



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, May 2, 2023, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1745765

PRESENT:

Cheryl Smukowich	Board Chair
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Sandy Lethbridge	Trustee
Fiona Shiells	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:

Holly Hunter	Vice Chair
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CALL TO ORDER

The Chair called the meeting to order at 6:01 p.m. Attendance – recorded above.

06-01-23

MOVED: Trustee Sandy Lethbridge

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

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:32 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 April 4, 2023, and Special Board Meeting of April 18, 2023, were adopted.

REPORT ON EDUCATION

Building the Good Life: A Jameswood Alternative School and Career Development Collaboration

Presented by: Stacy Kent, Principal, Stephanie Drysdale, Career Development Teacher

Stacy Kent and Stephanie Drysdale from Jameswood Alternative School provided a presentation to the Board of Trustees regarding their work to engage their students in both their educational journeys and career paths through a holistic approach that includes mental health, well-being, resilience and motivation. The lessons learned from JAS can help all high schools support the career planning of their students.

TRUSTEE STATEMENTS

There are no trustee statements.

HEARING OF DELEGATIONS

B. Alexander - Community Resident - School Property Tax

B. Alexander, provided an extensive review of school property taxes across Canadian provinces.

06-02-23

MOVED: Trustee Craig Glennie

"That the Board suspend the rules of procedure to allow the delegation an additional 15 minutes of presentation time."

CARRIED

COMMITTEE REPORTS

COMMUNITY ENGAGEMENT COMMITTEE

Meeting held: April 11, 2023

Presented by: Trustee Angela Dunn

1. Attendance
2. Approval of Agenda
3. Initial Posts for Social Media Accounts

06-03-23

MOVED: Trustee Angela Dunn

"That the schedule for posting on the Board social media account in Fall 2023 be referred to the Committee of the Whole In-Camera at the May 2, 2023 Board Meeting."

CARRIED

4. Additional Ideas for Community Engagement

CONCLUDED: Report of the Community Engagement Committee

FILED

HUMAN RESOURCES/GOVERNANCE COMMITTEE

Meeting held: April 11, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
 2. Approval of Agenda
 3. Personnel Report to the Board
 4. Policy AP1-1 Duties and Responsibilities of Excluded Staff Member
- 06-04-23** **MOVED: Trustee Sandy Lethbridge**
“That Policy AP1-1 Duties and Responsibilities of Excluded Staff Member be approved.”
- CARRIED**
5. Re-Affirmation of Organizational By-Law
- 06-05-23** **MOVED: Trustee Sandy Lethbridge**
“That notice of first reading of By-Law 327-23 amending Organizational By-Law 316-21 be provided at the May 2, 2023 Board Meeting.”
- CARRIED**
6. Policy BDE Board Committees
- 06-06-23** **MOVED: Trustee Sandy Lethbridge**
“That Policy BDE Board Committees be approved.”
- CARRIED**
7. MANTE Negotiations Representatives
- 06-07-23** **MOVED: Trustee Sandy Lethbridge**
“That Trustees Sandy Lethbridge and Tara Smith be appointed to the MANTE Negotiations Committee.”
- CARRIED**
- CONCLUDED: Report of the Committee of the Human Resources/Governance Committee
- FILED**

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: April 18, 2023

Presented by: Trustee Craig Glennie

1. Attendance
 2. Approval of Agenda
 3. CPI Update – February 2023
 4. Financial Statement – February 2023
 5. Manitoba Education and Early Childhood Learning Correspondence – Phoenix School Modular Classroom Unites – Tender Award Authority and Initial Project Support
 6. Payroll Officer Update
- 06-08-23** **MOVED: Trustee Craig Glennie**
“That the casual rate for temporary payroll assistance as discussed, be approved.”
- CARRIED**
- CONCLUDED: Report of the Committee of the Whole Finance/Facilities
- FILED**

COMMITTEE OF THE WHOLE EDUCATION REPORT

Meeting held: April 18, 2023

Presented by: Trustee Tara Smith

1. Attendance

2. Approval of Agenda
3. Summative Assessment Practices in Senior Years Schools
- 06-09-23** **MOVED: Trustee Tara Smith**
“That beginning the 2023/2024 school year, St. James-Assiniboia School Division implement Grade 9 common assessments in literacy and numeracy and pilot across all senior years schools, develop Grade 10-12 common assessments in literacy and numeracy and pilot across all senior years schools and improve school communication to ensure assessment language is shared and understood with students and parents.
And further;
That Senior Administration provide a progress update of assessment practices at the end of semester one in 2024 to the Committee of the Whole Education.”
CARRIED
4. Revised Policy EEAA Student Eligibility for Transportation Services, Regulation EEAA-R, EEAA-R-2 and Exhibit EEAA-E-2
- 06-10-23** **MOVED: Trustee Tara Smith**
“That Policy EEAA Student Eligibility for Transportation Services be approved.
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 received as information.”
CARRIED
5. New Policy, Regulation and Exhibit EEAB Transportation of Students in a Joint Custody Arrangement
- 06-11-23** **MOVED: Trustee Tara Smith**
“That new Policy EEAB Transportation of Students in a Joint Custody Arrangement be approved.
And further;
That Regulation EEAB-R Transportation of Students in a Joint Custody Arrangement and Exhibit EEAB-E Application Form be received as information.”
CARRIED
6. External Grants in Schools 2022-2023
7. Time Sensitive Correspondence

CONCLUDED: Report of the Committee of the Whole Education

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:31 p.m.

1. Manitoba Education Request for Interchange Agreement
- 06-12-23** **MOVED: Trustee Angela Dunn**
“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

AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE REPORT 01-23

Meeting held: April 5, 2023

Presented by: Trustee Angela Dunn

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

06-13-23**MOVED: Trustee Angela Dunn**

"That the discussion on JM-R Awards & Scholarships be received as information."

CARRIED

CONCLUDED: Report of the Awards and Scholarship Advisory Committee

FILED**EARLY CHILDHOOD DEVELOPMENT COMMITTEE**

Presented by: Trustee Tara Smith

Trustee Tara Smith provided an update from the Early Childhood Development Committee's successful event called, 'Rebuild, Reconnect & Thrive' that took place on April 11, 2023.

CONCLUDED: Report of the Early Childhood Development Committee

FILED**REPORT OF THE SUPERINTENDENT**

Presented by Jenness Moffatt, Acting Superintendent
Report 05-23

FOR ACTION

1. Policy EEAE School Bus Safety Program

06-14-23**MOVED: Trustee Sandy Lethbridge**

"That the Board approve revisions to Policy EEAE School Bus Safety Program."

CARRIED

2. Middle Years Celebration of Learning 2023
The Trustees will discuss and determine attendance after this evening's meeting.

3. Regulation GDMB-R MANTE Staff Training Program

06-15-23**MOVED: Trustee Sandy Lethbridge**

"That the Regulation GDMB-R MANTE Staff Training Program be referred to the Human Resources/Governance Committee for information."

CARRIED

4. Job Description AP3-38 Department, Head Administrative Assistant

06-16-23**MOVED: Trustee Sandy Lethbridge**

"That job description AP3-38 Department, Head Administrative Assistant be referred to the Human Resources/Governance Committee for review."

CARRIED

FOR INFORMATION

1. Board Actions and Referrals
2. School Day Calendar 2023/2024
3. 5 Year Capital Plan Update 2024-2025 to 2028-2029
4. Graduation Pow Wow – June 8, 2023
5. Good News – Premier's Award for Excellence in Education

06-17-23**MOVED: Trustee Sandy Lethbridge**

"That a congratulatory letter, over signature of the Board Chair, be sent to Terri Grant for receiving the Premier's Award for Excellence in Education."

CARRIED

6. Good News – Teaching Excellence Award

06-18-23**MOVED: Trustee Sandy Lethbridge**

"That a congratulatory letter, over signature of the Board Chair, be sent to Amanda Havixbeck for receiving the Teaching Excellence Award."

CARRIED

7. Good News – Terry Fox Foundation

06-19-23**MOVED: Sandy Lethbridge**

"That a congratulatory letter, over signature of the Board Chair, be sent to Phoenix School congratulating the school on achieving the top 50 fundraiser of the Terry Fox Foundation for 2023."

CARRIED

CONCLUDED: Report of the Superintendent

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

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 05-23

FOR ACTION

1. Manitoba Education and Early Childhood Learning Correspondence
 - a) John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade – Additional Project Support
2. Grant Request

06-20-23**MOVED: Trustee Craig Glennie**

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

CARRIED**FOR INFORMATION**

1. Cheque Registers
 - a) March 23, 2023 (US)
 - b) March 27, 2023 (Payroll)
 - c) March 27, 2023
 - d) April 6, 2023 (Payroll)
 - e) April 6, 2023
 - f) April 19, 2023 (Payroll)
2. Permit Report as of April 27, 2023
3. Fundraising Report

a) Linwood School

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. E-News April 19, 2023
 - b. Quebec English School Boards Association Executive Director Posting
 - c. 2023 AGM Record of Proceedings
 - d. l'Alliance Francais French for Parents Program
 - e. MSBA Brief Bill 35 The Education Administration Amendment Act
 - f. Follow up Letters from MSBA Annual Convention Resolutions
2. Manitoba Education and Early Childhood Learning
 - a. Letter re: K-12 Treaty Education
3. Minister of Education and Early Childhood Learning
 - a. Letter re: Elders and Knowledge Keepers in Schools Initiative
 - b. Letter and Proclamation May 2023 Music Month

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 06-21-23** 1. Second Reading – Borrowing By-Law 324-23
MOVED: Trustee Michael Cabral
“That the Board give second 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

- 06-22-23** 2. Third/Final Reading – Borrowing By-Law 324-23
MOVED: Trustee Sandy Lethbridge
“That the Board give third/final 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

- 06-23-23** 3. First Reading – By-Law 326-23 Religious Instruction at Strathmillan School
MOVED: Trustee Fiona Shiells
“That the Board give first reading of By-Law 326-23, a By-Law to allow for religious instruction at Strathmillan School for the 2022-2023 school year.”

CARRIED

4. First Reading – By-Law 325-23 Amending Organizational By-Law 316-21

06-24-23 MOVED: Trustee Rachelle Wood

"That the Board give first reading of By-Law 325-23 Amending Organizational By-Law 316-21."

CARRIED**06-25-23**

5. Reverse Motion 03-22-23 Assessment Week

MOVED: Trustee Tara Smith

"That the Board reverse motion 03-22-23 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."

CARRIED**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

Kent McPherson, President of STJATA, thanked Trustees for attending the reception that took place prior to spring break and thanked Senior Administrators, Jenness Moffatt and Jordana Buckwold, for inviting teachers to join the professional development session that took place at River East Transcona School Division on April 27, 2023.

TRUSTEE PD SUMMARIES

1. Trustee Craig Glennie – Banff Management Course Conference Report – March 21-24, 2023

NEW BUSINESS**06-26-23**

1. Trustee Craig Glennie – Naming of Facilities and Signage Policies

MOVED: Trustee Craig Glennie

"That School Division Policy 'FF – Naming of Facilities', 'FFC – Signage Policy', and 'FF-R Naming of Facilities', be referred to the Finance/Facilities Committee for review."

CARRIED**06-27-23**

2. Notice of Motion By-Law 327-23 Amending Organizational By-Law 316-21
Trustee Tara Smith provided notice that By-Law 327-23 Amending Organizational By-Law 316-21 be given first reading at the June 6, 2023 Board Meeting.

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:52 p.m.**06-28-23****MOVED: Trustee Sandy Lethbridge**

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

CARRIED

ADJOURNMENT:

On motion of Trustee Sandy Lethbridge, the regular board meeting adjourned at 9:49 p.m.

Cheryl Smukowich
Chair of the Board

Jenness Moffatt
Acting Superintendent

Carrie Melville
Secretary-Treasurer/CFO