



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, November 24, 2020, 7:30 p.m.

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

#1554264

Meeting No. 20-20

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
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 7:00 p.m. Attendance – recorded above.

20-01-20

MOVED: Trustee Craig Johnson

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

CARRIED

RETURN TO REGULAR BOARD MEETING – 7:28 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

- 20-02-20** **MOVED: Trustee Craig Johnson**
"That the minutes of the Board Meeting of November 10, 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**
- PERSONNEL COMMITTEE REPORT No. 08-10**
Meeting held November 24, 2020
Committee Chair: Sandy Lethbridge
1. Attendance
2. Approval of Agenda
3. Covid-19 Staffing Updates
- 20-03-20** **MOVED: Trustee Sandy Lethbridge**
"That the COVID-19 Staffing Updates be received as information."
CARRIED
4. Job Description CBA/AP1-1 Superintendent
- 20-04-20** **MOVED: Trustee Sandy Lethbridge**
"That the revisions to Job Description CBA/AP1-1 be approved."
CARRIED
5. MANTE Job Descriptions
- 20-05-20** **MOVED: Trustee Sandy Lethbridge**
"That the revisions to the following MANTE Job Descriptions be approved:
- AP3-10 Department, Head Administrative Assistant
 - AP3-12 Early and Middle Years, Head Administrative Assistant
 - AP3-13 Senior Years, Head Administrative Assistant
 - AP3-18 Continuing Education, Head Administrative Assistant
 - AP3-20 Payroll Clerk
 - AP3-24 Accounting Clerk
 - AP3-32 Substitute Clerk
 - AP3-35 Student Information Assistant,
- And further;
That the following job descriptions be archived:
- AP3-11 Early Years, Head Administrative Assistant
 - AP3-33 Summer School, Head Administrative Assistant."
- CARRIED**
6. Personnel Report to the Board
- 20-06-20** **MOVED: Trustee Sandy Lethbridge**
"That the Personnel Report to the Board be received as information."

CARRIED

CONCLUDED: Report of the Personnel Committee

FILED**TRUSTEE COMMITTEE UPDATES**

Trustee Committee Update from Trustee Nicole Bowering

Trustee Bowering reviewed her recent meeting with the Assiniboine Chamber of Commerce. Internet and security were some of the topics discussed. Trustee Bowering looks forward to continuing to connect and collaborate through her term with the Chamber.

RETIREMENT COMMITTEE REPORT No. 02-20/21

Meeting held November 05, 2020

Committee Chair: Craig Glennie

1. Ellement Consulting Group (Consultant/Actuary)
2. Ellement Consulting Group (Actuary)
 - i. Summary of Benefit Payments and Expenses

20-07-20**MOVED: Trustee Craig Glennie**

"That the list of benefit and expense payments in the amount of \$589,884.85 be approved."

CARRIED

- ii. Actuarial Valuation Report as at December 31, 2019
- iii. Audited Financial Statements at December 31, 2019

20-08-20**MOVED: Trustee Craig Glennie**

"That the audited financial statements are approved, and the master balance sheet be signed by the Chair of the Retirement Committee and the Chair of the Board. The signed audited statements will then be submitted to the Office of the Superintendent of Pensions – Manitoba in accordance with Section 3.28 of the Pension Benefits Act Regulation."

3. Correspondence
4. Other Correspondence
5. Conference/Course Correspondence

20-09-20**MOVED: Trustee Craig Glennie**

"That the correspondence items be received as information."

CARRIED

CONCLUDED: Report of the Retirement Committee

FILED**REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent
Report 20-20

FOR ACTION

There are no Action Items

FOR INFORMATION

1. Board Actions and Referrals

CONCLUDED: Report of the Superintendent No. 20-20

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Mike Friesen, Secretary-Treasurer/CFO

Presented by Carrie Melville, Assistant Secretary-Treasurer

Report 20-20

FOR ACTION

1. City of Winnipeg

20-10-20 MOVED Trustee Craig Glennie

"That the Portioned Assessment for the City of Winnipeg as of November 12, 2020 be referred to the Finance/Facilities Committee."

CARRIED

FOR INFORMATION

1. Cheque Registers

Attached are the Cheque Registers for payments issued:

- a) November 10, 2020
- b) November 16, 2020 (Payroll)
- c) November 17, 2020

CONCLUDED: Report of the Secretary-Treasurer/CFO

FILED

CORRESPONDENCE

Action Correspondence

There are no Action Correspondence Items at this time

Information Correspondence

1. Manitoba School Boards Association (MSBA)
 - a. E-News Bulletin – November 18, 2020
 - b. National Essay Contest!

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS

1. Second Reading - By-Law 310-20 Amending Board Organizational By-Law 300-19

20-11-20 MOVED Trustee Jennifer Lawson

"That the Board give second reading of By-Law 310-20, Amending Board Organizational By-Law 300-19."

CARRIED

2. Third and Final Reading - By-Law 310-20 Amending Board Organizational By-Law 300-19

20-12-20 MOVED Trustee Jennifer Lawson

"That the Board give third and final reading of By-Law 310-20, Amending Board Organizational By-Law 300-19."

CARRIED

3. Second Reading - By-Law 309-21 Amending Trustee Indemnity By-Law 297-19

20-13-20 MOVED Trustee Jennifer Lawson

"That the Board give second reading of By-Law 309-21 Amending Trustee Indemnity By-Law 297-19."

CARRIED

4. Third and Final Reading - By-Law 309-21 Amending Trustee Indemnity By-Law 297-19

20-14-20 MOVED Trustee Jennifer Lawson

"That the Board give third and final reading of By-Law 309-21 Amending Trustee Indemnity By-Law 297-19."

CARRIED

AGENDA-BASED QUESTIONS FROM THE PUBLIC

There were no agenda based questions from the public

TRUSTEE PD SUMMARIES

Trustee Holly Hunter reviewed a PD Summary on the MSBA Fall Professional Development series – November 21, 2020

NEW BUSINESS

1. Trustee Holly Hunter re: Black Girl Hockey Club Scholarship Recipient

20-15-20 MOVED Trustee Holly Hunter

"That the Board send congratulations, over the signature of the Board Chair to Canari for receiving the Black Girl Hockey Club Scholarship."

CARRIED

2. Trustee Sandy Lethbridge re: Rainbow Stage Award Recipient

20-16-20 MOVED Trustee Sandy Lethbridge

"That the Board send congratulations, over the signature of the Board Chair, to the Westwood Musical Theatre program, and all the staff and volunteers that make the production possible, for receiving the Rainbow Stage Award."

CARRIED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA

20-17-20 1. CPI Update
MOVED: Trustee Sandy Lethbridge
“That the CPI Update October 2020 be referred to the Personnel Committee for information.”

CARRIED

20-18-20 2. Holiday Giving Campaign
MOVED: Trustee Nicole Bowering
“That the Holiday Giving Campaign item be referred to the Finance/Facilities Committee for further information to be provided on how the Board can best contribute and what SJASD schools are already doing to contribute for hampers and food banks this year.”

CARRIED

20-19-20 **RECESS TO COMMITTEE OF THE WHOLE IN CAMERA – 8:01 p.m.**
MOVED: Trustee Nicole Bowering
“That the Board recess to Committee of the Whole in Camera.”

CARRIED

ADJOURNMENT

On motion of Trustee Craig Johnson, the regular board meeting adjourned 9:15 p.m.

Cheryl Smukowich
Chair of the Board

Mike Wake
Superintendent