



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, November 9, 2021, 7:30 p.m.

*Held virtually via Microsoft Teams  
2574 Portage Avenue*

#1616971

### **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

### **ALSO IN ATTENDANCE:**

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

### **REGRETS**

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

The Chair called the meeting to order at 7:02 p.m. Attendance – recorded above.

**20-01-21      MOVED: Trustee Holly Hunter**

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

**CARRIED**

### **RETURN TO REGULAR BOARD MEETING – 7:31 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**

The minutes of the Board Meeting of October 26, 2021 were adopted.

### **REPORT ON EDUCATION**

*There was no Report on Education.*

**TRUSTEE STATEMENTS**

*There was no Trustee Statement.*

**HEARING OF DELEGATIONS**

*There were no Delegations.*

**COMMITTEE REPORTS**

**EDUCATION COMMITTEE REPORT No. 2 ~ 21-22**

Meeting held October 19, 2021

Committee Chair: Holly Hunter

1. Call to Order/Attendance
2. Approval of Agenda
3. Indigenous Language Learning
4. Better Education Starts Today (BEST) – Pillars for Student Success

CONCLUDED: Report of the Education Committee

**FILED**

**FINANCE/FACILITIES COMMITTEE REPORT No. 11-21**

Meeting held November 2, 2021

Committee Chair: Craig Glennie

1. Call to Order/Attendance
2. Approval of Agenda
3. Financial Statements
  - a. July 2021
  - b. August 2021
  - c. September 2021
4. CPI Update September 2021
5. Internal Audit Summary 2020/2021

CONCLUDED: Report of the Finance/Facilities Committee

**FILED**

**TRUSTEE COMMITTEE UPDATES**

*There were no Trustee Committee Updates*

**REPORT OF THE SUPERINTENDENT**

Presented by Mike Wake, Superintendent  
Report 20-21

**FOR ACTION**

NIL

**FOR INFORMATION**

1. Return to Safe School Updates

- 20-02-21
- COVID-19 5-11 Year Old Immunization Communication
  - 2. Teachers' Idea Fund – Jameswood Alternative School  
**MOVED: Trustee Craig Johnson**  
“That the Board send congratulations, over the signature of the Board Chair, to Jameswood Alternative School staff on their significant achievement.”  
**CARRIED**
  - 3. MPI Drivers Ed Permits
  - 4. MHSAA Provincial Volleyball Championship
  - 5. RM of Headingley Letter re: Phoenix School
  - 6. Board Actions and Referrals
- CONCLUDED: Report of the Superintendent  
**FILED**

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

Presented by Carrie Melville, Secretary-Treasurer/CFO  
Report 18-21

**FOR ACTION**

- 20-03-21
- 1. Financial Statements
    - a) October 2021
  - 2. Manitoba Education Correspondence  
**MOVED: Trustee Craig Glennie**  
“That item #1 and #2 be referred to the Finance/Facilities Committee.”  
**CARRIED**
- 20-04-21
- 3. Appointment of the Division Auditor for 2021/2022  
**MOVED: Trustee Craig Glennie**  
“That PricewaterhouseCoopers LLP be appointed to conduct the audit of the Division's 2021/2022 financial records.”  
**CARRIED**

**FOR INFORMATION**

- 1. Cheque Registers
  - a) October 18, 2021
  - b) October 22, 2021 (US)
  - c) October 26, 2021 (Payroll)
  - d) October 26, 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)
  - a. E-News – October 27, 2021
  - b. Virtual Remembrance Day Ceremony

- c. 11 Days of Remembrance
- d. Memo re: Phishing Attempts Manitoba Schools
- e. Fall 2021 General and Regional Meeting Agenda Package

CONCLUDED: Correspondence

**FILED**

**UNFINISHED BUSINESS**

- 20-05-21** 1. First Reading By-Law 316-21 Consolidated Organizational By-Law  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give first reading to By-Law 316-21, a Consolidated By-Law of Organizational By-Law 311-20 and Amending By-Laws 313-21 and 314-21."  
**CARRIED**
- 20-06-21** 2. First Reading By-Law 317-21 Consolidated Trustee Indemnity By-Law  
**MOVED: Trustee Jennifer Lawson**  
"It is recommended that the Board give first reading to By-Law 317-21 Trustee Indemnity, a Consolidation of By-Laws 297-19, 309-20 and 315-21."  
**CARRIED**

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

*There were no agenda-based questions from the public.*

**TRUSTEE PD SUMMARIES**

*There were no PD Summaries.*

**NEW BUSINESS**

*There were no new business items.*

**RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 7:49 p.m.**

- 20-07-21** **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 8:04 p.m.

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

**Mike Wake**  
**Superintendent**