



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, April 26, 2022, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1659049

PRESENT:

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice-Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Bryan Metcalfe	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
Gillian Muir	Senior Executive Assistant

REGRETS

Craig Johnson	Trustee
Sandy Lethbridge	Trustee

CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m. Attendance – recorded above.

09-01-22 MOVED: Trustee Holly Hunter

“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 RED RIVER MÉTIS NATION.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of April 12, 2022 were adopted.

REPORT ON EDUCATION

English as an Additional Language (EAL) and Newcomer Support

Presented by: The EAL Instructional Support Team: Lori Ostermann, Daria Orloff, Jennifer Doyle and Dina Coutris

The EAL Instructional Support Team provided a review of the EAL and Literacy Academics Language (LAL) programs. There are approximately 37 languages represented across SJASD. The group shared Divisional beliefs as well as the structure for supporting students in these programs. The top priority for both programs is supporting schools by working with classroom teachers to adapt materials and lessons and create appropriate assessments that reach students at their level.

TRUSTEE STATEMENTS

There were no Trustee Statements.

HEARING OF DELEGATIONS

There were no Delegations registered.

COMMITTEE REPORTS

COMMUNITY ENGAGEMENT COMMITTEE REPORT No. 6 – 21-22

Meeting held April 4, 2022

Committee Chair: Nicole Bowering

1. Call to Order/Attendance
2. Approval of Agenda
3. Community Event for May 2022
4. Community Update Newsletter
5. Organizational By-Law
6. Community Representation

CONCLUDED: Report of the Community Engagement Committee

FILED

GOVERNANCE COMMITTEE REPORT No. 03-22

Meeting held April 7, 2022

Committee Chair: Bruce Chegus

1. Call to Order/Attendance
2. Approval of Agenda
3. Standing Committee Restructuring Proposal

09-02-22

MOVED: Trustee Bruce Chegus

“That the Board Member Compensation and Expenses (Trustee Indemnity) By-Law be revised to reflect the new Committee structure.

And further;

That the amended Board Member Compensation and Expenses (Trustee Indemnity) By-Law be referred to the Committee of the Whole In Camera Agenda on April 26, 2022 for discussion.”

CARRIED

4. Excluded Staff Member Evaluation

- 09-03-22** **MOVED: Trustee Bruce Chegus**
“That the Excluded Staff Member Evaluation be reviewed by the Superintendent and Board Chair for final draft and approval to be presented at the Committee of the Whole In Camera on April 26, 2022 for discussion.”
CARRIED
- 09-04-22** 5. Board Evaluation
MOVED: Trustee Bruce Chegus
“That the Board Evaluation be referred to the Committee of the Whole In Camera Agenda on April 26, 2022 for discussion.”
CARRIED
- 09-05-22** 6. Review of the Organizational By-Law
MOVED: Trustee Bruce Chegus
“That Administration prepares an amending By-Law to the Organizational By-Law 316-21 with the revisions as discussed.
And further;
That notice of the Amending By-Law to the Organizational By-Law 316-21 be given at the Board Meeting on May 10, 2022.”
CARRIED
7. Policy BIA and Regulation BIA-R New Board Member Orientation
8. Decision Making Matrix

CONCLUDED: Report of the Governance Committee
FILED
- PERSONNEL COMMITTEE REPORT No. 07-22**
Meeting held April 19, 2022
Committee Chair: Sandy Lethbridge
- 09-06-22** 1. Call to Order/Attendance
2. Approval of Agenda
3. Excluded Staff Member Evaluation Process
4. Job Descriptions
MOVED: Trustee Jennifer Lawson
“That the new job description for the Coordinator of Indigenous Inclusion Education (K-12) be approved and that the revisions to job description AP1-13 Communications Officer be approved.”
CARRIED
- 09-07-22** 5. Staffing 2022-2023
MOVED: Trustee Jennifer Lawson
“That the Staffing 2022-2023 matter be referred to the Committee of the Whole for further discussion.”
CARRIED
6. Organizational By-Law

7. Equity in Education Reports
Trustee Holly Hunter requested that this item remain a standing item on the Personnel Committee agenda.

8. Personnel Report to the Board

CONCLUDED: Report of the Personnel Committee

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:30 p.m.

- 09-08-22 1. Administrative Appointment 2022-23
MOVED: Trustee Jennifer Lawson
“That Jean Burnett be appointed Principal at École Assiniboine effective September 6, 2022 to June 30, 2023.”

CARRIED

TRUSTEE COMMITTEE UPDATES

There were no Trustee Committee Updates.

REPORT OF THE SUPERINTENDENT

Presented by Mike Wake, Superintendent
Report 08-22

FOR ACTION

There were no items for action.

FOR INFORMATION

1. Graduation Pow Wow – June 10, 2022
2. Half-Masting of the Flag
3. Good News – The Terry Fox Foundation
4. Good News – Manitoba Band Association Honour Bands
5. 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 08-22

FOR ACTION

- 09-09-22 1. YMCA-YWCA Summer Request
MOVED: Trustee Craig Glennie
“That item 1 be referred to the Finance/Facilities Committee.”

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) April 19, 2022 (Payroll)

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 April 20, 2022
 - b. Memo re: Staff Vacancies Workforce Planning
2. Manitoba Education and Early Childhood Learning
 - a. Letter re: 2021/2022 Contingency Grant for SJASD
 - b. Meeting Invitation to Information Sessions re: Framework for Learning
 - c. Holodomor Remembrance Day in Schools April 19, 2022
3. Minister of Education and Early Childhood Learning, Honourable Wayne Ewasko
 - a. Education Week in Manitoba April 18-22, 2022
 - b. Letter re: Increase to the 2022/23 Special Needs Level 2/3 Funding

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

There are no unfinished business items.

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

- 09-10-22** 1. Excluded Staff Member Evaluation
MOVED: Trustee Bruce Chegus
"That the proposed changes re the Excluded Staff Member's Evaluation be referred to the Committee of the Whole In Camera at the April 26, 2022 Board Meeting regarding any revisions that may be needed in this regard to the Excluded Staff Member's Job Description CBA/AP1-1."

CARRIED

- 09-11-22** 2. Excluded Staff Member Evaluation and Decision-Making Matrix
MOVED: Trustee Bruce Chegus
"That Policy AG, Board Governance Framework be amended as follows:

- Add to Board responsibilities new item "7. Evaluate the Secretary-Treasurer/CFO annually" & re-number following items in listing.
- Under the heading 'Clarifying roles', with respect to the sentence "Together they form the Division's leadership team." add 'along with the Secretary-Treasurer/CFO' to the end of the sentence.

And further;

That draft new policy (coding TBD) titled 'Board Relationship with the Superintendent and Secretary-Treasurer/CFO per attached be referred to the Governance Committee for its review and recommendation;

And further;

That draft CBB-E/AFA-E Excluded Staff Member Performance Assessment Guide per attached be referred to the Governance Committee for its review and recommendation.

And further;

That revisions to policy CBB/AFA Evaluation of the Excluded Staff Member per attached be referred to the Governance Committee for its review and recommendation."

CARRIED

3. Policy BCB Board Member Conflict of Interest

09-12-22 MOVED: Trustee Bruce Chegus

"That the following amendment to Policy BCB Trustee Conflict of Interest be referred to the Governance Committee for its review and recommendation:

- under first paragraph:
 - Insert sub-heading 'A. Pecuniary Interest' and add the following paragraph: 'The provisions of Sections 37,38 and 39 of the Public Schools Act shall govern the fiduciary responsibilities of the Board'.
 - Insert 'B' in front of sub-heading 'Relationship Bias'. Delete "The" and insert 'the' when referring to the Public Schools Act in opening paragraph and in the paragraph under School Board Member Conduct."

CARRIED

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:41 p.m.

09-13-22 MOVED: Trustee Nicole Bowering

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

CARRIED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 10:12 p.m.

09-14-22 1. Educational Assistant Staffing 2022-2023
MOVED: Trustee Jennifer Lawson

"That a letter, over signature of the Board Chair, be sent to the Minister of Education and Early Childhood Learning, explaining the need for an increase in educational assistant staffing and request for additional funding."

CARRIED

09-15-22 2. Board Member Compensation and Expenses (Trustee Indemnity) By-Law
MOVED: Trustee Bruce Chegus

“That Administration drafts the Amending By-Law with revisions as discussed in Committee of the Whole In Camera.

And further;

That notice of the Amending By-Law be given at the Board Meeting on May 10, 2022.”

CARRIED

3. Excluded Staff Member Evaluation

09-16-22 MOVED: Trustee Bruce Chegus

“That Policy CBI-AF Evaluation of the Excluded Staff Member and CBI-E/AF-E Performance Assessment Guide be approved.

And further;

That Policy CBI-AF and Exhibit CBI-E/AF-E be referred to the Personnel Committee for revision to the Excluded Staff Member’s Job Description.

And further;

That the evaluation of the Excluded Staff Member be completed in June 2022.”

CARRIED

4. Board Evaluation

09-17-22 MOVED: Trustee Bruce Chegus

“That regulation AG-R Board Self-Evaluation and AG-E Board Performance Assessment Guide be approved effective November 1, 2022.”

CARRIED

ADJOURNMENT

On motion of Trustee Holly Hunter, the regular board meeting adjourned at 8:41 p.m. and 10:15 p.m.

**Cheryl Smukowich
Chair of the Board**

**Mike Wake
Superintendent**