



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, September 28, 2021, 7:30 p.m.

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

#1611650

#### **PRESENT:**

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice Chair (Via Teams)
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Craig Johnson	Trustee (Via Teams)
Sandy Lethbridge	Trustee
Bryan Metcalfe	Trustee

#### **ALSO IN ATTENDANCE:**

Mike Wake	Superintendent
Carrie Melville	Acting Secretary-Treasurer / Chief Financial Officer
Jenness Moffatt	Assistant Superintendent, Education (K-12), Student Services and Administration
Gillian Muir	Senior Executive Assistant

#### **REGRETS**

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

The Chair called the meeting to order at 7:10 p.m. Attendance – recorded above.

**17-01-21**     **MOVED: Trustee Bryan Metcalfe**  
"That the Board recess to Committee of the Whole In-Camera."

**CARRIED**

#### **RETURN TO REGULAR BOARD MEETING – 7:33 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.**

*Moment of Silence in observance of National Day for Truth and Reconciliation*

#### **ADOPTION OF MINUTES – PREVIOUS MEETING**

The minutes of the Board Meeting of September 14, 2021 were adopted with  
revisions as noted:

- *Motions 16-03-21 to 16-21-21 and 16-23-21 updated to reflect the next Annual Meeting of the Board as November 2022 not September 2022.*

**REPORT ON EDUCATION**

*There was no Report on Education.*

**TRUSTEE STATEMENTS**

Trustee Holly Hunter shared a prepared statement on the recent student vote that took place in conjunction with Canada's 44<sup>th</sup> federal election.

**HEARING OF DELEGATIONS**

*There were no Delegations.*

**COMMITTEE REPORTS****PERSONNEL COMMITTEE REPORT 01-22**

Meeting held September 21, 2021

Committee Chair: Sandy Lethbridge

1. Attendance
2. Approval of Agenda
3. Employment Equity Policy

17-02-21

**MOVED: Trustee Sandy Lethbridge**

"That Administration conduct an internal workforce audit and bring recommendations back to Committee in March of 2022."

**CARRIED**

4. Vaccination Policy

17-03-21

**MOVED: Trustee Sandy Lethbridge**

"The vaccination discussion be received as information."

**CARRIED**

5. MANTE Job Description

17-04-21

**MOVED: Trustee Sandy Lethbridge**

"That Job Description AP3-39 Assistant Purchasing Clerk be received as information."

**CARRIED**

6. Personnel Report to the Board

17-05-21

**MOVED: Trustee Sandy Lethbridge**

"That the Personnel Report to the Board be received as information."

And further;

That Administration no longer provide employee leave data on this Report."

**CARRIED**

CONCLUDED: Report of the Personnel Committee

**FILED**

## **TRUSTEE COMMITTEE UPDATES**

### **RETIREMENT PLAN COMMITTEE MEETING 01-21/22**

Meeting held September 16, 2021

Committee Chair: Craig Glennie

Trustee Craig Glennie reviewed the Report of the Retirement Plan Committee for Trustees' information.

CONCLUDED: Report of the Retirement Plan Committee

**FILED**

## **REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent

Report 17-21

### **FOR ACTION**

1. Update of the Strategic Plan

**17-06-21** **MOVED: Trustee Jennifer Lawson**

"That the Board approve the extension of the Strategic Plan document for the 2021-2022 and 2022-2023 school year."

**CARRIED**

### **FOR INFORMATION**

1. Return to Safe School Updates

- Toolkit
- Vaccination Clinic Updates
- Manitoba Education Letter re: Public Health Measure in Schools
- COVID-19 Testing or Vaccination Requirements in Public Service
- Transportation Community Stops

2. Transportation – Purchase Seats

3. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 17-21

**FILED**

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

Presented by Carrie Melville, Acting Secretary-Treasurer/CFO

Report 15-21

### **FOR ACTION**

1. CPI & Unemployment Update for August 2021

**17-07-21** **MOVED: Trustee Craig Glennie**

"That the CPI Update from MSBA be referred to the Finance/Facilities Committee."

**CARRIED**

### **FOR INFORMATION**

1. Cheque Registers

Attached are the Cheque Registers for payments issued:

- a) September 3, 2021 (Payroll)
- b) September 3, 2021
- c) September 10, 2021

CONCLUDED: Report of the Secretary-Treasurer/CFO

**FILED**

### **CORRESPONDENCE**

#### **Action Correspondence**

There were no action correspondence items.

#### **Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - E-News September 15, 2021
  - Memo re: Fall General Regional Meeting Date Change

CONCLUDED: Correspondence

**FILED**

### **UNFINISHED BUSINESS**

- 17-08-21 1. First Reading, By-Law 314-21 Amending By-Law 311-20 Board Organizational By-Law  
**MOVED: Trustee Jennifer Lawson**  
"That the Board give first reading to By-Law 314-21, Amending Board Organizational By-Law 311-20."  
**CARRIED**
- 17-09-21 2. First Reading, By-Law 315-21 Amending By-Law 297-19 Trustee Indemnity By-Law  
**MOVED: Trustee Jennifer Lawson**  
"That the Board give first reading to By-Law 315-21, Amending Trustee Indemnity By-Law 297-19."  
**CARRIED**

### **AGENDA-BASED QUESTIONS FROM THE PUBLIC**

There were no agenda-based question from the public:

### **TRUSTEE PD SUMMARIES**

*There were no PD Summaries.*

### **NEW BUSINESS**

- 17-10-21 1. Trustee Holly Hunter – Indigenous Language Learning  
**MOVED: Trustee Holly Hunter**  
"That the Education Committee explore ways to increase Indigenous language learning in SJASD schools."  
**CARRIED**
- 17-11-21 2. Trustee Nicole Bowering – Community Representation  
**MOVED: Trustee Nicole Bowering**

"That the Community Engagement Committee review current community representation with the Winnipeg Indigenous Executive Circle State of Equity in Education Report and Media Article Report Calls for more Indigenous Representation in Manitoba School Boards reviewed for reference."

**CARRIED**

3. Trustee Craig Glennie – New Gym and Shared Daycare Space at Phoenix School

**17-12-21 MOVED: Trustee Craig Glennie**

"That Administration prepare correspondence for Tina Choy-Pohl, Director, Education Funding Branch, over signature of the Board Chair, regarding the need for a new gym and shared daycare space at Phoenix School to resolve capacity issues.

And further;

That the correspondence be copied to the Honourable Cliff Cullen, Minister of Education and Myrna Driedger, MLA for Roblin, Rural Municipality of Headingley and Bright Beginnings Educare.

And further;

That Senior Administration be authorized to collaborate with the Rural Municipality of Headingley.

And further;

That the item be referred to the Finance/Facilities Committee."

**CARRIED**

**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 8:03 p.m.**

1. Senior Admin Staffing

**17-13-21 MOVED: Trustee Jennifer Lawson**

"That Ms. Carrie Melville be appointed Secretary-Treasurer/Chief Financial Officer effective September 29, 2021.

And further;

That a personal services contract with Ms. Carrie Melville be executed by the signing officers of the St James-Assiniboia School Division."

**CARRIED**

2. Policy CCA Organizational By-Law

**17-14-21 MOVED: Trustee Jennifer Lawson**

"That revised Policy CCA Organizational Chart be approved and uploaded to the electronic policy manual."

**CARRIED**

**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:10 p.m.**

**17-15-21 MOVED: Trustee Craig Johnson**

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

**CARRIED**

**REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA – 9:10 p.m.**

3. MFRC Out of Catchment Bussing

**17-16-21 MOVED: Trustee Nicole Bowering**

“That the Board approve transportation from the Military Family Resource Centre to École Bannatyne for non-resident students on a purchase seat basis for the 2021-2022 school year, effective October 1, 2021.

And further;

That this agreement be reviewed annually and only be considered if space permits.”

**CARRIED**

**4. Return to Safe Schools Updates**

b.) Permits

**17-17-21**

**MOVED: Trustee Craig Glennie**

“That the discussion on the 2021-22 permits be referred to the Finance/Facilities Committee for review.”

**CARRIED**

CONCLUDED: Report of the Committee of the Whole In Camera

**FILED**

**ADJOURNMENT**

On motion of Trustee Bryan Metcalfe, the regular board meeting adjourned 9:13 p.m.

**Cheryl Smukowich**  
**Chair of the Board**

**Mike Wake**  
**Superintendent**