



ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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

Tuesday, December 6, 2022, 7:30 p.m.

2574 Portage Avenue, Winnipeg

#1719679

PRESENT:

Cheryl Smukowich	Board Chair
Holly Hunter	Vice Chair
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Sandy Lethbridge	Trustee
Fiona Shiells	Trustee
Tara Smith	Trustee
Rachelle Wood	Trustee

ALSO IN ATTENDANCE:

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

REGRETS:

CALL TO ORDER

The Chair called the meeting to order at 6:31 p.m. Attendance – recorded above.

22-01-22 **MOVED: Trustee Sandy Lethbridge**
"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 homelands of the Red River Métis Nation.

VOTING PROCEDURES

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

22-02-22 **MOVED: Trustee Craig Glennie**
"That the Board vote by secret ballot;
That the ballots be destroyed after each vote;
That Carrie Melville tally the votes;
That Jenness Moffatt and Jordana Buckwold 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.”

CARRIED

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

ELECTION OF CHAIRS OF STANDING COMMITTEES

CHAIR, HUMAN RESOURCES/GOVERNANCE COMMITTEE

Nominated: Trustee Sandy Lethbridge
Trustee Michael Cabral
Trustee Tara Smith

22-03-22 **MOVED: Trustee Sandy Lethbridge**
“That nominations cease.”

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Sandy Lethbridge elected as Chair of the Human Resources/Governance Committee for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

CHAIR, COMMUNITY ENGAGEMENT COMMITTEE

Nominated: Trustee Michael Cabral
Trustee Angela Dunn
Trustee Tara Smith

22-04-22 **MOVED: Trustee Holly Hunter**
“That nominations cease.”

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Angela Dunn as Chair of the Community Engagement Committee for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

ELECTION OF COMMITTEE MEMBERSHIPS

MEMBERSHIP, HUMAN RESOURCES/GOVERNANCE COMMITTEE (3)

Nominated: Trustee Michael Cabral
Trustee Holly Hunter
Trustee Tara Smith

22-05-22 **MOVED: Trustee Craig Glennie**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Michael Cabral, Holly Hunter and Tara Smith elected as members of the Human Resources/Governance Committee for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

MEMBERSHIP, COMMUNITY ENGAGEMENT COMMITTEE (3)

Nominated: Trustee Craig Glennie
Trustee Rachelle Wood
Trustee Fiona Shiells

22-06-22 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

As there are only two standing committees, and each trustee is to sit on one standing committee, the Chair declared Trustees Craig Glennie, Fiona Shiells and Rachelle Wood as members of the Community Engagement Committee for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

MEMBERSHIP, AWARDS AND SCHOLARSHIPS COMMITTEE/SCHOLARSHIP FOUNDATION

Nominated: Trustee Angela Dunn
Trustee Michael Cabral

22-07-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Angela Dunn member of the Awards and Scholarships Committee & Scholarship Foundation for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

MEMBERSHIP, RETIREMENT PLAN COMMITTEE (2)

Nominated: Trustee Craig Glennie
Trustee Michael Cabral

22-08-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustees Michael Cabral and Craig Glennie members of the Retirement Plan Committee for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

SCHOOL BOARD/STUDENT COUNCIL LIAISON

Nominated: Trustee Fiona Shiells
Trustee Angela Dunn
Trustee Craig Glennie

22-09-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Fiona Shiells as Student Council Liaison representative for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

DIVISION EARLY CHILDHOOD EDUCATION COMMITTEE

Nominated: Trustee Holly Hunter
Trustee Tara Smith
Trustee Craig Glennie

22-10-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Tara Smith as Division Early Childhood Education Committee representative for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

MENTAL HEALTH PROMOTION COMMITTEE

Nominated: Trustee Sandy Lethbridge

22-11-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Sandy Lethbridge as Mental Health Promotion Committee representative for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

SAFE AND CARING SCHOOLS COMMITTEE

Nominated: Trustee Tara Smith

22-12-22 **MOVED: Trustee Sandy Lethbridge**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Tara Smith as Safe and Caring Schools Committee representative for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

ZIIBI ODEWEI'IGAN COMMITTEE

Nominated: Trustee Cheryl Smukowich
Trustee Rachelle Wood

22-13-22 **MOVED: Trustee Tara Smith**
"That nominations cease."

CARRIED

Following a vote taken by secret ballot, the Chair declared Trustee Rachelle Wood as Ziibi Odewei'igan Committee representative for the period of December 6, 2022, to the annual meeting of the Board in September 2023.

ASSINIBOIA CHAMBER OF COMMERCE

Nominated: Trustee Michael Cabral

22-14-22 **MOVED: Trustee Holly Hunter**
"That nominations cease."

CARRIED

Since no further nominations were received, the Chair declared Trustee Michael Cabral as Assiniboia Chamber of Commerce representative for the period December 6, 2022, to the annual meeting of the Board in September 2023.

ADOPTION OF MINUTES – PREVIOUS MEETING

The minutes of the Inaugural Board Meeting of November 1, 2022 were adopted.

REPORT ON EDUCATION

Golden Gate Middle School – Grade 7 Band

Presented by: Catharine Rivard, Arts Coordinator, Darrell Chrisp, Teacher and ten grade 7 students.

Students from the grade 7 band at Golden Gate Middle School delighted trustees with a 4-song performance showcasing their instrument skills.

TRUSTEE STATEMENTS

Trustee Holly Hunter provided a statement regarding the Remembrance Day service that took place at Bruce Park on November 11, 2022.

HEARING OF DELEGATIONS

There were no delegations registered.

COMMITTEE REPORTS

COMMITTEE OF THE WHOLE FINANCE/FACILITIES REPORT

Meeting held: November 15, 2022

Presented by: Trustee Holly Hunter

1. Attendance

2. Approval of Agenda
3. CPI Update September 2022
4. Financial Statements September 2022
5. Manitoba Education Correspondence
 - a. Surplus Property at 130 Allard Avenue – Disposition of Property
 - b. Linwood School – Structural Upgrade – Windows and Renovation
6. Internal Audit Summary

CONCLUDED: Report of the Committee of the Whole Finance/Facilities

FILED

COMMITTEE OF THE WHOLE EDUCATION REPORT

Meeting held: November 15, 2022

Presented by: Trustee Holly Hunter

22-15-22

1. Attendance
2. Approval of Agenda
3. Role of the School Board and the 'Job' of the Trustee
4. 2022-2023 SJASD Priorities: Executive Summary

MOVED: Trustee Holly Hunter

"That the 2022-2023 SJASD Priorities: Executive Summary be received as information."

CARRIED

5. Trustee Workshop – Jordan Tinney Meeting Date Options
6. Upcoming December Events
7. Time Sensitive Correspondence

CONCLUDED: Report of the Committee of the Whole Education

FILED

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA

22-16-22

1. Administrative Appointments

MOVED: Trustee Sandy Lethbridge

"That Sarah James be appointed Principal at Lakewood School effective January 5, 2023 until June 30, 2023.

And further;

That Tammy Wilson be appointed Supervising Vice Principal at John Taylor Collegiate effective December 12, 2022 until June 30, 2023 or upon return of the current incumbent.

And further;

That Scott Dempster be appointed 50% Teaching Vice Principal at Golden Gate Middle School effective December 12, 2022 until June 30, 2023 or upon return of the current incumbent.

And further;

That Wilhelmine Kagazo be appointed Supervising Vice-Principal at College Sturgeon Heights Collegiate effective January 5, 2023 until June 30, 2023.

And further;

That Nadia Cantafio be appointed Teaching Vice-Principal at Bruce Middle School effective January 5, 2023 until June 30, 2023.

And further;

That Carina Romagnoli be appointed Teaching Vice-Principal at Collège Sturgeon Heights Collegiate effective January 5, 2023 until June 30, 2023.

And further;

That Laura Koslowsky be appointed 50% Teaching Vice-Principal at École Assiniboine effective January 5, 2023 until June 30, 2023.”

CARRIED

TRUSTEE COMMITTEE UPDATES

RETIREMENT COMMITTEE REPORT

Meeting held: November 9, 2022

Presented by: Trustee Craig Glennie

1. Call to Order/Attendance
2. Approval of Agenda
3. Approval of Minutes – September 22, 2022
4. Ellement Consulting Group (Consultant/Actuary)
5. Ellement Consulting Group (Actuary)
6. Correspondence
7. Other Correspondence
8. Conference/Course Correspondence

CONCLUDED: Report of the Retirement Committee

FILED

REPORT OF THE SUPERINTENDENT

Presented by Jenness Moffatt, Acting Superintendent

Report 17-22

FOR ACTION

- 22-17-22** 1. Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers
MOVED: Trustee Michael Cabral
“That the revised Policy IJOC Criminal Record and Child Abuse Registry Checks for Volunteers be referred to the Human Resources/Governance Committee for review.”

CARRIED

- 22-18-22** 2. Policy JICFB Student Harassment and Bullying & Regulation GBAA-R Respectful Workplace
MOVED: Trustee Sandy Lethbridge
“That the revised Policy JICFB Student Harassment and Bullying and Regulation GBAA-R Respectful Workplace be referred to the Human Resources/Governance Committee for review.”

CARRIED

- 22-19-22** 3. Policy IGBD Substitution of Credits in Exceptional Circumstances
MOVED: Trustee Holly Hunter

“That Policy IGBD Substitution of Credits in Exceptional Circumstances be referred to the Committee of the Whole Education for review.”

CARRIED

FOR INFORMATION

1. Board Actions and Referrals
2. Winter Concerts
3. Good News – Manitoba Indigenous Youth Achievement Awards

22-20-22 **MOVED: Trustee Holly Hunter**

“That the Board send a letter of congratulations, over signature of the Board Chair to both students.”

CARRIED

4. Good News – Physical Education Celebrations

22-21-22 **MOVED: Trustee Craig Glennie**

“That the Board send a letter of congratulations, over signature of the Board Chair, to all coaches of teams acknowledged in the Physical Education Celebrations.

And further;

That a special shout out goes to the girls volleyball team at Sturgeon Heights Collegiate for winning the provincial championship.”

CARRIED

CONCLUDED: Report of the Superintendent

FILED

REPORT OF THE SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

Presented by Carrie Melville, Secretary-Treasurer/CFO
Report 17-22

FOR ACTION

1. Financial Statement October 2022
2. City of Winnipeg Portioned Assessment November 15, 2022
3. Appointment of the Division Auditor for 2022/2023
4. Draft Budget Timeline 2023/2024
5. Manitoba Education Correspondence
 - a) Britannia School – Unit Ventilator Replacement – Tender Award Authority and Project Support
6. Land Exchange Agreement

22-22-22 **MOVED: Trustee Holly Hunter**

“That items #1 - #6 be referred to Committee of the Whole Finance/Facilities.”

CARRIED

7. Promissory Note

22-23-22 **MOVED: Trustee Holly Hunter**

“That a Promissory Note in the amount of \$1,268,300 for various capital projects, issued under the Public Schools Act, be approved,

And further;

That the Promissory Note be signed by the Secretary-Treasurer/CFO and countersigned by the Board Chair of the School Division.”

CARRIED

FOR INFORMATION

1. Cheque Registers
 - a) October 28, 2022 (Payroll)
 - b) October 28, 2022
 - c) November 7, 2022 (Payroll)
 - d) November 7, 2022
 - e) November 15, 2022
 - f) November 22, 2022 (Payroll)
2. Permit Report as of December 1, 2022
3. October 26, 2022 School Trustee Election Results
4. Fundraising Report
 - a) École Robert Browning
 - b) Collège Sturgeon Heights Collegiate
 - c) George Waters Middle School
 - d) École Voyageur

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. 2023 Convention Awards Package
 - b. E-News November 16, 2022
 - c. Memo re: Call for Committee Volunteers
 - d. International Day of Persons with Disabilities – Webinar
 - e. Winter Maintenance Bulletin
 - f. Memo re: Accessible Information and Communication Standard Regulation
 - g. Call for Workshop Presenters & Student Performers
 - h. MSBA Policies for Trustees and Administrators 2022-2023
 - i. Memo re: Mitigating Cyberattacks
2. Winnipeg School Division Announcement of Board Chair and Vice Chair 2022-2023
3. Seven Oaks School Division Announcement of Board Chair and Vice Chair 2022-2023

CONCLUDED: Correspondence

FILED

UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

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

- 22-24-22 1. Policy KNAJ Relations with Police Authorities
MOVED: Trustee Holly Hunter
“That policy KNAJ be amended to include:
“The Board of Trustees will have access to all contracts signed between the Winnipeg Police Service and the St. James-Assiniboia School Division. The Board of Trustees will vote on the establishment and/or continuation of all contracts between the Winnipeg Police Service and The Division.””
CARRIED
- 22-25-22 2. Regulation GCF-R Hiring of Professional Staff and Appointment of School-Based Administrators
MOVED: Trustee Holly Hunter
“That Regulation GCF-R Hiring of Professional Staff and Appointment of School-Based Administrators be revised as follows:
Under Part C Appointment of School-Based Administrators, paragraph 3 be amended to remove the words "a maximum of two trustees shall sit" as well as "consisting of the Chair of the Personnel Committee, and/or one other member of the Personnel Committee or trustee designate. The trustee's role in the interview is to provide oversight on process to the senior administration that will make and recommend for the selection decision to the Board".
And instead, it will just read:
During the interview process for new, permanent principals, in addition to the senior administration, there will be trustee representation on the interview committee.”
REFERRAL MOTION
MOVED: Trustee Craig Glennie
“That the previous question be referred to Human Resources/Governance Committee for consideration.”
CARRIED
- 22-27-22 3. St. James-Assiniboia School Board Social Media
MOVED: Trustee Sandy Lethbridge
“That the Community Engagement Committee explore the creation of St. James-Assiniboia School Board social media pages operated independent from the existing St. James-Assiniboia School Division social media platforms.”
CARRIED
- 22-28-22 **RECESS TO THE COMMITTEE OF THE WHOLE IN CAMERA – 8:48 p.m.**
MOVED: Trustee Holly Hunter
“That the Board recess to Committee of the Whole in Camera.”
CARRIED

ADJOURNMENT:

On motion of Trustee, the regular board meeting adjourned at 8:48 p.m.

Cheryl Smukowich
Chair of the Board

Jenness Moffatt
Acting Superintendent