



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, October 13, 2020, 7:30 p.m.

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

#1544857

Meeting No. 17-20

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 Wake	Superintendent
Mike Friesen	Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Assistant Superintendent, Education (K-12), Student Services and Administration
Carrie Melville	Assistant Secretary-Treasurer
James Dunlop	Accounting Supervisor
Sharon O'Neil	Senior Executive Assistant
REGRETS	NIL

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

The Chair called the meeting to order at 7:08 p.m. Attendance – recorded above.

17-01-20

MOVED: Trustee Craig Johnson

"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

17-02-20**MOVED: Trustee Nicole Bowering**

“That the minutes of the Board Meeting of September 22, 2020 be adopted.”

CARRIED

REPORT ON EDUCATION

There was no Report on Education.

TRUSTEE STATEMENTS

There were no Trustee Statements offered.

HEARING OF DELEGATIONS

There were no delegations registered.

COMMITTEE REPORTS

EDUCATION COMMITTEE REPORT No. 01~20-21

Meeting held September 15, 2020

Committee Chair: Holly Hunter

1. Attendance
2. Approval of Agenda
3. Outdoor School: Summer Division Program

17-03-20**MOVED: Trustee Holly Hunter**

“That Senior Administration provide further information and details regarding the cost involved and programming information required for piloting the Outdoor School: Summer Division Program at the next Education Committee meeting on October 20, 2020.”

CARRIED

4. Continuous Improvement – Interventions, Indigenous Education and Literacy Focus Discussions

17-04-20**MOVED: Trustee Holly Hunter**“That Continuous Improvement discussions on Interventions, Indigenous Education, and Literacy Focus be received as information,
And further;

That the Chair of the Education Committee and Senior Administration work to develop topics for presentation for the 2020-21 Education Committee meetings.”

CARRIED

5. St. James-Assiniboia School Division’s Relationship with the Winnipeg Police Service

17-05-20**MOVED: Trustee Holly Hunter**

“That the St. James-Assiniboia School Division’s Relationship with the Winnipeg Police Service be deferred to the October 20, 2020 Education Committee meeting.”

CARRIED

6. Free After School Drop-In Programming – Pilot

17-06-20**MOVED: Trustee Holly Hunter**

“That Senior Administration reach out to community partners and report back, with further information, at the December 15, 2020 Education Committee meeting.”

CARRIED

- 17-07-20** 7. Bicycle Education
MOVED: Trustee Holly Hunter
“That the Bicycle Education item be deferred to the October 20, 2020 Education Committee meeting.”

CONCLUDED: Report of the Education Committee
FILED
- COMMUNITY ENGAGEMENT COMMITTEE No. 02~20-21**
Meeting held October 5, 2020
Committee Chair: Nicole Bowering
- 17-08-20** 1. Attendance
2. Approval of Agenda
3. Staff, Student and Community Engagement Models
MOVED: Trustee Nicole Bowering
“That Staff, Student and Community Engagement Models be revisited at the March 1, 2021 Community Engagement Committee meeting.”
CARRIED
- 17-09-20** 4. Blurbs from the Board Schedule
MOVED: Trustee Nicole Bowering
“That the proposed Trustee article schedule be accepted as recorded.”
CARRIED
- 17-10-20** **MOVED: Trustee Nicole Bowering**
“That the following items be received as information:
• MSBA Call for Nominations and Resolutions 2021
• Virtual Town Hall – Parent Q&A
• Trustee Led Podcast.”
CARRIED

CONCLUDED: Report of the Community Engagement Committee
FILED
- FINANCE/FACILITIES COMMITTEE No. 09-20**
Meeting held October 6, 2020
Committee Chair: Craig Glennie
- 17-11-20** 1. Attendance
2. Approval of Agenda
3. PricewaterhouseCoopers LLP – 2019/2020 Audit Presentation
MOVED: Trustee Craig Glennie
“That the Draft 2019/2020 Financial Statements be approved,
And further;
That the 2019/2020 FRAME Statements be forwarded to the Public Schools Finance Branch.”
CARRIED
- 17-12-20** 4. After School Drop In Programming
MOVED: Trustee Craig Glennie
“That the After School Drop In Programming be listed as a pending item on the Finance/Facilities Agenda.”
CARRIED

5. Financial Statement July 2020; August 2020
6. Safe Schools Funding Allocations
7. MSBA – Call for Nominations and Resolutions 2021
8. Maintenance Project Update

9. Discovery/Horizons Lease Update

17-13-20

MOVED: Trustee Craig Glennie

“That the Discovery Children’s Centre and the Horizons Children’s Centre lease agreements be approved subject to approval by Public Schools Finance Branch, and further; that Administration forward the lease agreements to Public Schools Finance Branch for their approval.”

CARRIED

10. Inclusive Washrooms

17-14-20

MOVED: Trustee Craig Glennie

“That the Inclusive Washrooms be listed as a pending item on the Finance/Facilities Agenda.”

CARRIED

17-15-20

MOVED: Trustee Craig Glennie

“That the following Finance/Facilities items be received as information:

- The 2019/2020 Audit Report presented by PricewaterhouseCoopers
- Accumulated Surplus and outstanding commitments
- Financial Statements for July and August 2020
- Safe Schools Funding Allocation
- MSBA Correspondence – Call for Nominations and Resolutions 2021
- Summer Capital Projects Update
- Inclusive Washrooms.”

CONCLUDED: Report of the Finance/Facilities Committee

FILED**GOVERNANCE COMMITTEE No. 03-20**

Meeting held September 23, 2020

Committee Chair: Bruce Chegus

1. Attendance
2. Approval of Agenda
3. Policy AG Board Governance Framework – Re: Strategic Plan

17-16-20

MOVED: Trustee Bruce Chegus

“That in the listing under Part B of Policy AG Board Governance, #1 be revised to include a reference to policy BA School Board Operational Goals, as follows: “Ensure that a Strategic Plan, as referenced in Policy BA, is developed and receive regular reports from the Superintendent regarding indicators of success and/or progress of identified outcomes.” (Appendix A)

And further;

That the matrix attached to Policy AG Board Governance Framework be reviewed and updated in accordance with Part C of the policy.

And further;

That no further changes to Policy AG Board Governance Framework are recommended

at this time.

And further;

That revisions to Policy BA, renamed Strategic Planning and Operational Goals, be approved (Appendix B)."

CARRIED

4. Job Description CBA – Duties and Responsibilities of the Superintendent – Re: Strategic Plan Renewal Process

17-17-20 MOVED: Trustee Bruce Chegus

"That revisions to Policy AD Educational Philosophy/Mission be approved. (Appendix C)."

CARRIED

5. Organizational By-Law #300-19, Section 11, paragraph 6.a - Abstention

17-18-20 MOVED: Trustee Bruce Chegus

"That Administration prepare an amendment to the Organizational By-Law 300-19, Section 11, paragraph 6.a as discussed in Committee (Appendix E)."

CARRIED

6. Evaluation of Superintendent and Secretary/Treasurer CFO

17-19-20 MOVED: Trustee Bruce Chegus

"Committee of the Whole Meeting and Referrals

That a Committee of the Whole meeting be convened to discuss the Superintendent Evaluation model to be used by the Board beginning in the 2021 calendar year.

And further;

That Policies CBI-E/AF-E Superintendent CEO Evaluation Instrument, CBA/AP1-1 Duties and Responsibilities of the Superintendent and CBB-E/AFA-E Secretary- Treasurer CFO Evaluation Instrument be referred to the Committee of the Whole for discussion purposes

And further;

That the MASS/MSBA document titled 'Leading Together, Resource Guide for School Boards' be referred to the Committee of the Whole for reference purposes regarding the 'Evaluation of the Superintendent and the Secretary-Treasurer/CFO.'

And further;

That the 'Performance Appraisal Model' described in the MASS/MSBA Resource Guide be considered for use by the Board beginning in the 2021 calendar year and that the current Superintendent Evaluation instrument set out in Policy CBI-E/AF-E be discontinued;

And further;

That the Grande Prairie School District Policy 19 titled 'Evaluation of the Superintendent of Schools', which identifies nine areas of performance measurement, be referred for example purposes to the Committee of the Whole meeting for reference as needed.

Current Superintendent Evaluation Policy

That Policy CBA titled 'Annual Summative Evaluation Chief Executive Officer/Superintendent' be considered by the Governance Committee for revision at a subsequent Committee meeting if a new evaluation instrument were to be introduced.

Secretary-Treasurer/CFO Evaluation Instrument

That the current evaluation instrument set out in Policy CBB-E/AFA-E Secretary-Treasurer CFO Evaluation Instrument be used for the next evaluation scheduled for September 2021.

Superintendent Policy "Role and Responsibilities Referral (pending agenda item re Personnel Committee)

That changes to the Superintendent Evaluation instrument, when completed, be referred

to the Personnel Committee for consideration in its pending review of Policy CBA/AP1-1 Duties and Responsibilities of Superintendent.

And further;

That the Grande Prairie School District Policy 18 titled 'Superintendent of Schools/CEO Roles and Responsibilities' be referred to Personnel Committee for example purposes in its consideration of revisions to Policy CBA/AP1-1 Duties and Responsibilities of the Superintendent referred to above."

CARRIED

- 17-20-20** 7. Policy BDE Board Committees
MOVED: Trustee Bruce Chagus
"That revisions to Policy BDE Board Committees be approved (Appendix F)."

CARRIED

- 17-21-20** 8. Policy BABA Duties of the Board Chair – Re: Trustee Statements
MOVED: Trustee Bruce Chagus
"That revisions to Policy BABA Duties of the Board Chair be approved (Appendix G)."

CARRIED

- 17-22-20** 9. Board Member Compensation and Expenses (Trustee Indemnity) By-Law 297-19
MOVED: Trustee Bruce Chagus
"That Administration prepare an amendment to the Board Member Compensation and Expenses (Trustee Indemnity) By-Law 297-19, to include Community Engagement as a major standing committee (Appendix H)."

CARRIED

- 17-23-20** 10. Regulation BID-R Board Compensation and Expenses
MOVED: Trustee Bruce Chagus
"That revisions to Regulation BID-R Board Compensation and Expenses be approved (Appendix I)."

CARRIED

CONCLUDED: Report of the Governance Committee.

FILED

RETIREMENT COMMITTEE No. 01~20-21

Meeting held September 17, 2020

Committee Chair: Craig Glennie

- 17-24-20** 1. Attendance
2. Approval of Agenda
3. Approval of Minutes
MOVED: CUPE Representative Bob Guenther
"That the minutes for the Retirement Plan Committee meeting of May 14, 2020 be approved as written."
4. Presentation: Jarislowsky Fraser (Chad Van Norman and Jestine Payne via Teams)
5. Presentation: Letko Brosseau (Andrew Davis via Teams)
6. Ellement Consulting Group (Consultant/Actuary)
7. Ellement Consulting Group (Actuary)
i. Summary of Benefit Payments and Expenses

- 17-25-20** **MOVED: Trustee Bruce Chagus**
"That the list of benefit and expense payments in the amount of \$1,298,110.82 be approved."

CARRIED

- ii. Annual Statements at December 31, 2019
- iii. Annual Information Return
- iv. Actuarial Valuation Report as at December 31, 2019

17-26-20 MOVED: Trustee Bruce Chagus

"That the draft Actuarial Valuation Report as at December 31, 2019 be approved and filed with the regulators."

- 8. Correspondence
- 9. Other Correspondence
- 10. Conference/Course Correspondence

CONCLUDED: Report of the Retirement Committee

FILED**TRUSTEE COMMITTEE UPDATES**

There were no Trustee Committee Updates at this time.

REPORT OF THE SUPERINTENDENT

Presented by Mike Wake, Superintendent
Report 17-20

FOR ACTION

- 1. Continuing Education Program/International Student Program Reports.

17-27-20 MOVED: Trustee Holly Hunter

"That the reports of the Continuing Education Program and International Student Program for 2019-2020 be referred to the Education Committee for review."

CARRIED**FOR INFORMATION**

- 2. Manitoba Education - Provincial Assessments – January 2021
- 3. Manitoba Education - Suspension of K-12 Framework for Continuous Improvement Reports
- 4. Canadian Association of Principals (CAP) Principal Award Winner

17-28-20 MOVED Trustee Holly Hunter

"That the Board of Trustees send a letter of congratulations to Brooklands School Principal, Rex Ferguson-Baird, over signature of the Chair, on receiving the Canadian Association of Principals Principal Award 2020."

CARRIED

- 5. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 17-20

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

Mike Friesen, Secretary-Treasurer/CFO
Report 16-20

FOR ACTION

- 1. Rubberized Track at Westwood Collegiate
- 2. Internal Audit Summary 2019-2020

- 17-29-20 3. PSFB Correspondence
MOVED Trustee Craig Glennie
"That the Rubberized Track at Westwood Collegiate, Internal Audit Summary 2019-2020 and the PSBF Correspondence be referred to the Finance and Facilities Committee."
CARRIED

FOR INFORMATION

1. Cheque Registers
Attached are the Cheque Registers for payments issued:
a) September 18, 2020 (Payroll)
b) September 21, 2020
c) September 25, 2020
d) October 1, 2020 (Payroll)
e) October 2, 2020
2. Permit Report October 8, 2020
3. Tender Award Summary, October 1, 2020

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

UNFINISHED BUSINESS

There were no Unfinished Business items

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There were no Agenda-Based Questions from the Public.

TRUSTEE PD SUMMARIES

There were no Trustee PD summaries.

NEW BUSINESS

- 17-30-20 1. Graduation Class 2020 Dinner and Dance Individual Fundraising Refunds
MOVED: Trustee Sandy Lethbridge
"That the amount outstanding of the Graduation Class of 2020 individual fundraising accounts at each of the high schools, be provided to the Finance/Facilities Committee; And further,
That the request for the Graduation Classes of 2020 be refunded their individual fundraised money for dinner and dance, from their individual fundraising accounts, be referred to the Finance/Facilities Committee."
CARRIED

RECESS TO COMMITTEE OF THE WHOLE IN CAMERA - 8:15 p.m.

- 17-31-20 **MOVED: Trustee Craig Johnson**
"That the Board recess to Committee of the Whole in Camera."
CARRIED

ADJOURNMENT

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

Cheryl Smukowich
Chair of the Board

Mike Wake
Superintendent