



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, May 24, 2022, 7:30 p.m.

*2574 Portage Avenue, Winnipeg*

#1666545

#### **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
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
Elizabeth Gwilliam	Executive Assistant

#### **REGRETS**

#### **CALL TO ORDER**

The Chair called the meeting to order at 5:32 p.m. Attendance – recorded above.

**11-01-22**     **MOVED: Trustee Jennifer Lawson**  
"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 May 10, 2022 were adopted.

#### **REPORT ON EDUCATION**

K. Hiebert, Teacher at Westwood Collegiate, and three students (Megan M, Jasper B, and Nathan V) spoke to the Board about their documentary film *Truth Against Distortion: Survivors Speak Out Against Hate*.

### **TRUSTEE STATEMENTS**

*There were no Trustee Statements.*

### **HEARING OF DELEGATIONS**

K. Ryback, Community Resident, brought forward a concept for an Introduction to Golf for Indigenous Students in partnership with John Blumberg Golf Course.

**11-02-22** **MOVED: Trustee Craig Johnson**

"That Senior Administration review costs and alternative solutions for the Introduction to Golf for Indigenous Students."

**CARRIED**

### **COMMITTEE REPORTS**

#### **GOVERNANCE COMMITTEE REPORT No. 7 – 21-22**

Meeting held May 5, 2022

Committee Chair: Bruce Chegus

1. Call to Order/Attendance
2. Approval of Agenda
3. Policy BIA and Regulation BIA-R New Board Member Orientation

**11-03-22** **MOVED: Trustee Bruce Chegus**

"That revisions to Policy BIA New Board Member Orientation and Regulation BIA-R New Board Member Orientation be approved.

And further;

That revisions to Policy BABA Duties of Chair of the Board and Policy BBABB Duties of the Vice Chair of the Board be approved."

**CARRIED**

4. Policy BC Trustee Code of Conduct

**11-04-22** **MOVED: Trustee Bruce Chegus**

"That the motion to approve revisions to Policy BC Trustee Code of Conduct and to refer the draft Code of Ethical Conduct and Action Plan to Administration be postponed until the Board Meeting on June 14, 2022."

**CARRIED**

5. Committee Restructuring Relevant Policies and By-Laws
6. Evaluations and Decision-Making Matrix 2021-2022 School Year

**11-05-22** **MOVED: Trustee Bruce Chegus**

"That revisions to Policy AG Board Governance Framework be approved.

And further;

That Senior Administration review draft Policy Board Relationship with final drafts to be included on the In-Camera Agenda at the May 24, 2022 Board Meeting.

And further;

That draft Policy CBB/AFA Evaluation of Excluded Staff Member and draft

Exhibit CBB-E/AFA-E Excluded Staff Member Performance Assessment Guide be referred to the In-Camera Agenda at the May 24, 2022 Board Meeting.

And further;

That the Excluded Staff Member's evaluation be conducted prior to the end of July 2022."

**CARRIED**

**11-06-22**

7. Policy BCB Trustee Conflict of Interest

**MOVED: Trustee Bruce Chegus**

"That revisions to Policy BCB Trustee Conflict of Interest be approved."

**CARRIED**

CONCLUDED: Report of the Governance Committee

**FILED**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT No. 7 – 21-22**

Meeting held May 9, 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. Community Representation re: Framework and Terms of Reference for Trustee Indigenous Advisory Council

**11-07-22**

**MOVED: Trustee Nicole Bowering**

"That the draft Framework and Terms of Reference for the Indigenous Advisory Council be referred to the Committee of the Whole for feedback."

**CARRIED**

6. Policy Revision: IFCA – Indigenous Education

CONCLUDED: Report of the Community Engagement Committee

**FILED**

**PERSONNEL COMMITTEE REPORT No. 08-22**

Meeting held May 17, 2022

Committee Chair: Sandy Lethbridge

1. Call to Order/Attendance
2. Approval of Agenda
3. Excluded Staff Member Evaluation Process
4. Equity in Education
5. Job Description AP2-11 Administrator, Inclusion Support Services and Accessibility

**11-08-22**

**MOVED: Trustee Sandy Lethbridge**

"That the revisions to job description AP2-11 Administrator, Inclusion Support Services and Accessibility be approved."

**CARRIED**

6. Job Description A3-4 Educational Assistant B

**11-09-22**

**MOVED: Trustee Sandy Lethbridge**

"That the revisions to job description AP3-4 Educational Assistant B be approved."

**CARRIED**

- 11-10-22 7. Policy GBL Staff Recognition  
**MOVED: Trustee Sandy Lethbridge**  
"That the revisions to policy GBL Staff Recognition be approved."

**CARRIED**

8. Personnel Report to the Board

CONCLUDED: Report of the Personnel Committee

**FILED**

### **TRUSTEE COMMITTEE UPDATES**

#### **RETIREMENT COMMITTEE REPORT**

Meeting held May 17, 2022

Presented by: Craig Glennie

1. Call to Order/Attendance
2. Approval of Agenda
3. Approval of Minutes – March 21, 2022 (03-21/22)
4. Presentation: Jarislowsky Fraser
5. Ellement Consulting Group (Consultant/Actuary)
6. Ellement Consulting Group (Actuary)
7. By-Laws of the Retirement Committee
8. Chair Duties
9. Correspondence
10. Other Correspondence
11. Conference/Course Correspondence

CONCLUDED: Report of the Retirement Committee

**FILED**

### **REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent

Report 10-22

#### **FOR ACTION**

1. DanceScapes 2022  
Cheryl Smukowich, Board Chair, will bring greetings at DanceScapes on Friday, June 3, 2022.

#### **FOR INFORMATION**

1. Return to Safe Schools
  - COVID Update
2. Divisional Calendar of Arts Events 2022-2023
3. Good News – Manitoba Reading Association

- 11-11-22 **MOVED: Trustee Holly Hunter**

"That a letter be sent, over signature of the Board Chair, to congratulate Mr. Ferguson-Baird."

**CARRIED**

- 11-12-22 4. Good News – MusicFest Canada  
**MOVED: Trustee Sandy Lethbridge**  
“That a letter be sent, over signature of the Board Chair congratulating Mr. Edwards on his award.”  
**CARRIED**

- 11-13-22 5. Good News – Governor General's History Award 2021  
**MOVED: Trustee Sandy Lethbridge**  
“That a letter be sent, over signature of the Board Chair, to congratulate Mr. Hiebert on his award.”  
**CARRIED**

6. 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 10-22

**FOR ACTION**

- 11-14-22 1. CPI Update – April 2022  
**MOVED: Trustee Craig Glennie**  
“That item #1 be referred to the Finance/Facilities Committee.”  
**CARRIED**

- 11-15-22 2. Promissory Note  
**MOVED: Trustee Craig Glennie**  
“That a Promissory Note in the amount of \$3,116,000 for various capital projects, issued under the Public Schools Act, be approved,  
And further;  
That the Promissory Note be signed by the Secretary-Treasurer/CFO and countersigned by the Board Chair of the School Division.”  
**CARRIED**

**FOR INFORMATION**

1. Cheque Registers  
a) April 27, 2022  
b) May 3, 2022 (Payroll)  
c) May 6, 2022

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 May 18, 2022
  - b. Memo re: Renewed Call for Mentors
  - c. Education Equity Audit Webinar Series with Tana Turner
2. Minister of Education and Early Childhood Learning Letter re: Enhancing Protections for Schools

CONCLUDED: Correspondence

**FILED**

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

- |                 |  |                |
|-----------------|--|----------------|
| <b>11-16-22</b> | <ol style="list-style-type: none"><li>1. First Reading of By-Law 321-22 Amending By-Law 316-21 Board Organizational By-Law<br/><b>MOVED: Trustee Jennifer Lawson</b><br/>"That the Board give first reading of By-Law 321-22 Amending By-Law 316-21 Board Organizational By-Law."</li></ol>  | <b>CARRIED</b> |
| <b>11-17-22</b> | <ol style="list-style-type: none"><li>2. First Reading of By-Law 322-22 Amending By-Law 317-21 Board Member Compensation and Expenses (Trustee Indemnity By-Law)<br/><b>MOVED: Trustee Jennifer Lawson</b><br/>"That the Board give first reading of By-Law 322-22 Amending By-Law 317-21 Board Compensation and Expenses (Trustee Indemnity By-Law)."</li></ol> | <b>CARRIED</b> |
| <b>11-18-22</b> | <ol style="list-style-type: none"><li>3. Notice of By-Law 320-22 Appointment of Senior Election Official<br/>Trustee Jennifer Lawson provided notice that By-Law 320-22 Appointment of Senior Election Official be given first reading at the June 14, 2022 Board Meeting.</li></ol>   |                |

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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

**TRUSTEE PD SUMMARIES**

*There were no Trustee PD Summaries.*

**NEW BUSINESS**

*There were no New Business items.*

**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 9:20 p.m.**

- |                 |  |                |
|-----------------|--|----------------|
| <b>11-19-22</b> | <b>MOVED: Trustee Bryan Metcalfe</b><br>"That the Board recess to Committee of the Whole in Camera." | <b>CARRIED</b> |
|-----------------|--|----------------|

**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 10:39 p.m.**

1. Policy BDD Board Relationship with the Superintendent and Secretary-Treasurer/CFO

- 11-20-22**      **MOVED: Trustee Chegus**  
“That Policy BDD Board Relationship with the Superintendent and Secretary-Treasurer/CFO be referred back to the Governance Committee.”  
**CARRIED**
- 11-21-22**      2. Draft Policy CBB/AFA and Exhibit CBB-E/AFA-E  
**MOVED: Trustee Chegus**  
“That Policy CBB/AGA Evaluation of Excluded Staff Member and Exhibit CBB-E/AFA-E Excluded Staff Member Performance Assessment Guide be approved with amendments as discussed.”  
**CARRIED**
- 11-22-22**      3. Excluded Staff Members Evaluations  
**MOVED: Trustee Chegus**  
“That the two Excluded Staff Members evaluations be conducted prior to the end of July 2022.”  
**CARRIED**

**ADJOURNMENT**

On motion of Trustee Holly Hunter, the regular board meeting adjourned at 10:42 p.m.

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

**Mike Wake**  
**Superintendent**