



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, March 22, 2022, 7:30 p.m.

*2574 Portage Avenue, Winnipeg*

#1652032

### **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

### **ALSO IN ATTENDANCE:**

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

### **REGRETS**

Bryan Metcalfe	Trustee
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### **CALL TO ORDER**

The Chair called the meeting to order at 7:30 p.m. Attendance – recorded above.

**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 RED RIVER MÉTIS NATION.**

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

The minutes of the Board Meeting of March 8, 2022 were adopted.

### **REPORT ON EDUCATION**

**Learning About Students' Reader Identity Through Reading Conferences – Literacy Coach Team**

**Presented by: Jordana Buckwold, Administrator of Assessment and Evaluation/School and Community Support and Literacy Coaches: Tara McLachlan and Susan Atcheson**

Several members of the literacy coaching team provided a presentation on the importance of reading conferences to help identify students' reader identity. Reading conferences are short, reoccurring natural meetings between a teacher and a student about the book the student is reading. These conferences encourage connection and gives the teacher an insight into the student's reader identity, which can aid in learning how to teach to that student.

### **TRUSTEE STATEMENTS**

*There were no Trustee Statements.*

### **HEARING OF DELEGATIONS**

*There were no Delegations registered.*

### **COMMITTEE REPORTS**

#### **COMMUNITY ENGAGEMENT COMMITTEE REPORT No. 5 – 22-21**

Meeting held March 7, 2022

Committee Chair: Nicole Bowering

1. Call to Order/Attendance
2. Approval of Agenda
3. Virtual Committee Forums

06-01-22

#### **MOVED: Trustee Nicole Bowering**

"That the Community Engagement Committee plan a Community Event for May 2022, ensuring that this plan can accommodate any public health orders that may exist at that time.

And further;

That the Community Engagement Committee prepare a Community Information Newsletter on Board activity to be distributed to SJASD homeowners.

And further;

That the Community Information Newsletter discussion be referred to the Finance and Facilities Committee for financial consideration to complete this project."

**CARRIED**

4. Multi-Year Strategic Planning Policy
5. Community Representation
6. Virtual and In-Person Board Meetings

CONCLUDED: Report of the Community Engagement Committee

**FILED**

#### **GOVERNANCE COMMITTEE REPORT No. 02-22**

Meeting held March 10, 2022

Committee Chair: Bruce Chegus

1. Call to Order/Attendance
2. Approval of Agenda
3. Multi-Year Strategic Planning Process

06-02-22

#### **MOVED: Trustee Bruce Chegus**

"That draft policy ADE Multi-Year Strategic Planning and Priorities be approved.

And further;  
That revisions to policy AE Commitment to Accomplishment Planning Model be approved."

**CARRIED**

**06-03-22** 4. Standing Committee Restructuring Proposal

**MOVED: Trustee Bruce Chegus**

"That the Proposal be referred to the Committee of the Whole In Camera Agenda for discussion."

**CARRIED**

5. Superintendent/Board Evaluation

CONCLUDED: Report of the Governance Committee

**FILED**

**PERSONNEL COMMITTEE REPORT No. 06-22**

Meeting held March 15, 2022

Committee Chair: Sandy Lethbridge

1. Call to Order/Attendance
2. Approval of Agenda
3. COVID-19 Staffing Update
4. Excluded Staff Member Evaluation Process
5. Trustees for Principal Recruiting
6. Diversity Survey Results
7. Hiring of Staff Policies
8. Policy GBGAAA COVID-19 Protocols, Proof of Vaccination & Mandatory Testing

**06-04-22** **MOVED: Trustee Sandy Lethbridge**

"That Policy GBGAAA COVID-19 Protocols, Proof of Vaccination & Mandatory Testing be archived."

**CARRIED**

**06-05-22** 9. Job Descriptions

**MOVED: Trustee Sandy Lethbridge**

"That the revisions to job descriptions AP1-9 Manager, Facilities and Maintenance and AP1-10 Assistant Manager, Facilities and Maintenance be approved."

**CARRIED**

10. Personnel Report to the Board

CONCLUDED: Report of the Personnel Committee

**FILED**

**EDUCATION COMMITTEE REPORT No. 06 ~ 21-22**

Meeting held March 15, 2022

Committee Chair: Holly Hunter

1. Call to Order/Attendance
2. Approval of Agenda

3. Winnipeg Police Service SRO Presentation
4. Policy Revisions

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

"That Policy JLIG Standards for Seclusion and Restraint in Schools be approved, And further;

That the following regulation and exhibits be received as information:

- Regulation JLIG-R Seclusion and Physical Restraint
- Exhibit JLIG-E-1 Agreement for Use of Physical Restraint
- Exhibit JLIG-E-2 Restraint Incident Report Restraint
- Exhibit JLIG-E-3 Seclusion Incident Report Restraint
- Exhibit JLIG-E-4 Seclusion Restraint Incident Debriefing and Planning Meetings Report Restraint
- Exhibit JLIG-E-5 Seclusion Log Restraint"

**CARRIED**

CONCLUDED: Report of the Education Committee

**FILED****TRUSTEE COMMITTEE UPDATES****AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE REPORT**

Presented by: Nicole Bowering

Report of the Meeting of March 10, 2022

1. Approval of Agenda
2. Review of minutes from previous meeting
3. JM-R Awards & Scholarships Regulation
4. Colin Turnbull Memorial Scholarship – Approval
5. New Business Arising

CONCLUDED: Report of the Awards and Scholarship Advisory Committee

**FILED****REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent

Report 06-22

**FOR ACTION**

1. Acceleration and Retention of Students Policy and Regulation

**06-07-22****MOVED: Trustee Holly Hunter**

"That the revised Policy IKE Acceleration and Retention of Students and new Regulation IKE-R Acceleration/Retention Administrative Procedures be referred to the Education Committee for review."

**CARRIED****06-08-22**

2. External Grants in Schools 2021-22

**MOVED: Trustee Holly Hunter**

"That the External Grants in Schools for the 2021-2022 school year be referred to the Education Committee for review."

**CARRIED**

**FOR INFORMATION**

1. Return to Safe School Updates
  - March 15 Toolkit and Guidance for COVID-19 in Schools
2. Good News

**06-09-22****MOVED: Trustee Holly Hunter**

"That the Board send a congratulations letter, over the signature of the chair, to the St. James Collegiate Varsity Girls Basketball Team."

**CARRIED****06-10-22****MOVED: Trustee Nicole Bowering**

"That the Board send a congratulations letter, over the signature of the chair, to all those listed in the Good News item."

**CARRIED**

3. Regulation JKD-R Safe and Caring Schools – Appropriate Interventions and Disciplinary Consequences
4. Board Actions and Referrals

CONCLUDED: Report of the Superintendent

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

Presented by Carrie Melville, Secretary-Treasurer/CFO  
Report 06-22

**FOR ACTION**

1. Jameswood Alternative School Garden Project
2. Revised Policy DIAC – School Board Grants

**06-11-22****MOVED: Trustee Craig Glennie**

"That items 1-2 be referred to the Finance/Facilities Committee."

**CARRIED****FOR INFORMATION**

1. Cheque Registers
  - a) February 28, 2022
  - b) March 9, 2022

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED****CORRESPONDENCE****Action Correspondence**

*There were no action correspondence items.*

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. E-News March 9, 2022
  - b. Manitoba Accessibly Office – How to Update an Accessibility Plan for Public Sector Organizations
  - c. CSBA Congress Call for Papers

- d. Kelsey School Division, Director of Transportation and Maintenance Posting
- e. Brandon School Division, Manager of Facilities Job Posting
- f. Border Land School Division Superintendent Job Posting
- g. Mountain View School Division CEO/Superintendent Job Posting
2. Seven Oaks School Division 2022-2023 Budget Press Release
3. Lord Selkirk School Division 2022-2023 Budget Press Release

CONCLUDED: Correspondence

**FILED**

**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

- 06-12-22** First Reading – By-Law 319-22 Borrowing By-Law  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give first reading of By-Law 319-22, a by-law to allow for the borrowing of monies to meet current expenses July 1, 2022 to June 30, 2023.”  
**CARRIED**

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

*There were no agenda-based questions from the public.*

**TRUSTEE PD SUMMARIES**

*There were no PD Summaries.*

**NEW BUSINESS**

- 06-13-22** 1. New Board Member Orientation Policy and Regulation  
**MOVED: Trustee Bruce Chegus**  
“That Policy BIA and Regulation BIA-R 'New Board Member Orientation' be referred to the Governance Committee for review and update in particular to address draft Policy ADE 'Multi-Year Strategic Planning and Priorities' and Regulation ADE-R 'Four Year Planning Cycle'.”  
**CARRIED**

**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:35 p.m.**

- 06-14-22** **MOVED: Trustee Sandy Lethbridge**  
“That the Board recess to Committee of the Whole in Camera.”  
**CARRIED**

**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 9:38 p.m.**

- 06-15-22** 1. Senior Administrative Staffing 2022-23  
**MOVED: Trustee Nicole Bowering**  
“That internal candidate, Marianette (Mari) Aguirre be appointed to the position of Manager of Facilities and Future Development effective March 28, 2022.”  
**CARRIED**

**ADJOURNMENT**

On motion of Trustee Craig Johnson, the regular board meeting adjourned 8:35 p.m. and 9:38 p.m.

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

**Mike Wake**  
**Superintendent**