



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 14, 2021, 7:30 p.m.

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

#1611754

Meeting No. 16-21

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 Wake	Superintendent
Carrie Melville	Acting Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Asst. Superintendent, Education (6-12) and Administration
Sharon O'Neil	Senior Executive Assistant
Allan Stechishin	Manager, IT

REGRETS:

NIL

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.

16-01-21

MOVED: Trustee Craig Johnson

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

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:30 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.

WELCOME & INTRODUCTION:

Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer of the St. James-Assiniboia School Division, presided as Chair at the Annual Meeting of the St. James-Assiniboia School Division Board in accordance with Section 29(2) of the Public Schools Act.

VOTING PROCEDURES

16-02-21

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

MOVED: Trustee Jennifer Lawson

“That the Board vote by secret ballot;

That the ballots be destroyed after each vote;

That Mike Wake and Jenness Moffatt 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.

And further;

That the Acting Secretary-Treasurer/CFO remain in the Chair until all elections are completed.”

CARRIED

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

ELECTION OF CHAIR AND VICE CHAIR

CHAIR OF THE BOARD

Nominated: Trustee Cheryl Smukowich

16-03-21

MOVED: Trustee Bruce Chegus

“That nominations cease.”

CARRIED

Since no further nominations were received, the Chair declared Trustee Cheryl Smukowich Chair of the Board for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

VICE CHAIR OF THE BOARD

Nominated: Trustee Jennifer Lawson

Nominated: Trustee Craig Glennie

16-04-21

MOVED: Trustee Bruce Chegus

“That nominations cease.”

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Jennifer Lawson elected to Vice Chair for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, EDUCATION COMMITTEE

Nominated: Trustee Holly Hunter

16-05-21 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Holly Hunter Chair of the Education Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

CHAIR, FINANCE/FACILITIES COMMITTEE

Nominated: Trustee Craig Glennie

16-06-21 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Craig Glennie Chair of the Finance/Facilities Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

CHAIR, PERSONNEL COMMITTEE

Nominated: Trustee Sandy Lethbridge

Nominated: Trustee Bryan Metcalfe

16-07-21 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Sandy Lethbridge elected to Chair of the Personnel Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

CHAIR, COMMUNITY ENGAGEMENT COMMITTEE

Nominated: Trustee Nicole Bowering

Nominated: Trustee Bryan Metcalfe

16-08-21 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Nicole Bowering elected to Chair of the Community Engagement Committee for the period September 14, 2021 to the Annual meeting of the Board in November 2022.

CHAIR, GOVERNANCE COMMITTEE

Nominated: Trustee Bruce Chegus

16-09-21 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bruce Chegus Chair of the Governance Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, EDUCATION COMMITTEE (3)

Nominated: Trustee Sandy Lethbridge
Trustee Nicole Bowering
Trustee Craig Glennie

16-10-21 **MOVED: Trustee Jennifer Lawson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Sandy Lethbridge, Nicole Bowering and Craig Glennie members of the Education Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, FINANCE/FACILITIES COMMITTEE (3)

Nominated: Trustee Craig Johnson
Trustee Bryan Metcalfe
Trustee Jennifer Lawson
Trustee Bruce Chegus

16-11-21 **MOVED: Trustee Nicole Bowering**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustees Craig Johnson, Bryan Metcalfe and Bruce Chegus members of Finance/Facilities Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, PERSONNEL COMMITTEE (3)

Nominated: Trustee Craig Johnson
Trustee Jennifer Lawson
Trustee Bryan Metcalfe

16-12-21 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Craig Johnson, Jennifer Lawson and Bryan Metcalfe members of the Personnel Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, COMMUNITY ENGAGEMENT COMMITTEE (3)

Nominated: Trustee Bruce Chegus
Trustee Holly Hunter
Trustee Jennifer Lawson

16-13-21 **MOVED: Trustee Nicole Bowering**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Bruce Chegus, Holly Hunter and Jennifer Lawson members of the Community Engagement Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, GOVERNANCE COMMITTEE (2)

Nominated: Trustee Craig Johnson – *Respectfully Declined*
Trustee Craig Glennie
Trustee Sandy Lethbridge
Trustee Jennifer Lawson - *Respectfully Declined*

16-14-21 **MOVED: Trustee Cheryl Smukowich**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Glennie and Sandy Lethbridge members of the Governance Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Craig Glennie
Trustee Bruce Chegus

16-15-21 **MOVED: Trustee Craig Johnson**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Glennie and Bruce Chegus members of the Retirement Plan Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, SCHOOL BOARD/MUNICIPAL COUNCIL LIAISON (2)

Nominated: Trustee Craig Johnson
Trustee Holly Hunter
Trustee Sandy Lethbridge – *Respectfully Declined*
16-16-21 **MOVED: Trustee Cheryl Smukowich**

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Craig Johnson and Holly Hunter members of the School Board/Council Liaison Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, BOARD/TEACHERS' ASSOCIATION LIAISON (2)

Nominated: Trustee Jennifer Lawson

Trustee Craig Glennie

Trustee Bryan Metcalfe – *Respectfully Declined*

16-17-21 MOVED: Trustee Cheryl Smukowich

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Jennifer Lawson and Craig Glennie members of the Board/Association Liaison Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE/SCHOLARSHIP FOUNDATION

Nominated: Trustee Bryan Metcalfe

16-18-21 MOVED: Trustee Holly Hunter

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Bryan Metcalfe the member of the Awards and Scholarships Committee & Scholarship Foundation for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

SCHOOL BOARD/STUDENT COUNCIL LIAISON

Nominated: Trustee Sandy Lethbridge

Trustee Holly Hunter – *Respectfully Declined*

16-19-21 MOVED: Trustee Jennifer Lawson

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge Student Council Liaison representative for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Nicole Bowering

16-20-21 MOVED: Trustee Holly Hunter

"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Nicole Bowering Assiniboia Chamber of Commerce representative for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Jennifer Lawson

16-21-21 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Jennifer Lawson Board representative on the Division Early Childhood Education Committee for the period September 14, 2021, to the Annual meeting of the Board in November 2022.

NEW CHAIR PRESIDES

Trustee Cheryl Smukowich assumed the Chair at 7:56 p.m.

DIVISION SIGNING OFFICERS

16-22-21 **MOVED: Trustee Jennifer Lawson**
"That the signing officers for the St. James-Assiniboia School Division be as follows:
Cheryl Smukowich, Chair of the Board
Jennifer Lawson, Vice-Chair of the Board
Mike Wake, Superintendent
Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer
James Dunlop, Acting Assistant Secretary-Treasurer
Monika Kananowicz, Accounting Supervisor."

CARRIED

AFFIRMATION OF ORGANIZATIONAL BY-LAW

16-23-21 **MOVED: Trustee Jennifer Lawson**
"In accordance with the requirement set out in Organizational By-Law No. 311-20:

That the Board affirm and adopt By-Law 311-20 and subsequent amending By-Law 313-21, to regulate the proceedings of the Board of Trustees of the St. James-Assiniboia School Division for the period September 14, 2021, to the annual meeting of the Board in November 2022."

CARRIED

BOARD MEETING DATES

16-24-21 **MOVED: Trustee Jennifer Lawson**

"That the St. James-Assiniboia School Division Board hold its meetings on the second and fourth Tuesdays of each month in the Board Room of the Aidan Conklin Building, 2574 Portage Avenue at 7:30 p.m., in accordance with By-Law No. 311-20 and subsequent amending by-Law 313-21."

CARRIED

RETURN TO REGULAR BOARD MEETING – 8:04 p.m.

ADOPTION OF MINUTES – PREVIOUS MEETING

16-25-21

MOVED: Trustee Craig Johnson

"That the minutes of the Board Meeting of August 24, 2021, be adopted."

CARRIED

TRUSTEE STATEMENTS

1. Trustee Bowering shared highlights and successes of the SJASD Summer Literacy Links program and acknowledged those involved and their hard work.
2. Board Chair Smukowich attended the 4th Annual Signing Ceremony of the Indigenous Accord and provided a summary of the event.

REPORT ON EDUCATION

There was no Report on Education.

HEARING OF DELEGATIONS

There were no delegations.

COMMITTEE REPORTS

FINANCE/FACILITIES COMMITTEE No. 09-21
Meeting held September 7, 2021
Committee Chair: Craig Glennie

16-26-21

1. Attendance
2. Approval of Agenda
3. Military Service Recognition Book Advertisement

MOVED: Trustee Craig Glennie

"That a Veteran Support Ad in the Military Service Recognition book in the amount of \$625 be purchased."

CARRIED

16-27-21

4. Trustee Laptop and Peripheral Amortization

MOVED: Trustee Craig Glennie

"That Administration follow up on lease opportunities for Trustee Laptops and Peripherals."

CARRIED

5. Correspondence from Manitoba Education
 - a. John Taylor Collegiate – Elevator, Link and Building Envelope Upgrade –

- 16-28-21 Project Support for Additional Costs
MOVED: Trustee Craig Glennie
"That the Manitoba Education correspondence on the John Taylor Collegiate Elevator, Link and Building Envelope Upgrade be received as information."
CARRIED
- 16-29-21 6. Summer Project Status Update
MOVED: Trustee Craig Glennie
"That the Summer Project Status Update be received as information."
CARRIED
- 16-30-21 7. Filming Request – Westwood Collegiate
MOVED: Trustee Craig Glennie
"That the request to use the Westwood Collegiate for the purpose of filming a movie be denied."
CARRIED

CONCLUDED: Report of the Finance/Facilities Committee

REPORT OF THE SUPERINTENDENT

Mike Wake, Superintendent
Report 16-21

FOR ACTION

There were not action items at this time.

FOR INFORMATION

1. Return to Safe School Updates 21-22
 - Immunizations
 - Online Learning
 - Masks
 - Extra Curricular
2. Report on Education Topics and start date to be reviewed
3. Annual Enrolment Report 20-21
4. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 16-20

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Carrie Melville, Acting Secretary-Treasurer/CFO
Report 14-21

FOR ACTION

- 16-30-21 1. Correspondence from Manitoba Education
 - Athlone School – Grooming Room – Project Support**MOVED: Trustee Craig Glennie**
"That item Correspondence from Manitoba Education on the Athlone School –"

Grooming Room – Project Support be referred to the Finance/Facilities Committee.”

CARRIED

FOR INFORMATION

1. Cheque Registers:
 - a) August 6, 2021
 - b) August 20, 2021 (Payroll)
 - c) August 24, 2021
 - d) August 27, 2021

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There were no items for action.

Information Correspondence

1. Canadian School Boards Association Anti-Racism Strategy Request for Quotes
2. School Division Media Releases - Board Elections 21-22

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS

There were no unfinished business items

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There was one agenda-based question from the public regarding changes to bus routes for the 21-22 school year.

Assistant Superintendent Moffatt responded noting that any changes were in response to the August 2021 announcement of Public Health orders to accommodate all students in an efficient and safe manner. In addition, community stops were implemented as announced in April 2021 and shared as information with all existing bus riders and new registrants at the time of registration.

TRUSTEE PD SUMMARIES

There were no Trustee PD Summaries.

NEW BUSINESS

1. Notice of Motion By-Law 315-21 Amending By-Law 297-19 Trustee Indemnity By-Law

16-31-21

Trustee Jennifer Lawson provided notice that By-Law 315-21, Amending Trustee Indemnity By-Law 297-19, be given first reading at the September 28, 2021 Board

meeting.

2. Notice of Motion By-Law 314-21 Amending By-Law 311-20 Board
Organizational By-Law

16-32-21

Trustee Jennifer Lawson provided notice that By-Law 314-21, Amending Organizational By-Law 311-20, be given first reading at the September 28, 2021 Board meeting.

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned at 8:28 p.m.

Cheryl Smukowich
Chair of the Board

Mike Wake
Superintendent