Trustee Sandy Lethbridge**

"That the STJATA Bargaining letter be received as information."

**CARRIED**

5. Mandate Forms

**06-06-21** **MOVED: Trustee Sandy Lethbridge**

"That the correspondence and mandate forms be received as information."

**CARRIED**

6. Trustee Bargaining Committees

**06-07-21** **MOVED: Trustee Sandy Lethbridge**

"That Trustees Lawson and Johnson be appointed to serve on both MTS and MANTE, and Trustees Chegus and Lawson be appointed to serve on the CUPE Bargaining Committee."

**CARRIED**

**06-08-21** 7. Administrative and Professional School Staff Job Descriptions  
**MOVED: Trustee Sandy Lethbridge**

"That the revision to the following job descriptions be approved:

- AP2-11 Administrator, Inclusion Support Services and Accessibility
- AP2-40, Administrator, Curriculum, Assessment and School and Community Support

And further,

That the following new job descriptions be approved:

- AP2-45 Administrator, Indigenous Academic and Community Support; Protector of Earth
- AP2-46 Administrator, Diversity and Equity
- AP2-47 Community Connector."

**CARRIED**

**06-09-21** 8. Trustee Interview Committee  
**MOVED: Trustee Sandy Lethbridge**

"That Trustees Lawson and Chegus be appointed to serve on the New Administration Interview Committee."

**CARRIED**

**06-10-21** 9. Vacation Carry-Over Requests  
**MOVED: Trustee Sandy Lethbridge**

"That the additional vacation carry-over be approved as requested."

**CARRIED**

**06-11-21** 10. Electrician Job Description  
**MOVED: Trustee Sandy Lethbridge**

"That the revisions to job description AP5-1 Electrician be approved".

**CARRIED**

**06-12-21** 11. University of Wpg - CATEP Program  
**MOVED: Trustee Sandy Lethbridge**

"That the information regarding the CATEP partnership be received as information."

**CARRIED**

**06-13-21** 12. MB Human Rights Commission Correspondence File # 16 EN 444  
**MOVED: Trustee Sandy Lethbridge**

"That the correspondence from the Human Rights Commission be received as information."

**CARRIED**

- 06-14-21** 13.MB Human Rights Commission Correspondence File # 20 EN 230  
**MOVED: Trustee Sandy Lethbridge**  
“That the correspondence from the Human Rights Commission be received as information.”  
**CARRIED**
- 06-15-21** 14. Policy Revision - GCBBA Excluded Staff Compensation and Benefits  
**MOVED: Trustee Sandy Lethbridge**  
“That the revision to policy GCBBA Excluded Staff Compensation and Benefits be approved.”  
**CARRIED**
- 06-16-21** 15. MANTE Negotiations  
**MOVED: Trustee Sandy Lethbridge**  
“That the MANTE Negotiations letter be received as information.”  
**CARRIED**
- 06-17-21** 16. MANTE Job Description  
**MOVED: Trustee Sandy Lethbridge**  
“That job description AP3-38 Jameswood, IT, ESS Head Administrative Assistant be approved.”  
**CARRIED**
- 06-18-21** 17. Summer Student Pay Rates 2021  
**MOVED: Trustee Sandy Lethbridge**  
“That the pay grids for Summer Students be approved as proposed effective May 3, 2021.”  
**CARRIED**
- 06-19-21** 18. Organizational By-Law  
**MOVED: Trustee Sandy Lethbridge**  
“That the Organizational By-Law be received as information.”  
**CARRIED**
- 06-20-21** 19. Personnel Report to the Board  
**MOVED: Trustee Sandy Lethbridge**  
“That the Personnel Report to the Board be received as information.”  
**CARRIED**
- CONCLUDED: Report of the Personnel Committee  
**FILED**

**EDUCATION COMMITTEE REPORT No. 05 – 20/21**

Meeting held March 16, 2021  
Committee Chair: Holly Hunter

1. Attendance
2. Approval of Agenda

3. Presentation for the 2020-21 Education Committee Meetings: Recovery Learning Motion 17-04-20
4. External Grants in Schools 2020-21 Motion 03-14-21
5. Organizational By-Law Motion 05-09-21

**06-21-21****MOVED: Trustee Holly Hunter**

"That the following items be received as information:

- Presentation for the 2020-21 Education Committee Meetings: Recovery Learning
- External Grants in Schools 2020-21
- Organizational By-Law."

**CARRIED**

6. State of Equity in Education – Partnerships and Opportunities Motion 02-04-21

**06-22-21****MOVED: Trustee Holly Hunter**

"That the State of Equity in Education item be tabled to the next Education meeting."

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED****TRUSTEE COMMITTEE UPDATES**

*There were no Trustee Committee Updates*

**REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent  
Report 06-21

**FOR ACTION**

1. Policy EBCA – Emergency Response Plans and Regulation EBCA-R - Emergency Disaster, Pandemic and Crisis Response Plans.

**06-23-21****MOVED: Trustee Craig Glennie**

"That the revisions to Policy EBCA – Emergency Response Plans and Regulation EBCA-R - Emergency Disaster, Pandemic and Crisis Response Plans be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

1. COVID-19 Public Update
  - Superintendent Wake referred to the Public Health orders regarding travel restrictions during the upcoming break and noted it would be posted on our website and social media accounts as a friendly reminder.
2. Education Review – the following information items were provided:
  - Government of Manitoba - Better Education Starts Today
  - A Link for Government of Manitoba Documents -

<https://bettereducationmb.ca/>

- Message for Principals and Vice Principals – School Leaders Trustees each shared, for the public, their views on the topic of the Education Review.

3. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 06-21

**FILED**

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

Presented by Carrie Melville, Acting Secretary-Treasurer/CFO  
Report 06-21

**FOR ACTION**

1. PSFB Correspondence – Various Schools – Expended Capital Support Program – Project Support.

06-24-21

**MOVED: Trustee Craig Glennie**

“That the PSFB Correspondence regarding Various School – Expended Capital Support Program be referred to the Finance/Facilities Committee.”

**CARRIED**

**FOR INFORMATION**

1. Cheque Registers

Attached are the Cheque Registers for payments issued:

- a) March 8, 2021

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED**

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**CORRESPONDENCE**

**Action Correspondence**

There were no action correspondence items.

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - Anti-Black Racism in Canadian Schools – A Virtual Discussion
2. Thank You Letter

CONCLUDED: Correspondence

**FILED**

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**UNFINISHED BUSINESS**

1. Borrowing By-Law 312-21

06-25-21

**MOVED: Trustee Jennifer Lawson**

“That the Board give first reading of By-Law 312-21, a by-law to allow for the borrowing of monies to meet current expenses July 1, 2021 to June 30, 2022.”

**CARRIED**

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**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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There was one question from the public.

Regarding Bill 64, Char asked: What happens to existing parent council funds if this plan goes forward and when would the deadline for parent councils be to spend the money?

Response: This question will be taken forward to find the answer when available and then provided to Char.

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**TRUSTEE PD SUMMARIES**

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*There were no Trustee PD Summaries.*

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**NEW BUSINESS**

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*There were no New Business items.*

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**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:27 P.M.**

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1. Promissory Note

**06-26-21** **MOVED: Trustee Jennifer Lawson**

“That a Promissory Note in the amount of \$4,201,700 for various capital projects, issued under the Public Schools Act, be approved,  
And further;

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

**CARRIED**

2. Allard Proposal

**06-27-21** **MOVED: Trustee Craig Glennie**

“That the correspondence from the Province regarding the Allard site be referred to the Finance/Facilities Committee for review.”

**CARRIED**

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**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 9:08 P.M.**

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**06-28-21** **MOVED: Trustee Craig Johnson**

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

**CARRIED**

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**ADJOURNMENT**

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On motion of Trustee Craig Johnson, the regular board meeting adjourned 10:12 p.m.

**Cheryl Smukowich**  
**Chair of the Board**

**Mike Wake**  
**Superintendent**