



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, December 5, 2023, 7:00 p.m.

2574 Portage Avenue, Winnipeg

#1794623

PRESENT:

Holly Hunter	Chair of the Board
Sandy Lethbridge	Vice Chair of the Board
Michael Cabral	Trustee
Fiona Shiells	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:

Angela Dunn	Trustee
Craig Glennie	Trustee
Tara Smith	Trustee

CALL TO ORDER

The Chair called the meeting to order at 6:27 p.m. Attendance – recorded above.

14-01-23

MOVED: Trustee Sandy Lethbridge

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

CARRIED

RETURN TO BOARD MEETING – 7:00 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 November 7, 2023, were adopted.

REPORT ON EDUCATION

Divisional Arts Coordinator, Catharine Rivard-Iacozza, provided a snapshot of the Arts in the Division to the Board of Trustees followed by the drama students from Collège Sturgeon Heights Collegiate performing a scene from their upcoming production of Little Women.

TRUSTEE STATEMENTS

Trustee Cheryl Smukowich provided an overview of the middle years and senior years GSA group meetings that herself and Trustee Sandy Lethbridge attended on November 16, 2023.

Trustee Sandy Lethbridge provided a verbal account of the MSBA Fall General and Regional Meetings that took place on November 23-24, 2023, at the Victoria Inn.

HEARING OF DELEGATIONS

There were no registered delegations.

COMMITTEE REPORTS**COMMUNITY ENGAGEMENT COMMITTEE**

Meeting held: November 14, 2023

Presented by: Trustee Fiona Shiells

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

14-02-23

MOVED: Trustee Fiona Shiells

"That the following items be referred to Committee of the Whole In-Camera in January:

- Community Engagement with Local Businesses
- Intersectoral Consultation with Regional Agencies
- Goals for 2023-24 School Year and the Future of the Community Engagement Committee."

CARRIED

4. Social Media Update

CONCLUDED: Report of the Community Engagement Committee

FILED

HUMAN RESOURCES/GOVERNANCE COMMITTEE

Meeting held: November 14, 2023

Presented by: Trustee Cheryl Smukowich

1. Attendance
2. Approval of Agenda
3. Personnel Report to the Board
4. Support Staff Recruitment Update
5. Parent Council Policies (KMA, KMAA, KMAB, KMAC)

14-03-23

MOVED: Trustee Cheryl Smukowich

"That revisions to Policies KMA Parent Involvement in Schools, KMAA School Advisory Committees and Booster Clubs, KMAB Guidelines Operation of Parent Councils and KMAC Guidelines for the Operation of Advisory Councils for School Leadership be approved. (Appendix A)

And further;

That a letter be sent, over signature of the Board Chair, to Manitoba Education and Early Childhood Learning requesting a review of the resource guide entitled School Partnerships, A Guide for Parents, Schools, and Communities last updated in 2005 as the relationships between schools, families and communities have evolved since that time."

CARRIED

6. A/B Policies

14-04-23

MOVED: Trustee Cheryl Smukowich

"That Policy AD Educational Philosophy/Mission and Policy BCC Trustee Participation at Awards Ceremonies be approved. (Appendix B)

And further;

That the topic of Abstention be referred to the Committee of the Whole In Camera for further discussion."

CARRIED

CONCLUDED: Report of the Human Resources/Governance Committee

FILED

COMMITTEE OF THE WHOLE EDUCATION REPORT

Meeting held: November 21, 2023

Presented by: Trustee Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Annual Report on Continuous Improvement Fall 2023
4. Policy JE and Regulation JE-R Student Presence and Engagement

14-05-23

MOVED: Trustee Sandy Lethbridge

"That Policy JE Student Presence and Engagement (Appendix A) be approved.

And further;

That Regulation JHB-R Truancy be archived."

CARRIED

5. Safe and Caring Schools – A Policy Directive Enhancing Proactive Supports to Minimize the Use of Suspension
6. St. James-Assiniboia School Division Diploma
7. Basic French Course for Parents

CONCLUDED: Report of the Committee of the Whole Education

FILED

TRUSTEE COMMITTEE UPDATES

MEETING WITH NDP MLA's

Meeting held: November 14, 2023

Presented by: Trustee Sandy Lethbridge

1. Approval of Agenda
2. Funding Model Update
3. Phoenix School
4. Coordinated Clinical Services
5. Britannia Annex
6. InformNet Contract

CONCLUDED: Report of the Meeting with NDP MLA's

FILED

RETIREMENT PLAN COMMITTEE

Meeting held: November 9, 2023

Presented by: Trustee Michael Cabral

1. Attendance
2. Approval of Agenda
3. Approval of Minutes – September 28, 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. Member Retirement Meeting Discussion
7. Correspondence
8. Other Correspondence
9. Conference/Course Correspondence

CONCLUDED: Report of the Retirement Plan Committee

FILED

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Superintendent

Report 10-23

FOR ACTION

1. Extended Field Trip Proposal – John Taylor Collegiate - Chicago

14-06-23

MOVED: Trustee Cheryl Smukowich

“That the Board approve the extended field trip proposal from John Taylor Collegiate for Grade 9 to 12 students to travel to Chicago on May 16-20, 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.”

Trustee Rachelle Wood requested to abstain from voting on this matter due to a conflict of interest. Board Chair, Holly Hunter, approved her request.

CARRIED

- 14-07-23** 2. Athlone School Canine Assisted Learning Program
MOVED: Trustee Rachelle Wood

“That the Board of Trustees waive Division Policy ECACB – Dogs Prohibited on School Property at Athlone School for the Canine Assisted Learning Program.”

CARRIED

- 14-08-23** 3. Building Capacity Report – December 2023
MOVED: Trustee Cheryl Smukowich

“That the Building Capacity Report – December 2023 be referred to the Committee of the Whole Finance/Facilities for information.”

CARRIED

FOR INFORMATION

- 14-09-23** 1. Regulation EEAECA-R Carry-On Items on School Buses
2. Good News – Manitoba Indigenous Youth Achievement Awards

MOVED: Trustee Cheryl Smukowich

“That a congratulatory letter, over signatures of the Board Chair, be sent to both SJASD recipients of the Manitoba Indigenous Youth Achievement Awards.”

CARRIED

3. Good News – Physical Education Celebrations
4. 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

1. Financial Statements
 - a) June 2023
 - b) July 2023
 - c) August 2023
 - d) September 2023
2. Stevenson-Britannia Adult Learning Centre – Audit
3. Manitoba Education and Early Childhood Learning Correspondence

- a) École Assiniboine – Structural Roof Rehabilitation – Authorization to proceed with Construction Tender
- b) Ness – Elevator, Hygiene Room and Roof Replacement – Authorization to proceed with Construction RFP (formerly tender)
- c) St. James Collegiate – MAU Replacement/UA Replacement – Authorization to proceed with Construction Tender
- 4. City of Winnipeg Property Assessment
 - a) November 21, 2023

14-10-23

MOVED: Trustee Michael Cabral

“That items #1-#4 be referred to the Committee of the Whole - Finance/Facilities.”

CARRIED**FOR INFORMATION**

- 1. Cheque Registers
 - a) October 24, 2023 (Payroll)
 - b) October 24, 2023
 - c) November 1, 2023 (Payroll)
 - d) November 1, 2023
 - e) November 9, 2023 (Payroll)
 - f) November 9, 2023
 - g) November 16, 2023
 - h) November 23, 2023 (Payroll)
 - i) November 23, 2023
- 2. Permit Report as of November 30, 2023
- 3. Fundraising Report
 - a) Collège Sturgeon Heights Collegiate
 - b) Linwood School

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 President's Bulletin Fall 2023
 - b) Human Resources Services Flyer
 - c) E-News November 8, 2023
 - d) E-News November 22, 2023
 - e) MHSAA Student Levy Fee Increase for 2024-2025 School Year
 - f) Memo re: Physicians Support – Survey Request
- 2. Minister of Education and Early Childhood Learning
 - a) Manitoba's Excellence in Education Awards 2023-2024

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

- 14-11-23 1. Second Reading – Consolidated Organizational By-Law 329-23
MOVED: Trustee Sandy Lethbridge
“That the Board give second reading to Consolidated Organizational By-Law 329-23.”
CARRIED
- 14-12-23 2. Third/Final Reading – Consolidated Organizational By-Law 329-23
MOVED: Trustee Sandy Lethbridge
“That the Board give third and final reading to Consolidated Organizational By-Law 329-23.”
CARRIED
- 14-13-23 3. First Reading – By-Law 330-23 Amending Organizational By-Law 329-23
MOVED: Trustee Sandy Lethbridge
“That the Board give first reading to By-Law 330-23 Amending Organizational By-Law 329-23.”
CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

1. Pierre Attallah, Community Resident, asked when By-Law 329-23 would be available publicly.
Holly Hunter, Board Chair, responded that it would be available in the policy manual on the website in the days following the meeting.
2. Pierre Attallah, Community Resident, asked if the parent council policy package is updated now.
Holly Hunter, Board Chair, responded that the committee has reviewed the policies and found them to be outdated so a plan to review the whole package of parent council policies is in place with an intended completion by September 2024.
3. Pierre Attallah, Community Resident, asked if the policies would be attached to the agenda like tonight’s meeting.
Holly Hunter, Board Chair, responded that the same process would apply.
4. Pierre Attallah, Community Resident, indicated that there was a strikethrough in the policy that was attached on the agenda.
Jenness Moffatt, Superintendent, thanked Mr. Attallah for the identifying the clerical error and assured the public that it will be fixed for posting on the website.
5. Pierre Attallah, Community Resident, indicated that the strikeout method would be beneficial for the entire public to see.
- 14-14-23 **MOVED: Trustee Cheryl Smukowich**
“That the Human Resources/Governance Committee review how revised policies are presented with committee reports.”
CARRIED

6. Pierre Attallah, Community Resident, asked why parent lunch programs was removed from the policy.
Jenness Moffatt, Superintendent, advised that the policy had not been updated since 1996 at which time there used to be an optional lunch program with a fee payment rendered to the school's parent council. This has since changed because SJASD now employs lunch supervisors and supports all pupils to stay for lunch at no charge. As this was no longer a relevant portion of business for parent councils, it was removed from the policy.
7. Pierre Attallah, Community Resident, asked if the current policy still stands what allows administration to make changes before the policy has been updated by the Board.
Holly Hunter, Board Chair, advised that Mr. Attallah was no longer asking agenda-based questions and the matter would be best addressed in a meeting with Jenness Moffatt, Superintendent.

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 – 8:06 p.m.

14-15-23 MOVED: Trustee Sandy Lethbridge

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

CARRIED

ADJOURNMENT:

On motion of Trustee Sandy Lethbridge, the regular board meeting adjourned at 8:22 p.m.

**Holly Hunter
Chair of the Board**

**Jenness Moffatt
Superintendent**

**Carrie Melville
Secretary-Treasurer/CFO**