



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 5, 2023, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1776157

PRESENT:

Cheryl Smukowich	Trustee
Holly Hunter	Trustee
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Sandy Lethbridge	Trustee
Fiona Shiells	Trustee
Tara Smith	Trustee
Cheryl Smukowich	Trustee

ALSO IN ATTENDANCE:

Jenness Moffatt	Superintendent
Carrie Melville	Secretary-Treasurer / Chief Financial Officer
Jordana Buckwold	Assistant Superintendent, Education (K-12), Student Services and Administration
Bruce Brown	Assistant Secretary-Treasurer
Gillian Muir	Senior Executive Assistant
Michelle Lancaster	Communications Officer

REGRETS:

CALL TO ORDER

The Chair called the meeting to order at 7:04 p.m. Attendance – recorded above.

10-01-23 **MOVED: Trustee Cheryl Smukowich**
"That the Board recess to Committee of the Whole in Camera."

CARRIED

RETURN TO BOARD MEETING – 7:31 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.

WELCOME & INTRODUCTION

Carrie Melville, Secretary-Treasurer / Chief Financial Officer of the St. James-Assiniboia School Division, presided as Chair at the Inaugural Meeting of the St. James-Assiniboia School Division Board in accordance with Section 29(2) of the Public Schools Act.

VOTING PROCEDURES

The Chair requested the Board for direction on the voting procedures to be used.

10-02-23 MOVED: Trustee Cheryl Smukowich

“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Jenness Moffatt, Jordana Buckwold and Bruce Brown act as scrutineers;
That only the outcome and not the count of each vote be announced;
That, in the event of a tie vote,
The Chair will initial one ballot of the set; and further,
That the School Board will determine by lot which ballot will be received by each trustee;
And further,
That the ballots will be counted and in the case of another tie vote the initialed ballot will be the deciding vote;
And further,
That the Secretary-Treasurer/Chief Financial Officer remain in the Chair until all elections are completed.”

CARRIED

The Chair called for nominations for board positions according to the order on the agenda.

ELECTION OF CHAIR AND VICE CHAIR

CHAIR OF THE BOARD

Nominated: Trustee Holly Hunter
Trustee Angela Dunn

10-03-23 MOVED: Trustee Cheryl Smukowich

“That nominations cease.”

CARRIED

Following a vote by secret ballot, the Chair declared Trustee Holly Hunter, Chair of the Board for the period of September 5, 2023, until the annual meeting in September 2024.

VICE CHAIR OF THE BOARD

Nominated: Trustee Sandy Lethbridge
Trustee Angela Dunn

10-04-23 MOVED: Trustee Holly Hunter

“That nominations cease.”

CARRIED

Following a vote by secret ballot, the Chair declared Trustee Sandy Lethbridge, Vice Chair of the Board, for the period of September 5, 2023, until the annual meeting in September 2024.

NEW CHAIR PRESIDES

Trustee Holly Hunter assumed the Chair at 7:39 p.m.

DIVISION SIGNING OFFICERS

10-05-23 MOVED: Trustee Michael Cabral

"That the signing officers for the St. James-Assiniboia School Division be as follows:

Holly Hunter, Chair of the Board

Sandy Lethbridge, Vice Chair of the Board

Jenness Moffatt, Superintendent

Carrie Melville, Secretary-Treasurer/Chief Financial Officer

Bruce Brown, Assistant Secretary-Treasurer

Monika Kananowicz, Accounting Supervisor."

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

10-06-23 MOVED: Trustee Tara Smith

"That the Board affirm and adopt By-Law 316-21 and subsequent amending By-Laws 321-22, 323-22 and 325-23, to regulate the proceedings of the Board of Trustees of the St. James Assiniboia School Division for the period September 05, 2023 to the annual meeting of the Board in September 2024."

CARRIED

MEETING DATES, TIME AND PLACE

10-07-23 MOVED: Trustee Michael Cabral

"That the St. James-Assiniboia School Division Board hold its meetings on the first Tuesday of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:00 p.m., in accordance with By-Law No. 316-21 and subsequent amending By-Laws 321-22, 323-22 and 325-23."

CARRIED

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of June 6, 2023, and Special Board Meeting of June 27, 2023, were adopted.

REPORT ON EDUCATION

There is no report on education scheduled.

TRUSTEE STATEMENTS

There are no trustee statements.

HEARING OF DELEGATIONS

There were no registered delegations.

COMMITTEE REPORTS

There were no committee reports.

TRUSTEE COMMITTEE UPDATES

INDIGENOUS ADVISORY COUNCIL

Meeting held: May 1, 2023 and June 12, 2023

Presented by: Trustee Sandy Lethbridge

Trustee Sandy Lethbridge provided an overview of the Indigenous Advisory Council meetings including policy reviews, review of the priority areas for the new strategic plan and a review of the Manitoba Education document Mamahtawisiwin: The Wonder We Are Born With.

CONCLUDED: Report of the Indigenous Advisory Council

FILED

STUDENT COUNCIL LIAISON REPORT

Meeting held: May 31, 2023

Presented by: Trustee Fiona Shiells

Trustee Fiona Shiells provided an overview from the student council luncheon that took place on May 31, 2023, with all five senior years schools.

CONCLUDED: Report of the Student Council Liaison Report

FILED

AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE REPORT 01-23

Meeting held: June 6, 2023

Presented by: Trustee Angela Dunn

1. Approval of Agenda
2. Notre Dame Citizenship Award Report
3. Point Douglas Citizenship Award Request

CONCLUDED: Report of the Awards and Scholarship Advisory Committee

FILED

AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE REPORT 01-23

Meeting held: June 20, 2023

Presented by: Trustee Angela Dunn

1. Approval of Agenda
2. MLA for St. James – Excellence in Leadership Award Request

CONCLUDED: Report of the Awards and Scholarship Advisory Committee

FILED

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Superintendent
Report 07-23

FOR ACTION

- 10-08-23 1. Extended Field Trip Proposal – John Taylor Collegiate – Puerto Rico
MOVED: Trustee Sandy Lethbridge
“That the Board approve the extended field trip proposal from John Taylor Collegiate for Grade 9 to 12 students to travel to Puerto Rico on March 21 to 28, 2024, with the understanding that the Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Global Affairs Canada or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”

CARRIED

- 10-09-23 2. Extended Field Trip Proposal – Westwood Collegiate – Nashville, Tennessee
MOVED: Trustee Cheryl Smukowich
“That the Board approve the extended field trip proposal from Westwood Collegiate for Grade 10 to 12 students to travel to Nashville, Tennessee on November 2 to 6, 2023; with the understanding that the Superintendent monitors each out of country trip with due diligence and that these trips are subject to cancellation following a negative travel advisory from Global Affairs Canada or other applicable government agencies or other emergent situations. The St. James-Assiniboia School Division will not incur any reimbursement costs as a result of any cancellation. This is above and beyond any consultation protocols with the Division-tendered tour companies/agencies.”

CARRIED

- 10-10-23 3. Policies
MOVED: Trustee Sandy Lethbridge
“That the revised job description AP2-6 Classroom Teacher, Policy GBE Teacher Rights and Responsibility and Regulation EBB-R-2 Scent Awareness be referred to the Human Resources/Governance Committee for review.”

CARRIED

4. 2023 Senior Years Fall Awards
Trustees will determine their attendance at the 2023 Senior Years Fall Awards ceremonies.

FOR INFORMATION

- 10-11-23 1. Strategic Plan 2023-2027
2. Annual Enrolment Report 2022-2023
3. Education Conferences 2023-2024
4. Transportation of Students in the St. James-Assiniboia School Division
5. Good News – Teachers’ Idea Fund
MOVED: Trustee Sandy Lethbridge
“That the Board send a letter, over signature of the Board Chair, congratulating Tara Tuchscherer for her approved Teachers’ Idea Fund project.”

CARRIED

6. Good News – Introduction to Golf for Indigenous Students

CONCLUDED: Report of the Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 07-23

FOR ACTION

1. CPI Update
 - a) May 2023
 - b) June 2023

10-12-23

MOVED: Trustee Sandy Lethbridge

"That CPI Updates for the 2023/24 school year be referred to the Finance/Facilities Committee."

CARRIED

2. Manitoba Education and Early Childhood Learning Correspondence
 - a) École Assiniboine – Request for Modular Classroom – Analysis Study
3. Military Service Recognition Book Advertisement

10-13-23

MOVED: Trustee Angela Dunn

"That items #2 - #3 be referred to Committee of the Whole – Finance/Facilities."

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) May 24, 2023
 - b) May 29, 2023 (Payroll)
 - c) May 30, 2023
 - d) June 5, 2023 (Payroll)
 - e) June 5, 2023
 - f) June 9, 2023 (US)
 - g) June 13, 2023
 - h) June 27, 2023 (Payroll)
 - i) June 28, 2023
 - j) June 30, 2023 (Payroll)
 - k) June 30, 2023
 - l) July 11, 2023 (Payroll)
 - m) July 11, 2023
 - n) July 14, 2023 (Payroll)
 - o) July 14, 2023
 - p) August 9, 2023 (Payroll)
 - q) August 10, 2023
 - r) August 15, 2023 (US)
 - s) August 18, 2023 (Payroll)
2. Permit Report as of August 31, 2023
3. Fundraising Report
 - a) Athlone School
 - b) Lincoln Middle School
 - c) École Assiniboine

- d) Golden Gate Middle School
 - e) Linwood School
 - f) Collège Sturgeon Heights Collegiate
 - g) Phoenix School
 - h) John Taylor Collegiate
 - i) École Ness
 - j) Heritage School
 - k) École Robert Browning
 - l) École Bannatyne
 - m) Lincoln Middle School
 - n) Strathmillan School
 - o) St. James Collegiate
 - p) Brooklands School
 - q) Sansome School
4. Tender Award Summary

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There was no Action Correspondence.

Information Correspondence

1. St. James Scholarship Foundation Donor Letter
2. St. James Scholarship Foundation Recognition Letter
3. Retirement Dinner Thank You Cards
4. Bright Beginnings Educare Letter
5. Manitoba School Boards Association (MSBA)
 - a) Save the Date – October 2023 Fundamentals of Collective Bargaining and Governance Workshops
 - b) Toolkit for Diverse Collection Development and Intellectual Freedom in Manitoba Schools Update July 11, 2023
 - c) Copyright Awareness Materials for Teachers
6. Manitoba Education and Early Childhood Learning
 - a) Letter re: Continuation of Suspension and Expulsion Data Collection Pilot Project 2023-2024
 - b) Guiding Principles for a Comprehensive Approach to Reading Instruction in Manitoba
 - c) Letter of Response re: Performance-based Funding Model for Post-Secondary Institutions
 - d) Letter re: Access to Menstrual Products Initiative 2023/24
 - e) Letter re: School-Based Suicide Prevention Training – Sources of Strength
7. 7. Minister of Education and Early Childhood Learning
 - a) Letter re: Intensive Newcomer Support
 - b) Letter of Response re: Religious Instruction
 - c) Letter and Proclamation for Peace Days September 15 to 21, 2023
 - d) Letter and Proclamation for School Support Staff Recognition Week September 25 to 29, 2023

e) Letter and Proclamation for Dyslexia Awareness Month October 2023

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

10-14-23 1. Second Reading – By-Law 327-23 Amending Organizational By-Law 316-21
MOVED: Trustee Tara Smith
“That the Board give second reading of By-Law 327-23 Amending Organizational By-Law 316-21.”

CARRIED

10-15-23 2. Third/Final Reading – By-Law 327-23 Amending Organizational By-Law 316-21
MOVED: Trustee Tara Smith
“That the Board give third and final reading of By-Law 327-23 Amending Organizational By-Law 316-21.”

CARRIED

10-16-23 3. First Reading – By-Law 328-23 Amending By-Law 41-78 Retirement Plan
MOVED: Trustee Tara Smith
“That the Board give first reading to By-Law 328-23, amending Retirement Plan By-Law 41-78.”

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There were no agenda-based questions from the public.

TRUSTEE PD SUMMARIES

There are no Trustee PD Summaries.

NEW BUSINESS

10-17-23 1. Policy BDE – Board Committees Revision
MOVED: Trustee Cheryl Smukowich
“That the following be added to Policy BDE Board Committee under Section 3. Other Committees subsection b. Liaison Committees Membership and Roles: viii. School Resource Officer Management Committee
Membership: 1 Trustee
Role: The trustee will act as liaison between the Board and the School Resource Officer Management Committee.”

CARRIED

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:14 p.m.

10-18-23 **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 – 10:58 p.m.

- 10-19-23** 1. InformNet Funding Agreement
MOVED: Trustee Angela Dunn
“That the Board approve the InformNet Funding Agreement between the Government of Manitoba, St. James-Assiniboia School Division and Pembina Trails School Division.
And further;
That the Division signing officers be authorized to execute the agreement.”
CARRIED
- 10-20-23** 2. St. James Collegiate Condensing Unit Replacement
MOVED: Trustee Cheryl Smukowich
“That the St. James Collegiate gymnasium condensing units replacement project be approved.
And further;
That the St. James Collegiate gymnasium condensing units replacement project be funded from the School Projects Reserve.”
CARRIED
- 10-21-23** 3. Job Description AP3-40 Assistant Payroll Clerk
MOVED: Trustee Tara Smith
“That Job Description AP3-40 Assistant Payroll Clerk be approved.
And further;
That the salary grid for Payroll Officer be approved.”
CARRIED
- 10-22-23** 4. Job Description AP1-47 Manager, Human Resources
MOVED: Trustee Tara Smith
“That Job Description AP1-47 Manager, Human Resources be approved.
And further;
That the salary grid for AP1-47 Manager, Human Resources be approved.”
CARRIED

ADJOURNMENT:

On motion of Trustee Angela Dunn, the regular board meeting adjourned at 11:01 p.m.

Holly Hunter
Chair of the Board

Jenness Moffatt
Superintendent

Carrie Melville
Secretary-Treasurer/CFO