



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, November 7, 2023, 7:00 p.m.

2574 Portage Avenue, Winnipeg

#1791135

PRESENT:

Holly Hunter	Chair of the Board
Sandy Lethbridge	Vice Chair of the Board
Michael Cabral	Trustee
Angela Dunn	Trustee (8:00 p.m.)
Craig Glennie	Trustee
Fiona Shiells	Trustee
Tara Smith	Trustee
Cheryl Smukowich	Trustee
Rachelle Wood	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
Gillian Muir	Senior Executive Assistant
Michelle Lancaster	Communications Officer

REGRETS:

CALL TO ORDER

The Chair called the meeting to order at 6:02 p.m. Attendance – recorded above.

13-01-23

MOVED: Trustee Sandy Lethbridge

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

CARRIED

RETURN TO BOARD MEETING – 7:01 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.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Board Meeting of October 3, 2023, and Special Board Meeting of October 17, 2023, were adopted.

REPORT ON EDUCATION

Winnipeg Jets Hockey Academy

Dwayne Green, Executive Director, True North Youth Foundation and Murray Cobb, Director of the Winnipeg Jets Hockey Academy, Lorelei Steffler, Principal, and Dominick Collins, Student, presented the Winnipeg Jets Hockey Academy program to the Board of Trustees. The Winnipeg Jets Hockey Academy (WJHA) is a play-based program designed to increase school attendance as well as high school graduation rates in socially and economically challenged schools in Winnipeg. The program has had an immensely positive impact on students in St. James-Assiniboia and currently has 425 students participating across early, middle and senior years levels.

TRUSTEE STATEMENTS

Trustee Cheryl Smukowich provided an overview of the meeting she attended with the RM of Headingley on November 1, 2023

HEARING OF DELEGATIONS

Community Resident – P. Attallah

P. Attallah requested that the Board call an establishment meeting for executive for Advisory Committee for School Leadership at École Ness as his interpretation of division policies is that this was required. It was also requested that this meeting be advertised broadly to bring more parental involvement.

13-02-23

MOVED: Trustee Craig Glennie

“That Policies KMA, KMAA, KMAB. KMAC be referred to the Human Resources/Governance Committee meeting for review.”

CARRIED

COMMITTEE REPORTS**COMMUNITY ENGAGEMENT COMMITTEE**

Meeting held: October 10, 2023

Presented by: Trustee Tara Smith

1. Attendance
2. Approval of Agenda
3. Policy BDE
4. Instagram Account

13-03-23

MOVED: Trustee Tara Smith

"That the item Instagram Account be referred to the Committee of the Whole."

CARRIED

13-04-23 5. Strategic Plan
MOVED: Trustee Tara Smith

"That the item Strategic Plan be referred to the Committee of the Whole."

CARRIED

13-05-23 6. School Tours
MOVED: Trustee Tara Smith

"That the item School Tours be referred to the Committee of the Whole."

CARRIED

7. New Ideas/Initiatives

CONCLUDED: Report of the Community Engagement Committee

FILED

HUMAN RESOURCES/GOVERNANCE COMMITTEE

Meeting held: October 10, 2023

Presented by: Trustee Cheryl Smukowich

1. Attendance
2. Approval of Agenda
3. Committee Terms of Reference
4. Personnel Report to the Board
5. Policies
 - AP2-6 Classroom Teacher
 - Policy GBE Teacher Rights and Responsibilities
 - Regulation EBB-R-2 Scent Awareness

13-06-23 **MOVED: Trustee Cheryl Smukowich**

"That job description AP2-6 Classroom Teacher be approved (Appendix A).

And further;

That Policy GBE Teacher Rights and Responsibilities be archived."

CARRIED

13-07-23 6. Day in Lieu Group 2 & 3
MOVED: Trustee Cheryl Smukowich

"That Excluded Groups 2 & 3 receive a day in lieu of September 30, 2023, to be taken during either the winter or spring break period."

CARRIED

13-08-23 7. Board Delegation Procedures
MOVED: Trustee Cheryl Smukowich

"That revisions to Policy BEDH Public Participation at Board Meetings be approved (Appendix B).

And further;

That Administration prepares an Amending By-Law to the Organizational By-Law 329-23 with the revisions as discussed."

And further;

That notice of the Amending By-Law to the Organizational By-Law 329-23 be given at the Board Meeting on November 7, 2023.

8. Support Staff Recruitment

CONCLUDED: Report of the Human Resources/Governance Committee

FILED

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: October 17, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. CPI Update August 2023
4. Manitoba Education and Early Childhood Learning Correspondence
 - a. Lease Agreement with Heritage Park Children's Program for École Bannatyne School Project Auth.

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

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 7:57 p.m.

- 13-09-23 1. Additional Educational Assistant Request
MOVED: Trustee Sandy Lethbridge
“That the request submitted from the Educational Support Services Department for additional educational assistants be approved.
And further;
That the expenditure of \$230,808 for additional educational assistants be funded from Operating Surplus in the 2023/24 school year.”

CARRIED

- 13-10-23 2. MSBA Nominations
MOVED: Trustee Cheryl Smukowich
“That Trustee Sandra Lethbridge be nominated as Vice-President (6000+) of the Manitoba School Board Association 2024-2025 Executive.”

CARRIED

TRUSTEE COMMITTEE UPDATES

RETIREMENT PLAN COMMITTEE

Meeting held: September 28, 2023

Presented by: Trustee Craig Glennie

1. Attendance
2. Approval of Agenda
3. Approval of Minutes – May 11, 2023
4. Ellement Consulting Group (Consultant/Actuary)
 - a. Risk Compliance Investment Analytic Report

5. Ellement Consulting Group (Actuary)
 - a. Summary of Benefit Payments and Expenses
6. Correspondence
7. Other Correspondence
8. Conference/Course Correspondence

CONCLUDED: Report of the Retirement Plan Committee

FILED

MEETING BETWEEN SJASD AND RM OF HEADINGLEY

Meeting held: October 24, 2023

Presented by: Trustee Sandy Lethbridge

1. Before and After School Daycare Programming/Availability
2. Phoenix School
3. Cost of Repair of Walking Pathway behind Phoenix School
4. Use of Gymnasium
5. Committees

CONCLUDED: Report of the Meeting Between SJASD and RM of Headingley

FILED

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Superintendent
Report 09-23

FOR ACTION

- 13-11-23** 1. Annual Report on Continuous Improvement Fall 2023
MOVED: Trustee Sandy Lethbridge
"That the Annual Report on Continuous Improvement Fall 2023 be referred to the Committee of the Whole Education for review."

CARRIED

- 13-12-23** 2. Revised Policy and Regulation JE/JE-R Student Presence and Engagement
MOVED: Trustee Sandy Lethbridge
"That revised Policy JE and Regulation JE-R Student Presence and Engagement are referred to the Committee of the Whole Education for review."

CARRIED

- 13-13-23** 3. Safe and Caring Schools – A Policy Directive Enhancing Proactive Supports to Minimize the Use of Suspension
MOVED: Trustee Angela Dunn
"That the Safe and Caring Schools – A Policy Directive Enhancing Proactive Supports to Minimize the Use of Suspension be referred to the Committee of the Whole Education for review."

CARRIED

- 13-14-23** 4. St. James-Assiniboia School Division Diploma
MOVED: Trustee Tara Smith
"That the item St. James-Assiniboia School Division Diploma be referred to the Committee of the Whole Education for review."

CARRIED

- 13-15-23 5. St. James Collegiate Canine Assisted Learning Program
MOVED: Trustee Sandy Lethbridge
“That the request from St. James Collegiate for the addition of a St. John’s Ambulance certified therapy dog to join their current Canine Assisted Learning Program be approved.”

CARRIED

- 13-16-23 6. Linwood School Canine Assisted Learning Program
MOVED: Trustee Sandy Lethbridge
“That the Board of Trustees waive Division Policy ECACB – Dogs Prohibited on School Property at Linwood School for the Canine Assisted Learning Program.”

CARRIED

7. Remembrance Day Services – November 11, 2023
Holly Hunter, Board Chair, will be attending the Remembrance Day Services at Bruce Park on Saturday, November 11, 2023.

8. Divisional Candlelight Choral Concert – December 4, 2023
A trustee will bring greetings at the Divisional Candlelight Choral Concert on December 4, 2023.

FOR INFORMATION

1. The Witness Blanket
2. Half-Masting of the Flag

CONCLUDED: Report of the Superintendent

FILED**REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER**

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 09-23

FOR ACTION

- 13-17-23 1. Promissory Note
MOVED: Trustee Tara Smith
“That a Promissory Note in the amount of \$137,000 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

- 13-18-23 2. Appointment of the Division Auditor for 2023/2024
MOVED: Trustee Michael Cabral
“That PricewaterhouseCoopers LLP be appointed to conduct the audit of the Division’s 2023/2024 financial records.”

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) September 18, 2023
 - b) September 26, 2023 (Payroll)
 - c) September 26, 2023
 - d) October 2, 2023 (Payroll)
 - e) October 3, 2023
 - f) October 12, 2023 (Payroll)
 - g) October 12, 2023
2. Permit Report as of November 2, 2023
3. Fundraising Report
 - a) Stevenson-Britannia School
 - b) George Waters Middle School
 - c) Collège Sturgeon Heights Collegiate
 - d) Linwood School
4. Tender Award Summary as of October 13, 2023
5. Updates to IJOA-R and Various IJOA Exhibits
 - a) IJOA-R Field Trips
 - b) IJOA-E-3 Informed Consent International Trips
 - c) IJOA-E-4 One Day Field Trips
 - d) IJOA-E-5 Extended Field Trip Proposal
 - e) IJOA-E-5A Out of Country Field Trip Proposal
 - f) IJOA-E-10 Field Trip Procedures Check List
 - g) IJOA-E-15 Out of Country Field Trip Procedures Check List

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) CSBA Members and Federal Leaders Meet in Ottawa
 - b) CSBA Report for Discussion at MSBA Fall Meetings
 - c) PG Partnership Grant – Community Advisory Board Application October 2023
 - d) MCIEB Gathering Indigenous Education – Save the Date
 - e) Fall General Meeting 2023 Agenda
 - f) Requests for Action Slated for Archive in 2024
 - g) Nominate an Educator Today
 - h) E-Bulletin October 25, 2023
 - i) Holocaust Education Month
 - j) Executive Highlights September 11, 2023 & October 16, 2023
 - k) Insurance Coverage for Parent Advisory Councils
2. Manitoba Education and Early Childhood Learning
 - a) Financial Literacy Month – November 2023

3. Manitoba Education and Early Childhood Learning
 - a) Support Student Presence and Engagement
 - b) Student Services Review and Reporting

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 13-19-23** 1. First Reading – Consolidated Organizational By-Law 329-23
MOVED: Trustee Sandy Lethbridge
“That the Board give first reading to Consolidated Organizational By-Law 329-23.”

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There were no agenda-based questions from the public.

TRUSTEE PD SUMMARIES

1. Trustee Angela Dunn – Banff Management Course Conference Reports – October 17-20, 2023

NEW BUSINESS

- 13-20-23** 1. Notice of Motion – By-Law 330-23 Amending Organizational By-Law 329-23
Trustee Sandy Lethbridge provided notice that By-Law 330-23 Amending Organizational By-Law 329-23 shall be given first reading at the Board Meeting of December 5, 2023.

- 13-21-23** 2. Basic French for Parents
MOVED: Trustee Tara Smith
“That the Committee of the Whole - Education explore the option of offering a basic French course for parents of children in the division’s French Immersion program.”

CARRIED

RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:23 p.m.

- 13-22-23** **MOVED: Trustee Cheryl Smukowich**
“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 9:36 p.m.

Holly Hunter
Chair of the Board

Jenness Moffatt
Superintendent

Carrie Melville
Secretary-Treasurer/CFO