



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 22, 2020, 7:30 p.m.

*Held in the Board Room of the Aidan Conklin Building
2574 Portage Avenue, Winnipeg*

#1527680

Meeting No. 16-20

PRESENT AND REMOTE MEETING via MICROSOFT TEAMS

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 Friesen	Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Assistant Superintendent, Education (K-12) and Administration
Carrie Melville	Assistant Secretary-Treasurer
Sharon O'Neil	Senior Executive Assistant

REGRETS:

Mike Wake	Superintendent
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CALL TO ORDER / RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

The Chair called the meeting to order at 7:00 p.m. Attendance – recorded above.

16-01-20 MOVED: Trustee Sandy Lethbridge

"That the Board recess to Committee of the Whole In-Camera."

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:26 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 MÉTIS NATION.

ADOPTION OF MINUTES – PREVIOUS MEETING

16-02-20**MOVED: Trustee Craig Johnson**

"That the minutes of the Board Meeting of September 8, 2020 be adopted."

CARRIED

REPORT ON EDUCATION

No Report on Education due to summer break.

TRUSTEE STATEMENTS

Trustee Statement from Trustee Nicole Bowering

Trustee Bowering updated the Board and public on her recent meeting at the Assiniboine Chamber of Commerce. Ideas and initiatives were discussed with the Chamber including what SJASD is doing to increase online and social media presence and information. She looks forward to a good relationship between the business community and the Board and is looking forward to her two year term with the Chamber.

Trustee Statement from Trustee Craig Glennie

Trustee Glennie spoke about and wished to recognize Winnipeg Trails Association's School Loops project. The project has released nine of 30 bike routes. Each loop is mapped to connect a group of schools together and is branded with an animal and a color. A group at Brooklands School, along with their principal rode the loop together. All signs are multilingual, and Trustee Glennie encourages all trustees and schools to watch for them and use the routes.

HEARING OF DELEGATIONS

There were no delegations registered.

COMMITTEE REPORTS

PERSONNEL COMMITTEE No. 06-20

Meeting held September 15, 2020

Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. CUPE Organizing Dismissal

16-03-20**MOVED: Trustee Sandy Lethbridge**

"That the CUPE Organizing Dismissal details be received as information."

CARRIED

4. Job Descriptions

16-04-20**MOVED: Trustee Sandy Lethbridge**

"That job descriptions AP1-2 Assistant Superintendent, Student Services be archived as recommended,

And further;

That revisions to job descriptions AP1-4 Assistant Superintendent and AP2-27

Coordinator of Student Services be received as information."

CARRIED

- 16-05-20 5. Policy Revision - GCBBA Excluded Staff Compensation and Benefits
MOVED: Trustee Sandy Lethbridge
"That the revision to policy GCBBA Excluded Staff Compensation and Benefits be approved."
CARRIED
- 16-06-20 6. Covid-19 Staffing Updates
MOVED: Trustee Sandy Lethbridge
"That the Covid-19 Staffing Updates information shared be received as information."
CARRIED
- 16-07-20 7. New Business item re: Minimum Wage
MOVED: Trustee Sandy Lethbridge
"That the discussion held regarding minimum wage be received as information."
CARRIED
- 16-08-20 8. Personnel Report to the Board
MOVED: Trustee Sandy Lethbridge
"That the Personnel Report to the Board be received as information."
CARRIED
- PENDING ITEM: Revised**
Superintendent's Job Description CBA/AP1-1 Duties and Responsibilities of the Superintendent related to the MASS/MASBO/ MSBA Leading Together Document

CONCLUDED: Report of the Personnel Committee
FILED as Amended
- COMMUNITY ENGAGEMENT COMMITTEE No. 01~20-21**
Meeting held September 14, 2020
Committee Chair: Nicole Bowering
- 16-09-20 1. Attendance
2. Approval of Agenda
3. Policy BDE – Board Committees
MOVED: Trustee Nicole Bowering
"That Policy BDE – Board Committees be edited to reflect the changes of the now established major standing Community Engagement Committee,
And further;
That this item be referred to the Governance Committee for review."
CARRIED
- 16-10-20 4. Trustee Led Podcasts
MOVED: Trustee Nicole Bowering
"That Trustee led podcasts be piloted for the 2020-21 school year. Podcasts will be periodic and facilitated by the Community Engagement Chair or designate, with the broadcasts having a Divisional focus."
CARRIED
- 16-11-20 5. Board Meeting Broadcasts
MOVED: Trustee Nicole Bowering
"That St. James-Assiniboia School Division continue with livestream broadcasts of Board Meetings from a single feed camera."

CARRIED**16-12-20**

6. Virtual Town Hall

MOVED: Trustee Nicole Bowering

"That the Board host question and answer sessions for the Virtual Town Hall, on video, answering questions submitted by the public, to be posted to social media and our school and division websites,

And further;

That the Community Engagement Chair work with Senior Administration to prepare and distribute an email to all families in the Division requesting question submissions for the Virtual Town Hall event."

CARRIED

INFORMATION ITEM:

a). Messages from the Board

CONCLUDED: Report of the Community Engagement Committee

FILED**BOARD/TEACHERS' ASSOCIATION LIAISON REPORT No. 01-20-21**

Meeting held September 17, 2020

Minutes revised to include regrets

1. Review of research and statistics related to mental health and wellness of Canadians during the COVID pandemic
2. Mental Health First Aid Certification
3. Mental Health Workshops for Employee Groups
4. Opportunities for partnerships
5. Communication - Discussed the need for:
 - Improving avenues of communication
 - Providing information to all employee groups
 - The importance of maintaining the practice of not sending emails (or responding to emails) on weekends
 - Ensuring that Trustees cc the Chair and Superintendent on all emails to staff

Trustee Lawson presented the minutes of the Board/Teachers' Association Liaison Committee for Trustees' information.

CONCLUDED: Report of the Board/Teachers' Association Liaison

FILED as amended**TRUSTEE COMMITTEE UPDATES**

There were no Trustee Committee Updates at this time.

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Assistant, Superintendent
Report 16-20

FOR ACTION

There were no action items.

FOR INFORMATION

1. School Logos and Nicknames

2. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 16-20

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

Mike Friesen, Secretary-Treasurer/CFO
Report 15-20

FOR ACTION

1. Financial Statement
 - a) July 2020
 - b) August 2020
2. Safe Schools Funding Allocations
 - a) Letter from Manitoba Education
 - b) Funding Allocations

16-13-20**MOVED: Trustee Craig Glennie**

"That the Financial Statements July and August 2020, and the Safe Schools Funding Allocations and Letter, be referred to the Finance/Facilities Committee."

FOR INFORMATION**1. Cheque Registers**

Attached are the Cheque Registers for payments issued:

- a) September 3, 2020 (Payroll)
- b) September 4, 2020
- c) September 15, 2020

2. Permit Report**3. Fundraising Reports**

- a) Golden Gate
- b) Strathmillan

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED**CORRESPONDENCE****Action Correspondence**

There were no action correspondence items.

Information Correspondence

1. MSBA
 - a. Update as of September 9, 2020 – Trustee
 - b. Call for Nominations and Resolutions 2021
 - c. E-News Bulletin – September 9, 2020
2. Manitoba Education – Letter re: Registration for Provincial Tests 20/21 – Grade 12
3. Winnipeg School Division Chair/Vice Chair Announcement
4. Seven Oaks Chair/Vice Chair Announcement
5. Pembina Trails Chair/Vice Chair Announcement
6. Manitoba Education Emergency Order Letter to School Boards

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- 16-14-20** MSBA Call for Nominations and Resolutions 2021
MOVED: Trustee Holly Hunter
"That the MSBA Call for Nominations and Resolutions 2021 be referred to the four major standing committees for consideration".
CARRIED
CONCLUDED: Correspondence
FILED
UNFINISHED BUSINESS
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- 16-15-20** 1. Second Reading – Debenture By-Law 308-20
MOVED: Trustee Jennifer Lawson
"It is recommended that the Board give second reading of Debenture By-Law 308-20, a debenture by-law for various projects totaling \$5,719,200."
CARRIED
- 16-16-20** 2. Third Reading – Debenture By-Law 308-20
MOVED: Trustee Jennifer Lawson
"It is recommended that the Board give third and final reading of Debenture By-Law 308-20, a debenture by-law for various projects totaling \$5,719,200."
CARRIED
- AGENDA-BASED QUESTIONS FROM THE PUBLIC**
There were no agenda-based questions from the public.
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- TRUSTEE PD SUMMARIES**
There were no Trustee PD summaries.
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- NEW BUSINESS**
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- 16-17-20** 1. Budgeting Engagement Models
MOVED: Trustee Holly Hunter
"That the Community Engagement Committee review the various models of engaging staff, students and community members and provide a recommendation to the Finance and Facilities Committee about ways to proceed for the 2022-2023 budgeting cycle."
CARRIED
- 16-18-20** 2. School Messenger
MOVED: Trustee Holly Hunter
"That the Governance Committee review existing policies and evaluate whether or not it is advisable to amend existing policy or create a new policy to address Trustee / Board use of the School Messenger Communication tool."
CARRIED
- RECESS TO COMMITTEE OF THE WHOLE IN CAMERA - 8:15 p.m.**
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- 16-19-20** **MOVED: Trustee Craig Johnson**
"That the Board recess to Committee of the Whole in Camera."
CARRIED

REPORT OF COMMITTEE OF THE WHOLE IN CAMERA – 9:30 p.m.

- 16-20-20** 1. MSBA Correspondence - CPI Update August 2020
MOVED: Trustee Sandy Lethbridge
“That the CPI Unemployment Update January 2020 be referred to the Personnel Committee.”
- 16-21-20** 2. Animal Policy
MOVED: Trustee Holly Hunter
“That policy ECACB - Dogs Prohibited on School property, be referred to the Education Committee for updating and review.”

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned 9:33 p.m.

Cheryl Smukowich
Chair of the Board

Jenness Moffatt
Assistant Superintendent