



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, October 3, 2023, 7:00 p.m.

2574 Portage Avenue, Winnipeg

#1781645

PRESENT:

Holly Hunter	Chair of the Board
Sandy Lethbridge	Vice Chair of the Board
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Tara Smith	Trustee
Cheryl Smukowich	Trustee
Rachelle Wood	Trustee (6:55 p.m. – 7:46 p.m.)

ALSO IN ATTENDANCE:

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

REGRETS:

Fiona Shiells	Trustee
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CALL TO ORDER

The Chair called the meeting to order at 5:33 p.m. Attendance – recorded above.

11-01-23

MOVED: Trustee Tara Smith

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

CARRIED

RETURN TO BOARD MEETING – 7:03 p.m.

The community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, the Dakota, the Dene, and Anishinewak peoples. It is the birthplace and homeland of the Red River Métis nation. It is also home to members of the Inuit nation. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility- to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our part to move our community forward in a true spirit of justice and reconciliation.

VOTING PROCEDURES

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

11-02-23 MOVED: Trustee Sandy Lethbridge

“That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Jenness Moffatt and Jordana Buckwold 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.”

CARRIED

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

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, HUMAN RESOURCES/GOVERNANCE COMMITTEE

Nominated: Trustee Cheryl Smukowich

11-03-23 MOVED: Trustee Angela Dunn

“That nominations cease.”

CARRIED

As no further nominations were received, the Chair declared Trustee Cheryl Smukowich as Chair of the Human Resources/Governance Committee for the period of October 3, 2023, to the meeting of the Board in October 2024.

CHAIR, COMMUNITY ENGAGEMENT COMMITTEE

Nominated: Trustee Tara Smith

11-04-23 MOVED: Trustee Sandy Lethbridge

“That nominations cease.”

CARRIED

As no further nominations were received, the Chair declared Trustee Tara Smith as Chair of the Community Engagement Committee for the period of October 3, 2023, to the meeting of the Board in October 2024.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, HUMAN RESOURCES/GOVERNANCE COMMITTEE (3)

Nominated: Trustee Michael Cabral
Trustee Sandy Lethbridge
Trustee Rachelle Wood

11-05-23 **MOVED: Trustee Craig Glennie**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Michael Cabral, Sandy Lethbridge and Rachelle Wood as members of the Human Resources/Governance Committee for the period of October 3, 2023, to the meeting of the Board in October 2024.

MEMBERSHIP, COMMUNITY ENGAGEMENT COMMITTEE (3)

As there are only two standing committees, and each trustee is to sit on one standing committee, the Chair declared Trustees Angela Dunn, Craig Glennie and Fiona Shiells as members of the Community Engagement Committee for the period of October 3, 2023, to the meeting of the Board in October 2024.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Craig Glennie
Trustee Michael Cabral

11-06-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Glennie and Michael Cabral members of the Retirement Plan Committee for the period of October 3, 2023, to the meeting of the Board in October 2024.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE/SCHOLARSHIP FOUNDATION

Nominated: Trustee Fiona Shiells
Trustee Michael Cabral (*respectfully declined*)

11-07-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

No further nominations received, the Chair declared Trustee Fiona Shiells member of the Awards and Scholarships Committee & Scholarship Foundation for the period of October 3, 2023, to the meeting of the Board in October 2024.

SCHOOL BOARD/STUDENT COUNCIL LIAISON

Nominated: Trustee Angela Dunn

Trustee Rachelle Wood

11-08-23 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Angela Dunn elected as Student Council Liaison representative for the period of October 3, 2023, to the meeting of the Board in October 2024.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Holly Hunter
Trustee Tara Smith

11-09-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Holly Hunter elected as Division Early Childhood Education Committee representative for the period of October 3, 2023, to the meeting of the Board in October 2024.

MENTAL HEALTH PROMOTION COMMITTEE

Nominated: Trustee Sandy Lethbridge

11-10-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge as Mental Health Promotion Committee representative for the period of October 3, 2023, to the meeting of the Board in October 2024.

SAFE AND CARING SCHOOLS COMMITTEE

Nominated: Trustee Sandy Lethbridge (*respectfully declined*)
Trustee Tara Smith

11-11-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Tara Smith as Safe and Caring Schools Committee representative for the period of October 3, 2023, to the meeting of the Board in October 2024.

ZIIBI ODEWEI'IGAN COMMITTEE

Nominated: Trustee Michael Cabral
Trustee Rachelle Wood

11-12-23 **MOVED: Trustee Sandy Lethbridge**

"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Rachelle Wood elected as Ziibi Odewei'igan Committee representative for the period of October 3, 2023, to the meeting of the Board in October 2024.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Craig Glennie
Trustee Michael Cabral (*respectfully declined*)

11-13-23 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Glennie as Assiniboia Chamber of Commerce representative for the period October 3, 2023, to the meeting of the Board in October 2024.

SCHOOL RESOURCE OFFICER MANAGEMENT COMMITTEE

Nominated: Trustee Cheryl Smukowich

11-14-23 **MOVED: Trustee Craig Glennie**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich as School Resource Officer Management Committee representative for the period October 3, 2023, to the meeting of the Board in October 2024.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of September 5, 2023, were adopted.

REPORT ON EDUCATION

Tipis and Telescopes by Indigenous Education Department

In May 2023, forty senior years students, accompanying teachers as well as the SJASD Indigenous Education team participated in a three-day event with several other Manitoba school divisions. This event provided an increased pride and connection to the culture for students and professional development for teachers in attendance. After such a successful event, April Waters, Administrator of Indigenous Education and Community Support, announced that there is planning taking place for a similar event in May 2024.

TRUSTEE STATEMENTS

There were no trustee statements.

HEARING OF DELEGATIONS

There were no registered delegations.

COMMITTEE REPORTS

COMMUNITY ENGAGEMENT COMMITTEE

Meeting held: September 12, 2023

Presented by: Trustee Angela Dunn

1. Attendance
2. Approval of Agenda
3. Community Engagement Ideas

CONCLUDED: Report of the Community Engagement Committee

FILED

COMMITTEE OF THE WHOLE EDUCATION REPORT

Meeting held: September 19, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Update – Assessment Week
4. InformNet Program Presentation 6:00 p.m.
5. Time Sensitive Correspondence

CONCLUDED: Report of the Committee of the Whole Education

FILED

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: September 19, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. CPI Update May, June and July 2023
4. Manitoba Education Correspondence
 - a. École Assiniboine – Request for Modular Classroom – Analysis Study
5. Military Service Recognition Book Advertisement

11-15-23

MOVED: Trustee Sandy Lethbridge

“That a Veteran Support Ad in the Military Service Recognition book in the amount of \$690 be purchased.”

CARRIED

6. Project Statues Update

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

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 7:48 p.m.

- 11-16-23 1. Senior Administrative Appointment
MOVED: Trustee Sandy Lethbridge
“That Joanne Johnston be appointed as Manager, Human Resources, effective October 10, 2023.”
CARRIED
- 11-17-23 2. MSBA Compensation Review
MOVED: Trustee Sandy Lethbridge
“That the Board adopt the stated Compensation Review, Compensation Philosophy and Salary Administration procedures and policies for excluded staff within the St. James-Assiniboia School Division.”
CARRIED
- 11-18-23 3. CUPE and MANTE Letters of Understanding
MOVED: Trustee Sandy Lethbridge
“That the CUPE Letter of Understanding re: September 30, 2023 National Day for Truth and Reconciliation be approved.
And further;
That the MANTE Letter of Understanding re: September 30, 2023 National Day for Truth and Reconciliation be approved.”
CARRIED
- 11-19-23 4. MSBA Student Travel Insurance
MOVED: Trustee Sandy Lethbridge
“That the School Division operates the blanket MSBA Universal Student Travel Insurance Program on a cost recovery basis.”
CARRIED

TRUSTEE COMMITTEE UPDATES

There were no Trustee Committee Updates.

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Superintendent
Report 08-23

FOR ACTION

- 11-20-23 1. Draft Policy KMAB Guidelines for the Operation of Parent Councils
MOVED: Trustee Tara Smith
“That Policy KMAB Guidelines for the Operation of Parent Councils be approved.”
CARRIED
2. Divisional Choir Fall Concert – November 9, 2023
Trustee Sandy Lethbridge will bring greetings at the Divisional Choir Fall Concert on November 9, 2023.

FOR INFORMATION

1. Regulation GBAA-R Respectful Workplace
2. Good News – SJASD Receives Canada Post Community Foundation Grant for Afterschool Space Program
3. Save the Date – Mamàhtiwisiwin The Wonder We Are Born With Symposium November 14 & 15, 2023

CONCLUDED: Report of the Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 08-23

FOR ACTION

1. Manitoba Education and Early Childhood Learning Correspondence
 - a) Lease Agreement with Heritage Park Children's Program for École Bannatyne School Project Authorization.

11-21-23

MOVED: Trustee Tara Smith

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

CARRIED

11-22-23

2. By-Law 329-23 – Consolidated Organizational By-Law
Trustee Sandy Lethbridge provided notice that Consolidated Organizational By-Law 329-23 shall be given first reading at the Board Meeting of November 7, 2023.

FOR INFORMATION

1. Cheque Registers
 - a) August 18, 2023
 - b) August 25, 2023
 - c) August 31, 2023 (Payroll)
 - d) August 31, 2023
 - e) September 11, 2023
 - f) September 15, 2023 (Payroll)
2. Permit Report as of September 28, 2023

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There was no Action Correspondence.

Information Correspondence

1. Seven Oaks School Division Board Chairs Announcement 2023-2024
2. Pembina Trails School Division Board Chairs Announcement 2023-2024
3. Louis Riel School Division Board Chairs Announcement 2023-2024

4. River East Transcona School Division Board Chairs Announcement 2023-2024
5. Manitoba School Boards Association (MSBA)
 - a) Memo re MSBA Email Distribution Groups
 - b) E-News September 27, 2023
 - c) Memo Update Student Accident Insurance
 - d) Winnipeg Model United Nations Assembly Invite
6. Manitoba Education and Early Childhood Learning
 - a) National Day for Truth and Reconciliation
 - b) Public Health Respiratory Virus Guidance

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 11-23-23 1. Second Reading – By-Law 328-23 Amending By-Law 41-78 Retirement Plan
MOVED: Trustee Sandy Lethbridge
“That the Board give second reading to By-Law 328-23, amending Retirement Plan By-Law 41-78.”

CARRIED

- 11-24-23 2. Third/Final Reading – By-Law 328-23 Amending By-Law 41-78 Retirement Plan
MOVED: Trustee Sandy Lethbridge
“That the Board give third and final 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 were no Trustee PD Summaries.

NEW BUSINESS

- 11-25-23 1. Cheerleading
MOVED: Trustee Sandy Lethbridge
“That a discussion about Cheerleading in the St. James-Assiniboia School Division be referred to the in-camera agenda.”

CARRIED

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:04 p.m.

- 11-26-23 **MOVED: Trustee Michael Cabral**
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

ADJOURNMENT:

On motion of Trustee Tara Smith, the regular board meeting adjourned at 8:04 p.m.

Holly Hunter
Chair of the Board

Jenness Moffatt
Superintendent

Carrie Melville
Secretary-Treasurer/CFO