



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, June 28, 2022, 7:30 p.m.

*2574 Portage Avenue, Winnipeg*

#1685516

#### **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

#### **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:**

Bryan Metcalfe	Trustee
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#### **CALL TO ORDER**

The Chair called the meeting to order at 5:58 p.m. Attendance – recorded above.

13-01-22

#### **MOVED: Trustee Craig Johnson**

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

**CARRIED**

#### **RETURN TO REGULAR BOARD MEETING – 7:33 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 June 14, 2022 were adopted.

#### **REPORT ON EDUCATION**

*There was no Report on Education*

#### **TRUSTEE STATEMENTS**

*There were no Trustee Statements.*

**HEARING OF DELEGATIONS**

*There were no delegations registered.*

**COMMITTEE REPORTS****PERSONNEL COMMITTEE REPORT No. 09-22**

Meeting held June 21, 2022

Committee Chair: Sandy Lethbridge

1. Call to Order/Attendance
2. Approval of Agenda
3. Excluded Staff Members Evaluation Process/Job Descriptions
4. Equity in Education
5. Letter of Understanding re: Sick Leave Practice
6. Policy Revisions
7. Personnel Report to the Board

CONCLUDED: Report of the Personnel Committee

**FILED**

**EDUCATION COMMITTEE REPORT No. 8 – 21-22**

Meeting held June 21, 2022

Committee Chair: Holly Hunter

1. Call to Order/Attendance
2. Approval of Agenda
3. Malaya Marcelino Correspondence re: Adult Education – Brooklands Area

**13-02-22**

**MOVED: Trustee Bruce Chegus**

“That a letter be sent, over signature of the Board, to thank MLA Marcelino for bringing the Adult Education – Brooklands area information forward for our consideration, And further;

That the letter include the intentions of the Education Committee to advocate for further Government supports in the area of Adult Literacy.”

**CARRIED**

4. Mamahtawisiwin: The Wonder We Are Born With, an Indigenous Education Policy Framework
5. School Resource Officer – A Verbal Update

CONCLUDED: Report of the Education Committee

**FILED**

**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 7:43 p.m.**

1. Lincoln Middle School Outdoor Learning Space

**13-03-22**

**MOVED: Trustee Craig Glennie**

“That the Lincoln Middle School Outdoor Learning Space project be approved. And further;

That the project be subject to final inspection and approval of the Manager, Facilities and Future Development.  
And further;  
That there be no additional costs to the St. James-Assiniboia School Division.  
And further;  
That the St. James-Assiniboia School Division coordinate the tendering process.  
And further;  
That should the tender bids exceed the funds available to the Parent Council, that the Lincoln Middle School Outdoor Learning Space project be resubmitted for approval at a later date."

**CARRIED**

- 13-04-22 2. Vacation Carry-Over  
**MOVED: Trustee Sandy Lethbridge**  
"That the additional vacation carry-over for one Excluded Group #1 Board Office employee be approved as requested."

**CARRIED**

**TRUSTEE COMMITTEE UPDATES**

*There were no Trustee Committee Updates.*

**REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent  
Report 12-22

**FOR ACTION**

- 13-05-22 1. Policy BHC/GBD Communications with Staff  
**MOVED: Trustee Bruce Chegus**  
"That Policy BHC/GBD Communications with Staff be referred to the Governance Committee for review."  
**CARRIED**
- 13-06-22 2. Proposed Increase to International Student Program Fees  
**MOVED: Trustee Sandy Lethbridge**  
"That the Proposed Increase to International Student Program Fees effective for the 2023-2024 school year be approved."  
**CARRIED**
- 13-07-22 3. Public Service Act Action Plan  
**MOVED: Trustee Bruce Chegus**  
"That Senior Administration develop a new policy that meets legislative requirements of the Public Service Act.  
And further;  
That the new policy be brought forward for discussion at a Committee of the Whole Meeting at the August Board Meeting."  
**CARRIED**

**FOR INFORMATION**

1. Transportation Brochure

13-08-22

2. Good News – President of the Manitoba Council of International Education

**MOVED: Trustee Sandy Lethbridge**

“That a letter be sent, over signature of the Board Chair, to congratulate Alexandra Humphries, Manager of International Student Program, on being elected President of the Manitoba Council of International Education.”

**CARRIED**

3. 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 12-22

**FOR ACTION**

1. Manitoba Education – École Assiniboine – Request for Modular Classroom Units – Analysis Study
2. CPI Update
  - a) May 2022

13-09-22

**MOVED: Trustee Craig Glennie**

“That items #1 and #2 be referred to the Finance/Facilities Committee.”

**CARRIED****FOR INFORMATION**

1. Cheque Registers
  - a) June 10, 2022 (Payroll)
2. Fundraising Reports
  - a) Stevenson-Britannia School
  - b) Collège Sturgeon Heights Collegiate

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 June 15, 2022
  - b. Memo re: Staff Student Interaction Policy and Package
  - c. ASCD 2022-2023 Professional Development Save the Dates
2. Manitoba Education and Early Childhood Learning
  - a. Letter re: Two-Day Summer Institute Titled: 77 Years After Liberation-Teaching and Learning about the Holocaust and Antisemitism Education, on August 24 and 25, 2022

CONCLUDED: Correspondence

**FILED**

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

- 13-10-22** 1. Second Reading of By-Law 320-22 Appointment of Senior Election Official  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give second reading of By-Law 320-22 Appointment of Senior Election Official.”  
**CARRIED**
- 13-11-22** 2. Third/Final Reading of By-Law 320-22 Appointment of Senior Election Official  
**MOVED: Trustee Jennifer Lawson**  
“That the Board give second reading of By-Law 320-22 Appointment of Senior Election Official.”  
**CARRIED**
- 13-12-22** 3. Notice of Motion By-Law 323-22 Amending By-Law 316-21 Board Organizational By-Law  
“Trustee Jennifer Lawson provided notice that By-Law 323-22 Amending By-Law 316-21 Board Organizational By-Law effective November 1, 2022 be given first reading at the August 23, 2022 Board Meeting.”  
**CARRIED**
- 13-13-22** 4. Draft GBLA Half-Masting of the Flag  
**MOVED: Trustee Bruce Chegus**  
“That Policy GBLA Half-Masting of the Flag be approved.”  
**CARRIED**

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

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

**TRUSTEE PD SUMMARIES**

1. Trustee Jennifer Lawson – World Diversity in Leadership Conference – June 20-24, 2022  
Trustee Jennifer Lawson requested that it be noted in the minutes that she was given an opportunity to celebrate the work of the staff and students at St. James Collegiate regarding their Black History Education Month, that was presented to the Board of Trustees on June 14, 2022, and it received a standing ovation at the conference.

**NEW BUSINESS**

- 13-14-22** 1. Policy BDE Board Committees and Regulation BEDG-R Board and Committee Meeting Minutes  
**MOVED: Trustee Bruce Chegus**  
“Whereas section 12 regarding 'Committees' in the Organizational By-Law does not address rules of procedure and presentation of Minutes to the Board, the

following policy and regulation be referred to the Governance Committee for review and recommendation:

- Regulation BEDG-R Board and Committee Meeting Minutes
- Policy BDE regarding section 'General Purpose' (Board Committee process)."

**CARRIED**

**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:26 p.m.**

**13-15-22      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 – 9:13 p.m.**

**13-16-22      1. Director, Curriculum, Assessment and Professional Learning  
MOVED: Trustee Sandy Lethbridge**

"That the Director, Curriculum, Assessment and Professional Learning position and salary grid be approved.

And further;

That Jordana Buckwold be appointed Director, Curriculum, Assessment and Professional Learning effective July 1, 2022."

**CARRIED**

**ADJOURNMENT:**

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 9:14 p.m.

**Cheryl Smukowich  
Chair of the Board**

**Mike Wake  
Superintendent**