



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 6, 2023, 7:30 p.m.

*2574 Portage Avenue, Winnipeg*

#1761268

### **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	Superintendent
Carrie Melville	Secretary-Treasurer / Chief Financial Officer
Gillian Muir	Senior Executive Assistant
Michelle Lancaster	Communications Officer

### **REGRETS:**

Fiona Shiells	Trustee
Jordana Buckwold	Assistant Superintendent, Education (K-12), Student Services and Administration

### **CALL TO ORDER**

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

08-01-23

### **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 May 2, 2023, and Special Board Meeting of May 23, 2023, were adopted.

### **REPORT ON EDUCATION**

Outdoor Education

Presented by: Jane Couch, Principal, Norm Gould, Vice Principal, Shannon Siemens, Teacher, Nicole Griffiths, Teacher, Avery Petsnik, Teacher and Students

Staff and students from Stevenson-Britannia School and Brooklands School provided an outdoor presentation on outdoor learning. Both schools have made outdoor learning a priority over the last 9 years as the belief is that there are rich learning experiences for everyone outdoors.

### **TRUSTEE STATEMENTS**

*There are no trustee statements.*

### **HEARING OF DELEGATIONS**

*There were no registered delegations.*

### **COMMITTEE REPORTS**

#### **COMMUNITY ENGAGEMENT COMMITTEE**

Meeting held: May 9, 2023

Presented by: Trustee Angela Dunn

1. Attendance
2. Approval of Agenda
3. Board Social Media – Trustee Bios
4. Additional Ideas for Fall Community Engagement

CONCLUDED: Report of the Community Engagement Committee

**FILED**

#### **HUMAN RESOURCES/GOVERNANCE COMMITTEE**

Meeting held: May 9, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Personnel Report to the Board
4. Regulation GDMB-R MANTE Staff Training Program
5. Job Description AP3-38 Department, Head Administrative Assistant

**08-02-23**

**MOVED: Trustee Sandy Lethbridge**

“That revisions to Job Description AP3-38 Department, Head Administrative Assistant be approved.”

**CARRIED**

6. Letter of Understanding between MANTE and SJASD
7. 2023-2024 Board and Committee Meeting Schedule

**08-03-23**

**MOVED: Trustee Sandy Lethbridge**

“That the 2023-2024 Board and Committee Meeting Schedule be approved.”

**CARRIED**

CONCLUDED: Report of the Committee of the Human Resources/Governance Committee

FILED

**COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT**

Meeting held: May 16, 2023

Presented by: Trustee Holly Hunter

1. Attendance
2. Approval of Agenda
3. CPI Update – March 2023
4. Manitoba Education and Early Childhood Learning Correspondence – John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade – Additional Project Support
5. Grant Request – The Historical Museum Association of St. James-Assiniboia

**08-04-23** **MOVED: Trustee Holly Hunter**

“That a grant in the amount of \$1,100 be awarded to The Historical Museum Association of St. James-Assiniboia.”

CARRIED

6. FF Naming of Facilities, FFC Signage Policy, FF-R Naming of Facilities

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

FILED

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

1. Administrative Appointments 2023-2024  
**08-05-23** **MOVED: Trustee Sandy Lethbridge**  
“That Bonnie Neil be appointed Principal at École Robert Browning effective September 5, 2023.  
And further;  
That Pamela McLachlan be appointed Principal at École Voyageur effective September 5, 2023, to June 28, 2024.  
And further;  
That Robyn Zajac be appointed Principal at Linwood School effective September 5, 2023 to June 28, 2024.  
And further;  
That Regine Nuytten be appointed Principal at Stevenson School effective September 5, 2023 to June 28, 2024.  
And further;  
That Laura Koslowsky be re-appointed to Teaching Vice-Principal at École Assiniboine effective September 5, 2023, to June 28, 2024.  
And further;  
That Jill Boychuck be appointed to Supervising Vice Principal at École Ness effective September 5, 2023 to June 28, 2024.  
And further;  
That Scott Dempster be appointed to Teaching Vice-Principal at George Waters Middle School effective September 5, 2023 to June 28, 2024.”

CARRIED

2. STJATA Secondment Request  
**08-06-23** **MOVED: Trustee Holly Hunter**

"That the Board approve the secondment request from the St. James-Assiniboia Teachers' Association as discussed in the Committee of the Whole In Camera for the 2023-2024 school year."

**CARRIED**

**08-07-23**

3. Crestview School Children's Centre Renovation

**MOVED: Trustee Craig Glennie**

"That the request from Crestview School Children's Centre to install a bathroom in their leased space as submitted be approved.

And further;

That copies of building permits are forwarded to the Manager of Facilities and Future Development.

And further;

That Prior to construction, copies of division safety documents including construction safety, and hot works are signed and forwarded to the Manager of Facilities and Future Development.

And further;

The Manager of Facilities and Future Development is provided with the construction schedule and invited to a preconstruction meeting.

And further;

The work must be done by qualified tradespeople.

And further;

The work must not cause damage to the building.

And further;

The final project is subject to the inspection and satisfaction of the Manager of Facilities and Future Development.

And further;

There is no cost to the School Division."

**CARRIED**

**08-08-23**

4. Crestview School Play Structure Request

**MOVED: Trustee Craig Glennie**

"That the request from Crestview School Parent Council to install a new play structure and relocate the outdoor classroom to the front of the school be approved.

And further;

That construction be subject to the final review and approval of the Manager, Facilities and Future Development.

And further;

There be no cost to the School Division.

And further;

That ongoing maintenance and repair costs of the structure be the responsibility of the Crestview School Parent Council and Crestview Child Care Centre."

**CARRIED**

**08-09-23**

5. Lakewood Children's Centre Infant and Preschool Program Renovations

**MOVED: Trustee Craig Glennie**

"That the request from Lakewood Children's Centre to install a sprinkler and remove the storage area from their leased space in the Annex at Lakewood School be approved.

And further;

That copies of building permits are forwarded to the Manager of Facilities and Future Development.

And further;

That Prior to construction, copies of division safety documents including construction safety, and hot works are signed and forwarded to the Manager of Facilities and Future Development.

And further;

The Manager of Facilities and Future Development is provided with the construction schedule and invited to a preconstruction meeting.

And further;

The work must be done by qualified tradespeople.

And further;

The work must not cause damage to the building.

And further;

The final project is subject to the inspection and satisfaction of the Manager of Facilities and Future Development.

And further;

There is no cost to the School Division."

**CARRIED**

**08-10-23**

6. Sigfusson Nursery Schools Ltd.

**MOVED: Trustee Craig Glennie**

"That the Sigfusson Nursery School lease at Athlone School and École Bannatyne be terminated effective August 13, 2023.

And further;

That the Heritage Park Children's Programs lease agreement at Athlone School and École Bannatyne be approved effective August 14, 2023.

And further;

That Administration forward the lease agreement to Manitoba Education and Early Childhood Learning for their approval."

**CARRIED**

### **TRUSTEE COMMITTEE UPDATES**

#### **ZIIBII ODEWEI'IGAN COMMITTEE**

Meeting held: January 31, 2023 and March 24, 2023

Presented by: Trustee Rachelle Wood

Trustee Rachelle Wood provided an overview of the Ziibii Odewei'igan Committee including the background of the name given to the committee, group norms and the new social media page found on Instagram.

CONCLUDED: Report of the Ziibii Odewei'igan Committee

**FILED**

#### **RETIREMENT PLAN COMMITTEE**

Meeting held: May 11, 2023

Presented by: Trustee Craig Glennie

1. Call to Order

2. Approval of Agenda
3. Approval of Minutes – March 9, 2023
4. Ellement Consulting Group (Consultant/Actuary)
5. Ellement Consulting Group (Actuary)
6. Draft By-Law to amend By-Law 41-78
7. Pension Committee PD
8. MANTE Concern re: Pension Information Link accessible to all on SJASD website
9. Correspondence

CONCLUDED: Report of the Retirement Plan Committee

**FILED**

### **REPORT OF THE SUPERINTENDENT**

Presented by Jenness Moffatt, Superintendent  
Report 06-23

#### **FOR ACTION**

- 08-11-23      1. Mamāhtawisiwin The Wonder We Are Born With – Tools for Reflection, Planning and Reporting  
**MOVED: Trustee Holly Hunter**  
“That the Mamāhtawisin The Wonder We Are Born With – Tools for Reflection, Planning and Reporting be referred to the Committee of the Whole Education for review.”

**CARRIED**

- 08-12-23      2. Job Descriptions  
**MOVED: Trustee Sandy Lethbridge**  
“That revised job descriptions AP2-7 Behaviour Intervention Resource Teacher, AP2-45 Administrator, Indigenous Academic and Community Support and AP2-46 Administrator, Diversity and Equity be referred to the Human Resources/Governance Committee for review.”

**CARRIED**

#### **FOR INFORMATION**

- 08-13-23      1. Board Actions and Referrals  
2. SJASD Indigenous Educational Assistant Scholarship  
3. Community Service Worker and Teacher Development Program  
4. Annual Report 2022 – The St. James Scholarship Foundation  
5. SJASD Arts Accolades and Innovations June 2023  
6. Arts Events 2023-2024  
7. Good News – Provincial Concours d’art Oratoire  
**MOVED: Trustee Sandy Lethbridge**  
“That a congratulatory letter, over signature of the Board Chair, be sent to all participants of the Provincial Concours d’art Oratoire.”

**CARRIED**

- 08-14-23      8. Good News – Patrol Awards 2023  
**MOVED: Trustee Sandy Lethbridge**

“That a congratulatory letter, over signature of the Board Chair, be sent to Stevenson-Britannia School, Sansome School and Strathmillan School for earning the achievement of top patrol team in SJASD.”

**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. Financial Statement

- a) March 2023
- b) April 2023

**08-15-23      MOVED: Trustee Craig Glennie**

“That item #1 be referred to Committee of the Whole – Finance/Facilities.”

**CARRIED**

2. Signing Officers

**08-16-23      MOVED: Trustee Tara Smith**

“That Bruce Brown, Assistant Secretary-Treasurer, be added as a signing officer for the St. James-Assiniboia School Division.”

**CARRIED**

**FOR INFORMATION**

1. Cheque Registers

- a) April 19, 2023
- b) April 28, 2023 (Payroll)
- c) April 28, 2023
- d) May 8, 2023
- e) May 12, 2023 (Payroll)
- f) May 15, 2023
- g) May 23, 2023 (Payroll)

2. Permit Report as of June 1, 2023

3. Fundraising Report

- a) Collège Sturgeon Heights Collegiate
- b) Hedges Middle School
- c) Stevenson-Britannia School

4. Regulation JQ-R Student Fees, Fines and Charges

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED**

**CORRESPONDENCE**

**Action Correspondence**

*There was no Action Correspondence.*

**Information Correspondence**

1. Community Resident Letter re: Religious Instruction
2. Community Resident Letter re: Religious Instruction
3. Manitoba School Boards Association (MSBA)
  - a. E-News May 3, 2023
  - b. Memo re: Student Travel & Accident Insurance Information
  - c. E-News May 17, 2023
  - d. Memo re: Wildfire Safety
  - e. E-News May 31, 2023
4. Manitoba Education and Early Childhood Learning
  - a. Letter re: Provincial Student Information System – Project Update
5. Minister of Education and Early Childhood Learning
  - a. Letter of Response re: Criminal Record and Child Abuse Registry Checks for School Trustees

CONCLUDED: Correspondence

**FILED**

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

1. Second Reading – By-Law 326-23 Religious Instruction at Strathmillan School

**08-17-23**

**MOVED: Trustee Holly Hunter**

“That the Board give second reading of By-Law 326-23, a By-Law to allow for religious instruction at Strathmillan School for the 2022-2023 school year.”

Trustee Angela Dunn provided the following statement: Over the last week, SJASD Trustees have received a number of queries from individuals regarding a petition to authorize religious instruction at Strathmillan School. As always, we deeply appreciate the feedback we receive from our community members and beyond and would like to provide some clarity on this matter. To begin, our schools remain committed to providing non-sectarian, non-discriminatory environments that respect the rights and beliefs of all students and their families and we acknowledge concerns regarding the historical complexities and harms associated with various religious groups. As a public institution, we are required to create a safe and caring learning environment that includes respect for human diversity. We are also required to respect religious diversity. As per section 80 of the Public Schools Act, in the event that enough caregivers from a specific school sign a petition, the Board is required to pass a By-Law authorizing religious instruction in that school. Any faith group can petition the Board for religious instruction. Only the children of petitioners receive instruction. With regards to Strathmillan School, the Board will be reviewing By-Law 326-23 at this Board meeting, which would authorize 30 minutes of religious instruction per week for the children of petitioners attending the school. The instruction would take place over the lunch hour so as not to interfere with classroom instruction. The Board would not be compensating the coordinator or officiant for this religious instruction. Balancing respect for human diversity and respect for religious diversity is a complex matter. The authority to interpret and decide upon the application of the Charter of Rights and Freedoms to provincial statutes rests



with the Manitoba Court of King's Bench. We would advise those with concerns regarding religious doctrine to seek out theological experts. Any questions regarding the Public Schools Act or guidelines relating to the Act should be addressed to the province. We thank you for your interest in the education of SJASD students.

Trustee Tara Smith and Trustee Sandy Lethbridge committed to attending a religious instruction teaching at Strathmillan School to hear what is being taught and ensure that it is following our respect for human diversity policy and safe and caring schools.

**CARRIED**

2. Third/Final Reading – By-Law 326-23 Religious Instruction at Strathmillan School

**08-18-23 MOVED: Trustee Holly Hunter**

"That the Board give third and final reading of By-Law 326-23, a By-Law to allow for religious instruction at Strathmillan School for the 2022-2023 school year."

**CARRIED**

3. Second Reading – By-Law 325-23 Amending Organizational By-Law 316-21

**08-19-23 MOVED: Trustee Holly Hunter**

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

**CARRIED**

4. Third/Final Reading – By-Law 325-23 Amending Organizational By-Law 316-21

**08-20-23 MOVED: Trustee Holly Hunter**

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

**CARRIED**

5. First Reading – By-Law 327-23 Amending Organizational By-Law 316-21

**08-21-23 MOVED: Trustee Holly Hunter**

"That the Board give first reading of By-Law 327-23 Amending Organizational By-Law 316-21."

**CARRIED**

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

T. Pitzel, Community Resident

T. Pitzel asked if any Trustees reviewed their mandate, indicated that the Public Schools Act indicates that Trustees 'may' approve and asked if this program would be reviewed regularly to ensure that children aren't being indoctrinated. Board Chair, Cheryl Smukowich, confirmed that it is a requirement in the Public Schools Act to pass a by-law in the event that enough caregivers from a specific school sign a petition requesting for religious instruction and confirmed that this by-law is only for the 2022-2023 school year.

J. Astleford, Community Resident

J. Astleford provided her concerns with religious instruction and asked if instructors would have a criminal record check and child abuse registry. Board Chair, Cheryl Smukowich, confirmed that the individual teaching religious instruction is required to have a criminal record check and child abuse registry.

M. Roy, Community Resident

M. Roy identified her support for instruction in all beliefs and did not ask any questions.

### **TRUSTEE PD SUMMARIES**

*There are no Trustee PD Summaries.*

### **NEW BUSINESS**

- 08-22-23** 1. Religious Instruction  
**MOVED: Trustee Holly Hunter**  
“That the Chair of the Board send correspondence to the Minister of Education seeking clarification on section 80 and 81 of The Public Schools Act re: religious instruction.”  
**CARRIED**
- 08-23-23** 2. Notice of Motion By-Law 328-23 Amending Retirement Committee By-Law  
Trustee Craig Glennie provided notice that By-Law 328-23 Amending By-Law 41-78 Retirement Plan shall be given first reading at the September 5, 2023 Board Meeting.
- 08-24-23** 3. Naming of Board Room  
**MOVED: Trustee Craig Glennie**  
“That the St. James – Assiniboia School Division Board of Trustee’s approve the naming of this Board room to be the “Bruce Chegus Board room”.  
And further;  
That all expenses related to any signage or plaques be covered by the school board budget.”  
**CARRIED**
- 08-25-23** **RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:54 p.m.**  
**MOVED: Trustee Holly Hunter**  
“That the Board recess to Committee of the Whole in Camera.”  
**CARRIED**

### **ADJOURNMENT:**

On motion of Trustee Holly Hunter, the regular board meeting adjourned at 8:54 p.m.

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

**Jenness Moffatt**  
**Superintendent**

**Carrie Melville**  
**Secretary-Treasurer/CFO**